

# POLICY MANUAL

VOLUME XI

## UNIVERSITY COLLEGE POLICIES

**(Revised May 2008)**



**GEORGIAN COURT UNIVERSITY**

*A tradition of excellence...a future of success*

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## Volume XI

### UNIVERSITY COLLEGE POLICIES

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#### **11.0 University College**

##### **11.1 Welcome to the University College**

A goal of the University College is to provide an academic co-educational alternative for men and women to pursue a high-quality liberal arts pre-collegiate, undergraduate, and graduate education within the context of the Georgian Court approach to learning, community and service.

This Volume XI of the Policy Manual and the University College Student Handbook will serve as a ready reference for University College students. The information and directives outlined in these pages are important, so keep this on hand while a student with Georgian Court. Here are some additional ways Georgian Court will use to keep communication lines open.

##### ***11.1.1 University College Communications***

The University College newsletter is issued two times each year and/or students will receive other appropriate communications and announcements via e-mail, phone, or mail.

##### ***11.1.2 Bulletin Boards***

Announcements are posted on the bulletin boards in the Arts and Science Center and throughout the campus when appropriate.

##### ***11.1.3 Correspondence***

Contact is made with all or individual students as necessary.

##### ***11.1.4 Change of Contact Information***

Please make sure that any changes of name, address, etc., are sent to the Office of the Registrar immediately with the following documentation, where applicable:

1. Driver's license;
2. Marriage license; and
3. Social Security card.

##### ***11.1.5 Notice of Non-Discrimination Policy***

Georgian Court subscribes to the principles and laws of the State of New Jersey and the federal government with regard to civil rights and equal opportunity, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act. While retaining its rights under Title IX as a single gender institution for women sponsored by the Sisters of Mercy of New Jersey, Georgian Court's policy prohibits discrimination on the basis of race, gender, color, national or ethnic origin, marital status or disability. Inquiries concerning the application of this policy may be directed to the Affirmative Action Officer, Georgian Court University, 900 Lakewood Avenue, Lakewood, NJ, 08701-2697, (732) 987-2200. University College is co-educational.

### **11.1.6 University College Honor Society**

Nontraditional University College students who qualify are invited to join the National Organization of Alpha Sigma Lambda.

### **11.1.7 Professional Advisory Councils**

A group of students, faculty and graduates, as well as the Director of University College, participate in the several school and departmental or program advisory councils. Students who are interested in applying to participate in this or other standing committees are invited to do so by contacting the director of University College. The purpose of the councils is to offer suggestions and ideas to further the goals of the University College with respect to specific programs.

## **11.2 Academic Information**

### **11.2.1 Scheduling**

Fall and spring classes meet once or twice a week on a weekday evening in a time frame commensurate with the credits offered per course. There are also a limited number of Saturday morning classes. Evening sessions are scheduled in the summer. There are online, video-conference (VTC), and accelerated classes. Students enrolled in the Accelerated Programs attend class in the evening and on weekends and are engaged in Web-enhanced hybrid or online experiences. Additional information is available from the Director of University College.

The schedule varies by site. Site or locations currently include:

- Lakewood
- Cumberland
- Kingsway
- Communiversity
- Red Bank (JCP&L)
- Woodbridge
- Several schools for the Course Ahead program.

### **11.2.2 Class Attendance**

All students are expected to attend classes regularly. Students who are ill and who are advised by a doctor to remain out of class for more than a week should contact the Director of University College Services, who in turn will notify instructors of prolonged absences.

### **11.2.3 Class Cancellations**

Cancellation announcements will be made as far in advance of class time as is possible. The primary source of Georgian Court-wide cancellation information is the Georgian Court web site, [www.georgian.edu](http://www.georgian.edu), where announcements will be placed in a prominent location. Calling the main number and following prompts will also supply you with the information. In addition, cancellation announcements will be made on the following radio and television stations.

Radio:

- WOBM (FM 92.7)
- WJLK (AM 1310)
- WADB (FM 95.9)
- WOR (AM 710)
- WKXW (FM 101.5)

TV:

- Channel 12

In addition, pertinent information will be broadcast utilizing the Connect-ED mass notification system to those students and staff members enrolled with the service.

### **11.2.4 Emergency Messages**

Family may contact students in class in an emergency situation by calling the main Georgian Court number: (732) 987-2200. The switchboard is covered each weekday from 8:00 a.m. to 7:30 p.m. The family member must give the operator the name of the student to be contacted and the message to be conveyed. It is the responsibility of each student to give family the student's schedule (with building and room numbers) each semester. Family should use this procedure only in an emergency.

### **11.2.5 College-Level Examination Program (CLEP)**

Some may wish to consider taking one or more CLEP tests to satisfy cluster requirements or as electives. These credits do not count toward the 50 resident credits required by the Georgian Court.

Students enrolled in Georgian Court who take CLEP tests must achieve a score of 50 or more for general exams. The scaled score equivalent to a "C" or more enables students to receive credit for subject exams.

Georgian Court requires two science laboratory courses. CLEP science exams do not fulfill this requirement, but credits awarded may be applied toward elective units.

Ordinarily, Georgian Court accepts a total of 30 CLEP credits. Students must obtain written approval from the department adviser and the registrar prior to taking any of these examinations.

Registration forms can be obtained at the University College Office or at the Advisement Office.

### **11.2.6 Independent Study Guidelines**

1. Two forms are to be prepared:
  - a. Application Form – to be obtained by the instructor from the office of the appropriate dean.
  - b. Evaluation Form – to be obtained by the instructor from the office of the appropriate dean and to be filled in at the end of course by the instructor and by the student(s) involved in the independent study. This form is also to be submitted to the Office of the Registrar.
2. Independent Study should not be given for a course being offered the current year.
3. A 3 or 4 credit course should not be offered for a fewer number of credits.
4. Independent Study may be used to fulfill a course requirement, but a project outside the course is preferred.
5. Independent Study should be limited to majors or to those who have a 3.5 cumulative GPA.
6. Freshmen are accepted into the program if they have advance placement in the subject field.
7. The minimum requirement must be a ratio of one hour of consultation to six hours of work per week for three credits.
8. The assignments given by the instructors must be planned so that the students are able to complete work hours.

### **11.2.7 Non-Traditional Credit Programs In Addition To CLEP**

Qualified adults may wish to consider other means of earning college credit, such as DANTES, ACT, and TECEP examinations. See the Director of University College Services for further information.

### **11.2.8 Course Changes**

Students need to begin work by the second week of classes. Students may withdraw within the first five weeks of a semester without having the course appear on the records.

To add a course and/or withdraw from a course, students are asked to secure the authorization form and approval from the department adviser. Undeclared majors and non-matriculating students are asked to secure authorization from the Director of University College Services. Those seeking certification in education need approval from that department. Students are to bring the completed forms and fee payments to the Office of the Registrar. The fee does not apply to pre-registration changes prior to the deadline set for such activity each semester. Please note that failure to follow procedures can result in academic and financial penalties. If students withdraw between the fifth week through the end of the seventh week, the course will appear on the record with “W.” Students who withdraw after the seventh week of either semester will receive letter grades computed on the basis of all work completed or not completed at the end of the semester. Therefore, students may not officially withdraw after the seventh week.

### **11.2.9 Courses at Other Institutions**

Matriculating students need to complete the required form and receive the approval signatures of advisers and the Registrar to take courses at other institutions for transfer of credits to their academic record. At the completion of the course, a transcript must be sent to the Office of the Registrar.

### **11.2.10 Leave Of Absence**

If, for any reason, a student must discontinue class work at Georgian Court but does plan to return, that person should write to the Registrar and indicate the need for a leave of absence. If the leave is caused by medical challenges, the letter to the Registrar must contain documentation from a physician. Doing this facilitates one's return to Georgian Court.

### **11.2.11 Cross Registration**

Matriculating students who are in the University College and who have a need to take a day course(s) must secure a waiver (IQ Web override form) from the Director of University College. The same is true for students desiring to take particular courses at other sites.

### **11.2.12 Educational Records**

Georgian Court maintains the following records concerning students:

- Academic: admission records, grade transcript, standardized test scores;
- Nonacademic: financial aid application, PCS or SFS, employment credentials for seniors and graduates, general background and letters of recommendation.

The General Education Provision Act, Privacy Rights of Parents and Students (1974), gives students the right of access to their records except for the following: medical and psychiatric records, parents' confidential information regarding admission, application for employment or receipt of honorary recognition, confidential letters of recommendation placed in a student's file before January 1, 1975. Students wishing to review a specific record may go to the appropriate office and sign a request. The officer in charge of the records will comply with the request within 7 days.

Unauthorized personnel within Georgian Court do not have access to student records without the explicit approval of the officer in charge.

Persons or agencies outside Georgian Court do not have access to students' records without the written consent of the student, based on full knowledge of the intended use of such information. Records of all such requests are kept in the student's file and as such are available to the student.

In compliance with Section 438 of the General Education Provision Act, Privacy Rights of Students and Parents (1974), Georgian Court lists the following categories of information that are considered directory information: student's name, address, telephone, status, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Georgian Court may release this information to inquirers (e.g., prospective employers and graduate schools) or in news releases. Students who do not wish to release any or all of the above

information must submit a request in writing to the Registrar. This request must state which items of information the student wishes withheld from disclosure.

### **11.2.13 Final Examinations**

A final experience or exam is usually required in each course and will be included in the syllabus students are given. It is expected that course work will be completed at assigned times. If illness should prevent students from taking the examination, students are required to contact instructors immediately to arrange for make-up examinations. In extenuating circumstances, students may request a three-week extension from instructors, which may or may not be approved.

### **11.2.14 Grading System**

An average of “C<sup>+</sup>” (2.5) for all courses in the major field must be maintained, as well as a general average of “C” (2.0). Entrance into the School of Education requires a 2.7. The minimum grade point average of “C<sup>+</sup>” (2.5) is required in most major field courses, a minimum of 2.0 is required overall. Social Work requires a 3.0.

<u>Letter Grade</u>		<u>Range</u>	<u>Grade Points</u>
A	=	95 and above	4.0
A <sup>-</sup>	=	90 – 94	3.7
B <sup>+</sup>	=	87 – 89	3.5
B	=	83 – 86	3.0
B <sup>-</sup>	=	80 - 82	2.7
C <sup>+</sup>	=	77 – 79	2.3
C	=	73 – 76	2.0
C <sup>-</sup>	=	70 - 72	1.7
D <sup>+</sup>	=	65 – 69	1.5
D	=	60 – 64	1.0
F	=	Failure (<59)	0
INC			

Incomplete (INC) indicates incomplete work. To receive this mark, the student must obtain permission from the instructor to postpone submission of required work. The incomplete becomes an “F” if the work is not completed within four weeks.

Students are placed on probation if, as freshmen, their minimum GPA is below 1.8; as sophomores, the GPA is 1.9; and as juniors and seniors, the GPA is below 2.0.

For transfer students, the grades for all college-level credits from ALL institutions previously attended are included in the Admission Cumulative Grade Point Average (CGPA). Only developmental/skills courses (i.e., courses that are lower than the 100 level or do not count toward the student’s degree requirements) are excluded from the Admission CGPA. The Admission CGPA is used to determine acceptance to Georgian Court, and, in some instances, to certain degree programs. A minimum CGPA of 2.0 is required for acceptance to Georgian Court. The student’s new CGPA will be based upon all credits attempted at Georgian Court.

### **11.2.15 Grade Reports**

Approximately two weeks after the end of each term, grade reports are available online. No grade reports or transcripts are sent if there is any indebtedness to Georgian Court. Should there be any discrepancies on the grade reports — missing classes, incorrect grades, etc. — students are urged to contact the Office of the Registrar immediately so that the situation can be rectified.

### **11.2.16 Grade Appeal**

A student wishing to file an appeal about a final grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor who assigned it. If the instructor has received from the student convincing evidence that the original grade was inaccurate, the grade shall be corrected by the instructor. If an inaccurate final grade has been given, the instructor shall submit a Change of Grade form to the Office of the Registrar.

If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the grade appeal and request a review by the Dean. The Dean shall attempt to resolve the issue between the student and faculty member.

If the issue cannot be satisfactorily resolved by consultation with the student, the faculty member, and the Dean, the student may appeal in writing to the Provost. The Provost shall attempt to resolve the issue in consultation with the student, the faculty member and the Dean. The Provost shall have the authority, if no agreement is reached at this consultation, to resolve the appeal definitely. Copies of the decision shall be provided to the student, the faculty member and the Dean.

Notification Procedure:

1. A student may, after conferring with the instructor, submit a written appeal about a grade for work completed while the course is in progress to the Dean no later than two weeks after the notification of the grade is given by the instructor.
2. A student may, after conferring with the instructor, submit a written appeal about a final course grade to the Dean no later than six weeks after the postmark date of the official notification of the grade.
3. If the matter is appealed to the Provost, written notification of the action by the Provost shall be sent to the student within four weeks of the appeal, excluding those weeks in which classes are not in regular session.

### **11.2.17 Physical Education Requirements**

Undergraduate students are required to take physical education.

### **11.2.18 Honors**

At the opening convocation of the academic year, public recognition is given to all students in the sophomore, junior and senior classes whose academic record of the previous year, including the previous year's summer sessions, merited a 3.6 grade point average, and the title of Dean's Scholar is granted. Part-time, matriculating students are eligible for recognition when they complete any multiple of 24 or more credits since the last time they were recognized at Fall

Convocation, and merit a 3.6 grade point average. At least 60 credits must be earned at Georgian Court University in order for a student to be eligible for degree honors. (Only credits taken at Georgian Court, a minimum of 60, will be used in this evaluation.) The bachelor's degree is awarded with honors to students who meet the following minimum requirements: 3.6 cumulative grade point average (CGPA) – cum laude, 3.75 CGPA – magna cum laude, and 3.9 CGPA – summa cum laude.

#### **11.2.19 Pre-Registration**

All students are encouraged to pre-register for the next semester during the specified period designated on each semester's calendar (drop/add) and signed by an adviser. During the designated period for each class level, students can register on line.

#### **11.2.20 Summer Sessions**

The summer sessions are scheduled from the middle of May to the end of June and from July through the early part of August. To earn three credits in any six-week session, students must attend two nights a week.

#### **11.2.21 Placement Testing**

The Accuplacer Test is administered through the Academic Development Center. Ordinarily, students who have not taken this test must do so for placement in English and mathematics classes. Please contact either Admissions, University College Office, or Advisement Office to determine if you need this test.

#### **11.2.22 Activities**

There are separate organizations and honor societies for day and evening students. Most (including SGA) have been organized for Woman's College students, but there are some associations that have a University College branch. Contact the Director of University College Services or your Department Adviser for further information.

#### **11.2.23 Transcripts**

Requests for transcripts must be in writing, must be sent to the Registrar, and must include the student's name and address along with the full address, including zip code, to which the transcript is to be sent. Forms are available on line. Payment of \$5 is required for requests. Official transcripts are not sent directly to students.

### **11.3 Financial Information**

Tuition and other fees are due at the time of registration. Checks are payable to Georgian Court University. The Georgian Court catalog lists the current tuition and fee schedule. The initial \$100 tuition deposit and subsequent fees are nonrefundable.

### **11.3.1 Payment Plans**

Georgian Court honors company tuition plans that allow for full payment during the semester. A letter of authorization must be submitted every semester. Students may opt for the monthly payment plan. Brochures from Tuition Management Systems or Academic Management Services explain the plans and are available from the Financial Aid Office or Student Billing Office. Tuition is also payable in two segments during the following months:

Fall semester: August, September (first bills sent in July)

Spring semester: January, February (first bills sent in December)

No bills are sent prior to these dates. Specific deadline dates for payments are announced at the time of registration. Checks should be payable to Georgian Court University. All payments should be sent to the attention of the Student Billing Officer, Georgian Court University, 900 Lakewood Avenue, Lakewood, NJ, 08701-2697. A \$25 fee is charged for checks returned for insufficient funds.

### **11.3.2 Financial Aid**

Financial aid includes any scholarship, grant, loan or job offered to the applicant student to help meet education-related expenses. Eligible students may be aided through a combination called a financial aid package. Awards are based on financial need, which is the difference between the family's ability to contribute to the student's education and the cost of attending college. Once the student is accepted to Georgian Court, the application for financial aid is processed and is reviewed for eligibility. Specifically, each applicant should:

1. File a Georgian Court Financial Aid Application.
2. File with the Georgian Court a Federal Financial Aid Form (FAFSA).
3. Send a current 1040 Federal Income Tax form for the family and/or the student to the Financial Aid Office at Georgian Court.
4. Male students must supply proof of registration compliance for the Selective Service.

All of the forms are available at the Georgian Court Office of Financial Aid or Student Services Office. Many forms can also be found on line. If necessary, a financial aid counselor can arrange an appointment for the evening; call (732) 987-2258.

Georgian Court policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, nation or ethnic origin, marital status or handicap. The Office of Financial Aid complies with the Family Educational Rights and Privacy Act of 1974 by protecting the confidentiality of disclosed information.

### **11.3.3 Veterans Benefits**

The Veterans Tuition Credit Program (VTCP) is available to veterans who served on active duty between December 31, 1960, and August 1, 1974. An annual award of \$400 is available for full-time attendance.

Veterans desiring to receive Veterans Administration Educational Assistance should consult with the veterans' officer before registration. The veterans' officer will assist the veteran in completing all necessary forms and submitting them to the Veterans Administration to ensure

timely certification and payment. All new and returning veteran students should contact the Office of Financial Aid at the beginning of each semester to ensure that their certifications have been submitted. Any changes in enrollment status should be reported to the Office of Financial Aid as they occur. Students may also call or write the Veterans Administration Regional Office, 20 Washington Place, Newark, NJ, 07102 (1-800-242-5867).

## **11.4 Georgian Court Services**

### **11.4.1 Georgian Court Bookstore**

The Georgian Court Bookstore is operated by Follett, Inc. The bookstore carries new and used textbooks, school supplies, imprinted gifts, clothing, computer software, stamps, snacks and other items. The bookstore carries a full selection of required books for the current semester. The staff will gladly help you with your list of books from your course schedule. Payment methods are cash, check, credit card (Visa/MasterCard, Discover, American Express) and Financial Aid. Student identification is required. Keep the receipts because books may be returned within 14 days for a full refund. Charge or cash receipts must accompany all returns.

### **11.4.2 Regular Bookstore Hours**

Monday - Friday 9:00 a.m. - 7:00 p.m.

Extended hours at the beginning of each semester. Hours during rush times will be posted as soon as newly ordered books arrive for the next semester. Telephone: (732) 987-2633.

### **11.4.3 Counseling and Placement**

The Counseling Center, located on the second floor of the Casino, offers personal counseling and career counseling. It provides programs and services to meet the needs of students returning to college. Placement Services assist students and alumni with career exploration, résumé preparation, interview workshops and full- and part-time job listings; call (732) 987-2602.

### **11.4.4 Health Center**

All students are required to submit a completed health form to the Health Center. Documented proof of immunization for measles, mumps and rubella from a physician or a copy of an official high school record is required by the State of New Jersey (N.J.A.C. 9:2-14 effective 4/2/90). Students born prior to 1957 are exempt from the immunization requirements.

### **11.4.5 Library**

With the exception of certain holidays, the Georgian Court Library is open seven days a week during the academic year. Hours are posted at the building entrance. In addition to books, students may borrow audio and videocassettes, records, slides, filmstrips and some types of audiovisual equipment. Periodicals, maps, reference books and materials on microfilm/microfiche may only be used in the Library. Non-reserve books circulate for four weeks; reserve books and audiovisual materials circulate for shorter periods. Student identification cards must be presented to borrow all materials, including reserve books.

The Library has individual and group study spaces, audiovisual listening-viewing facilities and a variety of services for students, including reference assistance, library instruction, interlibrary loan and computer-based information searching.

#### **11.4.6 Religious Services**

The Dorothy Marron University Community Chapel affords opportunity for quiet prayer and reflection. Times and places for liturgy are posted.

#### **11.4.7 Motor Vehicles**

All cars must be registered through the Security Office. All students are billed a fee for a parking permit, which must be visible at all times when parked in any university parking lot. Students are responsible for abiding by regulations printed on the back of the parking permit.

**PLEASE NOTE:** In accordance with New Jersey State Motor Vehicle Law, Statute 39:3-74, “No person shall drive with any sign, poster, sticker or other non-transparent material upon the front windshield, wings, deflectors, side shields, corner lights, adjoining windshield or front side windows of such vehicle other than a certificate or other article required to be so displayed by statute or by regulations of the commissioner.”

All vehicles must:

- Display a VALID parking permit to park in any university parking lot.
- Students may park in white lined spaces only; red lined spaces are faculty and staff members; blue lined spaces are for handicapped individuals; yellow lines indicate no parking.
- Students must observe speed limits and traffic signs on campus.
- Students must always yield to pedestrians.
- The operation of a motor vehicle is prohibited on lawns, walks and athletic fields. Parking is not permitted on roads, driveways or grass areas.

Citations will be issued for violations of the above. Repeated violations may result in the loss of parking privileges and/or the towing away of vehicles.

Georgian Court University does not assume responsibility for theft or damage while cars are on campus. Parked cars should be locked at all times.

Residents may park in the area behind/adjacent to their residence hall, Lot D. Residents may not drive cars to the dining hall, any campus buildings, or park in any university parking lot other than Lot D. Cars are to be used only for entering and exiting the campus and for loading and unloading at the residence hall. The area in front of Maria Hall is a fire zone, and the area in front of St. Joseph Hall is a 30-minute parking zone only. All motor vehicle violations, including parking in a fire zone, traveling the wrong way on a one-way street, and illegal parking will result in a \$25 fine. All fines are to be paid at the Office of the Bursar.

Handicapped spaces have been designed in various areas throughout the campus. A fine of \$100 will be issued for parking in reserved handicapped parking spaces.

Visitors to the campus must obtain a parking pass at the Security Gatehouse, which must be visible while on campus.

#### **11.4.8 Photo ID Cards**

During the first few weeks of classes, picture student identification (ID) cards will be issued to all students at the Security office. Students at Communiversity, Cumberland, and Woodbridge may have their pictures taken there at the site. These ID cards entitle students to use the Library, attend Georgian Court functions, and participate in cultural and social activities. ID cards should be carried at all times and must be presented upon request of any member of the administration, faculty, staff and/or security. If the ID card is lost or must be replaced for some reason, a fee will be charged at the Office of Student Development. (See Volume VII, Subsection 7.4.2 for more information.)

#### **11.4.9 Lost and Found**

Lost and found headquarters is in the Security office. Articles are kept for two weeks. While Georgian Court is not responsible for the loss of money or valuables, students should report such losses to this office.

#### **11.4.10 Dining Hall - Chartwells Dining Services**

Located in the quad area, the Raymond Hall Dining Room is in close proximity to the major divisions of Georgian Court. As the main dining facility, it is open from Monday to Thursday from 7:00 a.m. to 7:00 p.m. and on Friday from 7:00 a.m. to 6:00 p.m. On Saturdays and Sundays the Court Café serves from 11:30 a.m. until 6:00 p.m. The main Dining Hall offers an all-you-can-eat program. No food is allowed out of the main Dining Hall unless one has a nurse's note. Any Georgian Court member, with a meal plan, is required to bring their meal card for every meal. Members of the community who do not have a meal plan are welcome to pay a modest fee for the same menu.

Anyone who has a schedule conflict and needs the option to grab-and-go, our Court Cafe, located in Gavan Student Lounge, adjacent to the Sister Mary Joseph Cunningham Library, is open Monday to Friday from 9:30 a.m. to 6:00 p.m. In addition, any students with evening classes can visit the Cafe for snacks and coffee from 6:00 p.m. until 10:00 p.m. Monday to Thursday.

Chartwells staff is always open to positive suggestions. Foodservice Committee meetings are held in order to receive feedback from the campus. The meetings will be posted, and all are welcome to attend. Telephone: (732) 987-2728.

### **11.5 Georgian Court Regulations**

#### **11.5.1 Substance Abuse Policy**

Possession, sale and use of stimulant, depressant, narcotic or hallucinogenic drugs and other drugs having potential for abuse, except by medical prescription, violate federal and state laws and are prohibited on campus.

### **11.5.2 Fire Regulations**

In accordance with state fire regulations, no smoking is permitted in classroom buildings. Students should familiarize themselves with emergency exits in event of fire and should comply with periodic drills.

It is required by law, during all fire drills, for all persons to vacate the building they are in at the time of alarm activation.

Tampering, obstructing and/or causing any fire protection device or appliance (alarm system, detectors, fire extinguishers) to be inoperative or intentionally initiating a false alarm condition is prohibited. These actions are civil offenses, and such acts will be referred to the civil authorities and civil sanctions imposed. The propping open or use of any device to hold open a designated self-closing fire door or exit door is prohibited.

### **11.5.3 Alcohol Policy**

Georgian Court fully supports the New Jersey State Alcoholic Beverage Law:

1. No one under 21 years of age may purchase, possess or consume alcohol.
2. Transporting of open alcoholic beverage containers in any kind of vehicle on and off campus is a violation of New Jersey State Law. The transporting of alcoholic beverages by students under the age of 21 on campus is strictly prohibited. Any student, regardless of age, cannot consume alcoholic beverages in public places.
3. The Attorney General has defined public places as including residence hall entrances and lobbies, lounges, hallways and stairways, or common grounds of a college or university to which the general public by specific or implied invitation has access and in which an individual could have no reasonable expectation of privacy.
4. The sale or distribution of alcoholic beverages to persons under the legal drinking age is a serious criminal offense. Individuals can be held both criminally and civilly (i.e., law suits for damages and negligence) liable for the injury or death of any person resulting either directly or indirectly from the distribution of alcoholic beverages by them to a person under the legal drinking age.

Alcohol-related incidents will result in a \$50 fine for the first offense; second offense is \$100 and counseling.

### **11.5.4 Drug Policy**

Georgian Court fully supports the following policy regarding drugs/narcotics:

1. The use, possession or sale of legal and/or illegal drugs or narcotics by a student will subject that individual to disciplinary action and/or legal prosecution under federal, state or local statutes. The decision rendered shall be determined by the circumstances of the student's involvement.
2. Georgian Court makes available facilities of Its Health and Counseling Centers for students who may have involved themselves in the misuse of drugs or alcohol and wish to seek aid in altering this pattern of behavior.

3. Georgian Court will promote and encourage programs designed to explore the problems of drug and alcohol abuse.

Failure to comply with civil laws with respect to stimulants, depressants, narcotics and other drugs also subjects students to disciplinary action. Georgian Court reserves the right, in the event of a serious violation or criminal conviction in this matter, to terminate student status at Georgian Court.

### 11.6 The Schools and Colleges

	<u>Building</u>	<u>Room</u>	<u>Ext.</u>
Dean of the School of Arts and Sciences Dr. Linda James	A&S	130	2617
Dean of the School of Business TBD	FC	301	2724
Dean of the School of Education Dr. Jacqueline Kress	RH	105	2729
Director of University College Dr. Joe Molitoris	SJ	LL	2132
Director of University College Services Sister Dorothy Lazarick	SJ	LL	2361

### 11.7 Administrative Support Offices

	<u>Building</u>	<u>Room</u>	<u>Ext.</u>
Georgian Court Main Number: (732) 987-2200			
Financial Aid	SJ	1 <sup>st</sup> Fl.	2258
Registrar	SJ	1 <sup>st</sup> Fl.	2228
Student Billing Office	SJ	1 <sup>st</sup> Fl.	2277

A&S = Arts and Science Center; FC = Farley Center; RH = Raymond Hall; SJ = St. Joseph Building

Direct number to the University College: (732) 987-2130. Fax: 732-987-2131

Office hours are 9:00 a.m. to 7:30 p.m. when classes are in session. Otherwise the hours are 9:00 a.m. to 5:00 p.m.