



The College of New Jersey

EXPECTATIONS AND STANDARDS FOR OFF-CAMPUS CONDUCT

This document serves as a summary of the expectations for student conduct off campus and encompassed in the *Student Conduct Code*. To review the *Student Conduct Code* in its entirety please refer to the documents and appendices located at www.tcnj.edu/conduct.

I. Overview

The College of New Jersey is located within a suburban environment adjacent to multiple residential neighborhoods in Ewing Township. Therefore, the *Student Conduct Code* establishes expectations and standards with regard to the conduct of students both living and visiting others in surrounding neighborhoods. Students are expected to engage in responsible social conduct that reflects credit upon the College community both on and off campus, and is consistent with a safe and healthy environment. Furthermore, any violation of township, state or federal law will also be considered a violation of expectations for student conduct. If a student is charged with violating a township ordinance or state or federal law, generally the College will not request leniency from law enforcement or a prosecuting party on a student's behalf, nor advocate for civil or criminal action against a student. The primary method for addressing student conduct remains within the purview of the Office of the Dean of Students by the procedural standards outlined in the *Student Conduct Code*.

II. Prohibited Conduct

Although the expectations set forth in the *Student Conduct Code* apply to all students whether on or off campus, and any violation(s) of expectations for student conduct will be addressed through the student conduct process regardless of where the violation occurs, there are a number of stated violations in the *Student Conduct Code* that expressly include off-campus behavior:

- A. Violation of any federal, state or local law. (See Appendix A and B of the Student Conduct Code for non-exhaustive lists of selected state statutes and township ordinances and Appendix C for an excerpt of the State of New Jersey "Anti-Bullying Bill of Rights Act.")
- B. Disrupting the campus or off-campus community or engaging in any policy violation while under the influence of any alcohol or other drug, controlled substance, or narcotic.
- C. Being in possession of, attempting to purchase, purchasing, or consuming alcoholic beverages on or off campus while under the age of 21.
- D. Consuming alcoholic beverages or carrying alcohol in open containers in any public area without the receipt of an alcohol permit, regardless of age.

- E. Hosting the underage consumption of alcohol in a social space, residence hall room, common area, or off-campus space that is occupied by, under the control of, or reserved for the use of a student or organization.
- F. Behavior that disturbs the peace, academic study, or sleep of others on or off campus.

Examples of such conduct include, but are not limited to underage alcohol possession or consumption, public intoxication, noise violations, public urination, and harassment of others.

III. Procedural Standards for Any Violation(s) Occurring Off-Campus

The *Student Conduct Code* includes a comprehensive section on the procedural standards that guide the student conduct process. The following are selected portions from, and/or clarification of the *Procedural Standards* section that may aid both students living and socializing off-campus, and community members understand the student conduct process.

- A. Filing a complaint. Any member of the College community may file a complaint against a student for possible violations of the *Student Conduct Code*, including a representative from the Office of the Dean of Students on behalf of a person **outside** the College community if the incident has an adverse effect on the College and there is documentation from a verifiable source. A complaint must be prepared in writing and submitted to the Director of Student Conduct. Any complaint should be submitted as soon as possible after the incident takes place, preferably within 30 days. However, the Director of Student Conduct has discretion to accept or issue a complaint and issue charges against a student regardless of when the complaint is submitted if the conduct poses a possible threat to the College community or to individual members of the College community.

Any student or community member may submit a complaint by filling out an incident report form located on the College website at <http://conduct.pages.tcnj.edu/files/2011/10/Off-Campus.pdf>. Every complaint is reviewed by the Office of the Dean of Students for possible administrative action or referral to the student conduct process. Anonymous complaints will not be accepted.

Please note that any Ewing Township Police Reports involving College students are regularly submitted to the Office of the Dean of Students for action.

- B. Adjudication. As described in the *Student Conduct Code*, the College has established multiple methods and proceedings to address student behavior including issuing formal admonishments, mediation, informal hearings and formal administrative and board hearings. The Office of the Dean of Students will determine which method or proceeding is appropriate to address the reported behavior. The complaining party may be invited to participate in a proceeding or asked to provide additional information or clarification. Disciplinary records of students maintained at the College are protected by federal privacy laws, therefore the College is not able to disclose the outcome of any proceeding without the permission of the student or unless an exception applies as outlined in the *Student Conduct Code*.

Please be aware that students may also be subject to criminal charges or township citations for any violation(s). Any legal proceeding occurring with the township, county or state is

separate from any administrative process taking place with the College through the student conduct process.

IV. Possible Sanctions

The College employs progressive sanctioning practices, meaning that repeated behavior results in more severe sanctions. While the College does not employ “prescribed sanctions” for specific violations, the College assigns sanctions proportional to a violation, on a case by case basis taking into account any aggravating or mitigating circumstances.

- A. Sanctioning Practices. The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the *Student Conduct Code*. See also Appendix E of the *Student Conduct Code* for specific sanctioning procedures for selected violations.
1. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.
 2. Loss of privilege. Denial of any specified privilege for a designated period of time.
 3. Restitution. Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.
 4. Discretionary sanctions. Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.
 5. Restorative justice. Participation in a mediated discussion with any persons or departments harmed and development of a shared agreement of how to correct the harm. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative justice process. Restorative justice and mediation programs will not be available to students accused or found responsible for any sexual misconduct.
 6. Master education plan. Develop a master education plan with the aid of the Director of Student Conduct and mentor committee, agree to the terms of the plan, and to continuous evaluation.
 7. Parental notification. Notification may be sent to parents or guardians of a student who is under 18 years of age, or financially dependent on his or her parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting sanction.
 8. Pending termination of housing. This status serves as a housing probationary status assigned to a student for a specified period of time before his or her housing privileges are terminated. While on this status, any further violations of College policy may result in termination of housing. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.

9. Termination of housing. Removal of a student from College housing after a specific date and for a specified period of time. Through the duration of the termination, the student will be restricted from entering all residential floors in College buildings. Students who are removed from College housing for disciplinary reasons will receive the refund available based on the time of the semester according to the Department of Residential Education and Housing policies and the housing contract. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.
10. Pending suspension. This status serves as the disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of College policy may result in suspension from the College. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.
11. Suspension. Termination of course registration and residency (if applicable) from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Dean of Students to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.
12. Interim suspension. Immediate separation of a student from the College and/or housing by the Dean of Students pending a hearing. Through the duration of the interim suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the College or College property or to ensure the student's own physical or emotional safety and welfare. Students who have been suspended on an interim basis must have a conduct hearing within a practical period of the interim suspension.
13. Expulsion. Permanent dismissal from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students indefinitely. Expulsion is the most serious disciplinary action taken by the College and is generally reserved for only those cases of behavioral misconduct in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent removal from the College.