

William Paterson University
2013/2014
Student Handbook

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WILLIAM PATERSON UNIVERSITY

JOHN A. MARTONE • OFFICE OF THE VICE PRESIDENT OF STUDENT DEVELOPMENT
300 POMPTON ROAD • UNIVERSITY COMMONS, SUITE 117
WAYNE, NEW JERSEY 07470-2103
973.720.2179 FAX 973.720.2341 • WWW.WPUNJ.EDU

September 2013

Dear Student,

Welcome back to another academic year. To the new members (freshmen and transfer) of the community, we hope you are as excited as we are in Student Development about the start of your academic career.

The University's mission statement and our commitment to your success permeate everything we do and every program we offer. We believe you can be both academically successful and an involved, engaged member of this community. There are numerous opportunities to develop "your story" of college experiences that will assist in securing your first job or acceptance into a graduate program to advance your career. We believe by extending the learning environment beyond the classroom, you can enhance your educational growth, personal and professional development. At William Paterson University faculty have a passion for their teaching, the Student Development division is committed to helping you achieve your goals, and you can graduate in four years.

Please, if you have questions, or suggestions for how together, we can make your William Paterson University experience positive, exciting, successful, and yes fun, please step forward and become involved and committed. I urge you to review our web page and have a look at the assessment area to see what your fellow students had to say about programs and offices.

I wish you much academic success and the best quality of life experience while you are a student at William Paterson University.

Sincerely,

John A. Martone, Ph.D.
Vice President, Student Development

September 2013

Dear Student:

On behalf of the faculty, the Deans and the professional staff of the Division of Academic Affairs, I welcome you to William Paterson University.

This is an exciting and important time in your life. You will be asked to think about new ideas, to critically evaluate beliefs and arguments, and to plan for your future. All of us here at William Paterson are committed to your success through academic support, campus services and committed faculty. Our faculty will help you learn, succeed and develop professionally and personally. Successful students become engaged in their major disciplines by working closely with faculty mentors and collaboratively with other students. William Paterson University faculty are dedicated to your achievements and progress toward completion of your degree. I strongly encourage you to be inquisitive and to challenge yourself to new academic accomplishments and to open your mind to new ways of thinking and ideas.

We challenge you to make your education the first and primary focus of your pursuits, to take full advantage of the activities and academic services that we offer, and to become fully immersed into the academic life on campus.

Respectfully yours,

Warren Sandmann
Provost and Senior Vice President for Academic Affairs

The William Paterson University of New Jersey Mission Statement

MISSION

William Paterson University of New Jersey is a public university that offers an outstanding and affordable education to both traditional and nontraditional students through baccalaureate, Graduate and continuing education programs. The University's distinguished teachers, scholars And professionals actively challenge students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies and productive citizenship. These faculty and staff use innovative approaches to research, learning and student support to expand students' sense of what they can accomplish. The University's graduates embody a profound sense of responsibility to their communities, to a sustainable environment and to a diverse and multicultural world. The William Paterson University of New Jersey is a comprehensive public institution of higher learning with a mission that incorporates teaching, research and creative activity, and service. Maintaining a tradition of leadership in general education and multiculturalism, the University is committed to promoting student success, academic excellence, and community outreach with opportunities for lifelong learning.

- It offers rigorous baccalaureate, graduate degree, and certification programs for both traditional and nontraditional students.
- The University's distinguished teachers, scholars, and professionals actively challenge Students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies, and productive citizenship in an increasingly global economy and technological world.
- The University values diversity and equity as essential to educational excellence, with an obligation by everyone in the University community to create and maintain a climate in which respect and tolerance are recognized as part of the institution's commitment to educational quality. Approved: Board of Trustees, February 21, 1998 William Paterson University is committed to equal opportunity and does not discriminate in its educational programs, activities, or employment practices. William Paterson University is committed to providing every person with a workplace and academic environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, are prohibited and will not be tolerated. Inquiries concerning complaints of harassment or discrimination, or information about accommodations for persons with disabilities, should be directed to the Office of Employment Equity and Diversity.

Services and Resources

Division of Academic Development

Educational Enrichment Center

Hobart Hall Annex, Room 111 973-720-3103

Janet Davis-Dukes, Director

Office of Testing, First Year Foundations Program, Academic Support Center, and the Education Enrichment Center

Office of Testing

Hunziker Wing 220, 973-720-3095

Rachel Anzaldo, Coordinator

The Office of Testing provides the initial assessment of students' level of academic proficiency. Students are administered a standardized test called *Accuplacer*. Most of it is computerized and includes sections in each of the following areas: Reading Comprehension, Sentence Skills, Elementary Algebra and Essay Writing. All new first time students, as well as transfer, international, and non-degree students are required to take the test. In addition, the Testing Office offers the following tests: College Level Examination Program (CLEP), the PRAXIS Series, the Law School Admission Test (LSAT), the Miller Analogies Test (MAT), and the Scholastic Aptitude Test (SAT). For more information, please visit the Testing website at, www.wpunj.edu/officeoftesting

First Year Foundations Program

Raubinger Hall Lower Level, 973-720-2562

Linda Refsland M.S.ed, Director, Refslandl@wpunj.edu

The First Year Foundations Program assists students in developing skills in Mathematics, Reading and Writing through summer refresher programs, coursework and student-centered support services. All courses and programs focus on developing students' academic skills and promoting student success throughout their University career.

For more information, please contact the Director.

Academic Support Center

Raubinger Hall, Lower Level, 973-720-2563/3940

Rogernelle Griffin, Director, griffinr@wpunj.edu

Yanil DelaRosa, Learning Services Coordinator, delarosay1@wpunj.edu

Luis Escobar, Coordinator of Academic Progress/Early Alert, escobarl@wpunj.edu

The mission of the Academic Support Center is to facilitate excellence in learning for students in their undergraduate and lifelong learning endeavors. Students receive one-on-one tutoring assistance for numerous lower-level and upper-level courses, as well as for basic skills math and reading courses. Workshops designed to help students develop effective study skills and strategies are frequently offered. From the Center's lab, student's access network computer facilities, study groups, and exam review sessions are also available.

Tutoring Programs

The Academic Support Center, peer and professional tutors help students make sense of troublesome assignments in a wide variety of courses. The Center also offers workshops that teach test-taking skills, techniques to reduce exam anxiety, and other essential study skills.

Supplemental Instruction

Supplemental Instruction (SI) is an academic assistance program that utilizes peer-assisted study sessions to master course content while students develop proactive learning and study strategies. The goal of SI at WPU is to use collaborative learning to increase the retention and improve grades of students in courses that serve as pre and co-requisite to majors thereby reducing the number of undeclared students.

Early Alert

The Early Alert Program is designed to improve academic persistence through early identification of students who may be at risk of academic difficulty or failure. This program is a retention tool that may be implemented to facilitate students' utilization of campus resources or supporting assistance success.

Academic Enrichment Center

Raubinger Hall 126, 973-720-2608

Jonnine DeLoatch, Director

The Academic Enrichment Center's mission is to provide student centered learning assistance programs that will enhance intellectual growth, develop skills, strategies and behaviors that will increase all students' learning potential and empower them to succeed academically.

Programs include the University Mentoring Network and Academic Forums. The University Mentoring Network is designed to increase and enhance the student and faculty/professional staff relationships and/or contact. Academic Forums are sponsored to encourage and foster the development of student relationships with University faculty and administrators, by providing opportunities for academic engagement outside of the classroom environment.

Tutorial Services

Science Enrichment Center

Science 4023, 973-720-3340

Donna R. Potacco, Director

potaccod@wpunj.edu

The Science Enrichment Center is a "student-centered", faculty-supported environment that provides human and material resources, cooperative learning, coaching and mentoring to facilitate student learning. Its resources include: academic assistance, anatomical models, maps, rocks and other laboratory resources, course exams and study ancillaries, instructional software, textbooks, computer work stations, Exam Reviews, and science-related technological assistance. Workshops are offered each semester in Survival Skills for the Student, Math for Physics, Math for Chemistry, Calculator Skills, Dimensional Analysis, and Exam Strategies. Most resources

and services are offered online, as well as face-to-face. All services are free to William Paterson students.

SEC members are faculty and Undergraduate Teaching Assistants, selected by the faculty, who are exceptional students applying to professional or graduate programs. The Center is open six days and four nights a week throughout the academic year and four days a week during summer sessions. Schedules are based on student demand. Hours of operations, Workshop schedules and other program information is available on the Science Enrichment Center Website at www.wpunj.edu/sec/. Virtual support is provided through the Virtual Science Enrichment Center located at <http://www.wpunj.edu/sec/vsec/>. A more detailed summary of our services can be found on our SEC at a Glance Page http://www.wpunj.edu/sec/SEC_resource_sum.dot.

Writing Center

Atrium 128, 973-720-2633

Steve Newton, DA, Director, newtons@wpunj.edu

The William Paterson University Writing Center provides one-on-one tutoring for anyone in the University community working on any kind of writing in any stage of development. Tutorial sessions typically take thirty minutes to an hour and include discussion of style, logic, voice, transitions, grammar, and organization. Tutors work with students so that they learn to do the important work of proofreading and editing their own writing. Writing Center staff does not talk about grades or proofread students' work for them; rather, they work on issues that contribute to students' long term growth as writers. For hours of operation and to use online reference materials and handouts, visit the Writing Center Website, www.wpunj.edu/academics/wc.

William Paterson University

Alumni Association

Allan and Michele Gorab Alumni House, 973-720-2175

42 Harmon Place, North Haledon, NJ 07508

email: alumni@wpunj.edu

Janis Schwartz, Executive Director

Rodney Cauthen, Alumni Associate

Gina Buffalino, Program Assistant

"You are a student for a few years and an alumnus for a lifetime."

Every student who earns a degree from William Paterson University is automatically a member of the Alumni Association. The Association maintains contact with alumni, coordinates homecoming and reunions, and sponsors the University's Athletic Hall of Fame and the Senior Send Off reception held the evening prior to commencement. All alumni also receive the University's WP Magazine and regular notices about special alumni events held both on and off campus. Each year, the Alumni Association awards many scholarships to William Paterson students and distributes grant to University faculty and staff to enhance student activities and academic programs. Scholarships, grants, and alumni events are all supported by generous donations from alumni to the Alumni General Fund. Students are encouraged to become actively involved with the Alumni Association by joining the Student Alumni Council. This organization consists of current undergraduates who help in the planning and implementation of all alumni

activities. Upon graduation, alumni receive identification cards that permit them to use the many University facilities that were available to them as students. Alumni have library privileges, discount admission to many athletic events, access to cultural and social events on campus, use of the Student Center and Rec Center, and may join our credit union.

Intercollegiate Athletics

Ben Shahn Center, 973-720-2356/2100, www.wpupioneers.com

Sabrina Grant, Director, grantsa@wpunj.edu

Cindy Cohen, Associate Director

Heather Brocious, Assistant Director

Show your Pioneer Pride by competing for one of William Paterson's 13 intercollegiate athletics programs, or by supporting the teams enthusiastically from the stands. William Paterson competes in one of the nation's most successful and challenging NCAA Division III leagues, the New Jersey Athletic Conference, and the Pioneers have most recently made a name for themselves by winning the 1992 and 1996 baseball national titles, making two trips to the men's basketball Final Four and earning a pair of berths in the NCAA Softball Championship Finals. More than 300 student-athletes compete in one of 13 programs: baseball, men's and women's basketball, field hockey, football, men's golf, men's and women's soccer, softball, men's and women's swimming & diving, women's tennis and women's volleyball.

In addition to competing for the Pioneers, William Paterson students are encouraged to support the University's teams in a variety of roles, from serving as a student athletic trainer or team manager to cheering the Pioneers on to victory from the sidelines. Joining the fun and excitement at William Paterson athletics events is easy, as admission for all regular-season home events is free for current William Paterson students. For more information about William Paterson Athletics, please visit www.wpupioneers.com.

Department of Intercollegiate Athletics Philosophy

The William Paterson University Department of Intercollegiate Athletics is an integral part of the University's overall mission to provide its students with a comprehensive educational experience, one that stresses the importance of academic, personal, emotional, social and physical development. As a part of the University's Division of Student Development, the Department of Intercollegiate Athletics works closely with other William Paterson professionals to enrich student-athletes' educational growth, providing them with the opportunities and means to be successful both in the classroom and the athletic arena.

Maintaining a tradition of leadership in general education and multiculturalism, the University is committed to promoting student success, academic excellence, and community outreach with opportunities for lifelong learning. It offers rigorous baccalaureate, graduate degree, and certification programs for both traditional and nontraditional students.

The University's distinguished teachers, scholars, and professionals actively challenge students to high levels of intellectual and professional accomplishment and personal growth in preparation for careers, advanced studies, and productive citizenship in an increasingly global economy and technological world.

The University values diversity and equity as essential to educational excellence, with an obligation by everyone in the University community to create and maintain a climate in which respect and tolerance are recognized as part of the institution's commitment to educational quality.

At William Paterson, the retention, success and growth of each student-athlete is of the utmost importance, as is each individual's health and general welfare. Student-athletes are encouraged and inspired to achieve as scholars, citizens and athletes, and their participation in amateur athletics contributes to the overall quality of campus life while providing a source of pride to the institutional community.

William Paterson University is a Division III member of the National Collegiate Athletic Association, and as such, abides by the principles and by-laws of the organization. Coaches and other professional staff within the Department of Intercollegiate Athletics foster the development of life-long values such as hard work, fair play, honesty, integrity, cooperation, sportsmanship, leadership and team work. William Paterson attracts and recruits quality individuals to its programs, regardless of race, religion or social or economic background, and offers equitable opportunities for both men and women.

Campus Activities and Student Leadership

John Victor Machuga Student Center, Suite 302, 973-720-2271/2518

Jeffrey Wakemen, Director

Maribel Rodriguez, Associate Director

Tristan Tosh, Victoria Jengo and Rafael Matos, Assistant Directors

Naima Ricks, Coordinator of Night & Weekend Programming

Mission

The Office of Campus Activities and Student Leadership is a group of student-centered educators committed to purposeful and inclusive opportunities that consistently challenge and support student success. We provide a framework for the development of life skills including effective planning and communication, dedication to diversity, enhanced creativity, clarification of personal values and ethical behavior, and increased confidence. Our goal is to empower students to become actively engaged citizens.

Programs and Services

In collaboration with student groups, the Office develops a diverse calendar of events held each semester, by sponsoring and supporting a variety of Theme Celebrations like: Latino Heritage, Asian Cultural, African Heritage and Women's History. Some of the most notable events and activities include:

Club Fair

Pioneer Pride Week

Student Center Takeover

Springfest

Welcome Week

Winterfest

Greek Week

Pioneer Café Live

Advising and Recognition

The staff is regularly involved in supporting various student groups and committees with particular attention to the extensive and multifaceted initiatives of the Student Government Association, Student Activities Programming Board (SAPB), and the Greek Senate. Additionally, the Office recognizes that some students contribute significantly to campus life. Therefore it sponsors various awards to acknowledge those students who successfully remain committed to their academic pursuits while maintaining their involvement in extracurricular activities and contributing to local and national community service projects.

Student Leadership

There are many opportunities for students at William Paterson to get involved and become better leaders. Leadership development provides a complement to academic study and can enrich a student's university experience. The job market is highly competitive and today's students need every chance to gain an edge. Therefore, developing and enhancing leadership skills is central to the mission of increasing student engagement in the University community. To this end, the Office supports and/or provides the following to students:

Pioneer Leadership Institute

First year students are invited to participate in this foundational leadership program grounded in the Social Change Model during their first semester on campus. Interested students should contact the Office of Campus Activities and Student Leadership during the month of September.

Collaborations for Change

Collaborations for Change brings together students across the traditional boundaries of student leadership and allow them to better understand the effects of service and the needs in our local area. All of its service projects attempt to bring together the benefits of face to face service with intentional educational opportunities, highlighting not only the issues facing the community but also the value of service learning. Collaborations for Change projects will work together under the same theoretical understanding and guidance. We encourage students to who are interested in Collaborations for Change to come to the Office of Campus Activities and Student Leadership to get involved and be a part of this transforming experience.

Leadership Academy Workshop

This required workshop is for positional leaders in all clubs, Greek organizations, and programming bodies. The Leadership Academy strives to provide a practical training on how to effectively program at William Paterson University to all students who will be programming within an SGA or Greek Senate recognized group. It will also give participants some tools toward being better leaders by proactively informing students and student groups about how to work better with the universities ever changing systems and policies.

Orientation Leaders

Students are selected each year to support the varied orientation programs throughout the summer and early fall. Responsibilities include planning and implementing various components, welcoming students and offering tours, providing and supporting special events and recreational

activities. Interested students should contact Campus Activities and Student Leadership by January each year for information on how to apply.

Student Leadership Positions

A variety of student leadership opportunities exist within the student government as well as the academic, cultural, social, programming, and media groups on campus. In addition, there are several committees, such as theme celebrations and other University-wide programs and services. Students who are seeking involvement and are not sure where to start should contact one of the staff members within Campus Activities and Student Leadership and consult the extra-Curricular Activities Policy.

Greek Life at William Paterson University

Involvement in a fraternity or sorority involves a life-long commitment to an organization that is committed to developing greater men and women through an involvement in leadership and community service activities. In recognizing the unique nature of Greek lettered organizations and the opportunities that they provide, The Office of Campus Activities and Student Leadership (CASL) provides all social and service-related fraternal organizations at William Paterson University with a set of standards that all chapters and individuals must uphold in order to remain active on campus.

Membership Eligibility: All students must meet the following minimum requirements in order to seek membership in a fraternity or sorority and have the information verified by CASL before beginning any new member education program.

1. A minimum of 12 credits earned and successfully completed. Those credits must be accepted by William Paterson University and must count towards one's graduation requirements.
2. A minimum 2.3 cumulative GPA. In the event that the individual fraternity or sorority has a higher minimum GPA requirement, then that minimum will be the required standard.
3. The student must be taking at least 9 credits, be fully admitted to the University, and be in good academic standing.
4. Attendance and completed participation in a William Paterson University "Anti-Hazing" program.
5. Completed new member registration forms.

Chapter Responsibility

All chapters must receive verification from CASL as to the eligibility of potential all new members before proceeding with any new member education program. No student may receive a "bid" or be placed in any other binding relationship with the organization until notification of eligibility is received. All chapters must register their new member program before beginning any new member activities. Only students deemed eligible by CASL may participate in any new member activities or education.

Chapter Requirements

In order to remain in good standing and be permitted to engage in any activities on campus, all fraternities and sororities must fulfill all of the following requirements:

- 1. Insurance:** All chapters must provide their own liability insurance coverage with a minimum of \$1,000,000. Chapters must also provide the certificate of insurance that shows William Paterson University named as additionally insured to the Office of Campus Activities. It is the responsibility of each chapter to make sure that insurance is kept up to date, as any lapse in coverage may result in an immediate halt in all chapter programming and activity on campus.
- 2. Roster:** Updated roster information must be completed and provided to CASL within the first two weeks of every semester. This information includes both executive board and general member rosters. Paperwork must have all required information and signatures in order to be considered complete.
- 3. Greek Senate:** All chapters must remain in good standing with the Greek Senate and complete all requirements set forth by the body.
- 4. Greek Pillars:** All chapters must successfully meet the standards established by the “Greek Pillars” program and submit required reports by the annual deadline.
- 5.** Be in compliance with all university policies and reconcile all outstanding bills in a timely manner.
- 6.** All programs and fundraisers must be approved by the Office of Campus Activities and Student Leadership with all paperwork submitted by their required deadlines.

The Office of Campus Activities and Student Leadership will assist the Greek Senate in ensuring that all minimum requirements for fraternity and sorority expansion as established in the expansion guidelines are met. Any fraternity or sorority seeking to establish a colony at William Paterson University must not only be approved by the Greek Senate, but also meet the following requirements:

- 1.** All potential chapters must be an approved colony of a nationally recognized fraternity or sorority. These national bodies must have non-profit status and have a national office. No local organizations may be established at William Paterson University.
- 2.** All potential chapters must show proof of liability insurance, as established under the **Chapter Requirements** section. Greek Senate and the university are currently reviewing the recognition process. Please ask in the Campus Activities Office for a copy of the current policies.

University Wide Hazing Policy

William Paterson University recognizes that hazing is a destructive act that is counterproductive in any setting. Acts of hazing in any form are not tolerated. Hazing is defined as any activity

expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Any person who participates in an act of hazing is subject to disciplinary action. Acts of hazing include, but are not limited to, the following:

Subtle Hazing

Behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. Termed “subtle hazing” because these types of hazing are often taken for granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing).

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring “military” behaviors, such as standing at attention, walking in straight lines, rounding corners, etc.
- Requiring new members/rookies to refer to other members with titles (e.g. “Mr.,” “Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

Harassment Hazing

Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing).

Some Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing, humiliating, or conspicuous attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness
- Be expected to harass others

Violent Hazing

Behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Some Examples:

Forced or coerced alcohol or other drug consumption

- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Greek Senate

Although fraternities and sororities have been active at William Paterson University since the 1950's, they were first recognized by the administration and the Student Government Association (SGA) in the late 1970's. At that time, the SGA chartered the Inter-Fraternity Sorority Council to govern the Greek system, but today has the Greek Senate which is chartered by the SGA and is provided funding to support Greek Life as a whole on campus. Greeks at William Paterson are a driving force behind student life on campus. Greeks may be found raising donations for charity, organizing special events for campus entertainment, attending leadership programs, collecting food or clothing to help the less fortunate, or - participating in various clubs or organizations. Involvement in Greek life offers endless occasions to gain leadership experience, social and managerial skills, and friendships that last a lifetime.

Recognized Greek Organizations

Fraternities

Alpha Phi Alpha
Alpha Phi Delta
Beta Kappa Psi
Groove Phi Groove
Iota Phi Theta
Lambda Sigma Upsilon
Lambda Theta Phi
Lambda Upsilon Lambda
Omega Psi Phi
Phi Beta Sigma
Phi Kappa Tau
Sigma Pi
Tau Kappa Epsilon

Sororities

Alpha Kappa Alpha
Alpha Sigma Tau
Delta Phi Epsilon
Chi Sigma Upsilon
Lambda Tau Omega
Lambda Theta Alpha
Mu Sigma Upsilon
Omega Phi Chi
Phi Sigma Sigma
Sigma Gamma Rho
Theta Phi Alpha
Zeta Phi Beta

Currently recognition is being sought by several national organizations and several recently recognized chapters are currently suspended or inactive. Please ask in the Campus Activities Office for a copy of the current list of recognized groups. All students should be aware that working with or joining an unrecognized organization may have negative consequences. Unrecognized groups do not have the privileges or abide by the same rules and regulations set up for the safety and academic success of the students involved

Greek Senate Committees

Interfraternity Committee (IFC), National Pan-Hellenic Council (NPHC), United Cultural Greek Council (UCGC), and Panhellenic Committee (PC)

Student Activities Programming Board

The Student Activities Programming Board, better known as SAPB, is the major programming organization of The William Paterson University Student Government Association. SAPB is funded through the Student Government by the student activities fees with the goal to offer to the entire student community unlimited learning, entertainment and enjoyable experiences. Members are dedicated to the University and work hard to present a wide variety of activities to the students, such as music, lectures, novelties, game shows, trips, comedy shows, cultural and educational events. Theme weeks held each year include Welcome Week, Winterfest and Springfest. The SAPB is composed of seven committees, each with a chairperson and committee members.

SAPB holds a weekly meeting, held every Wednesday at 5pm that is open to every student who is interested in programming on and off campus. To find out more about the SAPB, visit the office (3rd Floor, Student Center) or call 973-720-3259.

SAPB Committees:

Weekend

The Weekend Committee is responsible for focusing programs on the weekend (Fri –Sun). This gives the committee flexibility to program many different kinds of events including parties, casino nights, cultural fests and films. These are only examples of the endless possibilities the weekend committee may plan.

Concerts

The Concert Committee is responsible for bringing a variety of independent and popular artists like comedians, performers and bands to the campus. Past productions have included MOBB Deep, The Benjamins, Capone-N-Norega, EMF, and The Bouncing Souls.

Daytime

This committee provides an outlet for social interaction, primarily during common hour (Tue and Thurs 12:30 – 2pm). Daytime events are held all around campus, including outside during the warmer weather. Look for astrologers, psychics, music, make-your-own videos, inflatables, games, and give-a-ways.

Entertainment

The Entertainment Committee programs comedy shows, game shows and a broad range of activities. Past events include Adam Sandler, Def Jam Comics, slam poets, hypnotism and magic shows, and parties with guest DJ's.

Lectures

The Lecture Committee offers a diverse collection of speakers and authors on topics such as The Art of Kissing, Sexual Responsibility, The Art of Rock along with expert talks and debates including MTV's Real World/Road Rules Cast Members, Marijuana use, and Sex and the Law.

Multicultural

The Multicultural Committee provides programs that entertain as well as educate the University community about different cultures. The committee has sponsored many successful events like dances, comedy showcases, lectures, music, poetry, and storytelling with various organizations during national cultural celebrations like: Latino Heritage, Women's History, African Heritage, and Asian Cultural, to name a few.

Travel

The Travel Committee sponsors trips and outings including day trips and overnight excursions to Broadway shows, Radio City Music Hall, Great Adventure, ski trips, bowling, museums, roller skating, outlet shopping, and more.

Career Development and Gloria S. Williams Advisement Center

973-720-2281/2282/2730/2559

Student Center 3rd Floor, Room 301

Mon. & Thursday: 8:30 am to 7:00pm; Tues., Wed. & Fri.: 8:30 am to 5:00 pm

Sharon Rosengart, Director

Victoria Nauta, Associate Director

Sodigi Karibi-Whyte, Reynaldo Martinez, Lynne Orr, Assistant Directors

Denise Owens, Deborah Sheffield, Senior Academic Advisors/Career Counselors

Tashia Burton, Ceasar Castro, Marshal Coles, O'Mari Lockhart, Caroline Murphy, Academic Advisors/Career Counselors

The Career Development and Advisement Center provides a comprehensive program designed to assist students in making appropriate choices related to selecting a college major and ultimately defining their career goals. The following is a brief overview of the Center's services:

- **Advisor Assignments:** Upon admission to the University, freshman and transfer students (with less than 24 transfer credits) are assigned to an advisor in the Career Development and Advisement Center. Students accepted into the following majors/programs are not advised through the Center but are assigned an advisor within that major/program. This includes Art, Music, Nursing, EOF, and Honors. Undeclared students and students between majors are also advised by the Career Development and Advisement Center.
- **Declaration/Change of Major(s) and Minor(s):** Students in good academic standing and having completed twelve credits or more may apply to declare or change their majors after completing their first semester at William Paterson University. Declaration/change of major is completed on line by logging into WP Connect and completing a Change Major Request Form. Students are notified by email, of the chairperson's decision and are assigned an advisor in the new major upon acceptance. Declaration/change of minor form is also available on line.

- **Personalized Career Guidance:** Professional counselors are available during day and evening hours for individual appointments with all students regarding decision making, mapping a career path and vocational testing.
- **Workshops:** Each semester job readiness and career planning workshops are offered, covering a wide range of topics including choosing a major, career decisions for the undecided, exploring careers in a major, planning for graduate school, resume writing, interview techniques, and job search strategies.
- **Job Search Assistance:** Staff are available to critique student resumes, prepare students for interviews, and discuss the job search process and current job market conditions.
- **Technology:** The Center offers students access to the department's computer lab and utilizes web-based technology to support such major search functions as resume preparation and referrals. All employment listings, recruitment activities, programs, information and links to appropriate web sites are posted on the Center's home page for review and retrieval. Students utilize WPJobConnect, a web-based job search tool, for full-time, part-time, internship and campus employment listings.
- **Recruitment, Job Fairs, and Information Sessions:** Students can participate in several programs to meet and discuss career-related information and job opportunities with area employers.
- **Community Service/Job Location and Development Program:** A counselor assists students in securing community service jobs and part-time, summer, and temporary off-campus employment. Primary emphasis is on development of career-related positions.

Center for Continuing and Professional Education

1600 Valley Road, Ground Floor, 973-720-2463

Bernadette Tiernan, Executive Director, tiernanb@wpunj.edu

Guided by the University's mission to provide community outreach with opportunities for lifelong learning, the Center for Continuing and Professional Education, www.wpunj.edu/cpe, serves as a liaison to business and industry, educators and education leaders, nursing and healthcare professionals, and the regional community, from corporate executives to entrepreneurs to neighborhood leaders. The Center offers a diverse range of seminars, conferences, workshops, non-credit courses and certificate programs for all ages. The Center also offers corporate contract training and assistance with customized training grants.

Summer camps and workshops for middle and high school students offer prospective scholars a taste of college life. New programs for senior citizens and baby-boomers provide growth opportunities for the young at heart. Conferences hosted at the beautiful state of the art suburban Valley Road campus offer extensive professional development opportunities for corporate and educational leaders. Undergraduate and graduate degree programs conducted on-site at corporate offices enable busy managers to advance their university education conveniently. Certificate programs and technology skills training provide new job opportunities for career changes. Many

programs are delivered through a strategic mix of in-person, interactive television, and online course instruction.

Office of International Students & Scholars/NSE/Study Abroad Programs

Raubinger Hall – 2nd Floor – Room 207B

Office: (973)720-2976 Fax: (973)720-2336

Cinzia Richardson, Director, richardsonc@wpunj.edu

The Office of International Students & Scholars, www.wpunj.edu/academics/cie, is responsible for global initiatives and activities at William Paterson University. It is the cornerstone of the University's unwavering commitment to international education. The Office develops, coordinates, and supports international, interdisciplinary academic and development activities.

This agenda seeks to be responsive to the needs of four constituencies: students, faculty, New Jersey's ethnic communities, and New Jersey businesses and industries. The Center's objectives, therefore, are:

- (1) to expose students to international experiences such as study abroad on exchange, teaching, working, or participating in short-term educational programs abroad;
- (2) to develop the faculty's international expertise;
- (3) to reach out to New Jersey's multiple ethnic communities;
- (4) and to formulate joint ventures with New Jersey's business and industrial community.

The Office of International Students and Scholars assists non-immigrant individuals who are studying or teaching at the University. The services provided include orientation programs that ensure a successful adjustment to campus life, interpretation of U.S. immigration regulations and processes such as extensions of stays, reinstatements, changes of non-immigrant status, off-campus employment authorizations, transfer clearance procedures, information on U.S. income tax reporting procedures, and promoting events that enhance global understanding. The OISS serves as a support center for all international individuals at William Paterson University.

International Education Programs Abroad Study Abroad Programs

Students at William Paterson University have the opportunity to participate in a Study Abroad program. Programs vary in price and length. Students may apply for summer, semester or a full academic year in over 40 different countries in Europe (Great Britain, Denmark, Hungary, Spain, Austria, Ireland, and France); Latin America (Mexico, Ecuador, Chile, Costa Rica, Argentina, and Brazil); Australia; and select countries in Asia and Africa. In most cases, the language of instruction is English, except where the main purpose is to learn a foreign language. And up to 30 credits may be earned toward graduation from William Paterson. To qualify, students must have completed at least one year of University study, have a minimum grade point average of 2.5, and be approved for participation prior to departure. Most Application deadlines are March 1 for spring applications and October 1 for the fall term.

Short term Education Programs Taught Abroad

The Office of International Students & Scholars assists faculty with promoting short-term programs abroad, organized by various academic departments, providing William Paterson University students with international awareness, knowledge, and culture. These opportunities offer the student skills on practical and intellectual levels to become a functional and productive citizen of an ever shrinking world.

National Student Exchange Program

The National Student Exchange program (www.nse.org) enables William Paterson University students who have a 2.5 GPA or higher to attend up to one calendar year in another state while having the option to continue paying William Paterson tuition and fees or the host school's in state tuition and fees. The program includes nearly 200 colleges and universities in the United States, Puerto Rico, Guam, the U.S. Virgin Islands, and Canada.

Child Development Center

Hunziker Wing 35, 973-720-2529

Cindy Gennarelli, Director, gennarellic@wpunj.edu

Elizabeth Cottino, Teacher cottinoe@wpunj.edu

Denielle Carr, Teacher carrd2@wpunj.edu

The Child Development Center provides an affordable and balanced preschool program for children and grandchildren of William Paterson University students, staff, faculty, and alumni. The Center is licensed by the State of New Jersey, is open to preschool children who are toilet-trained and are between the ages of three years and five years. The Center is open from 7:45 a.m. to 4:30 p.m., Monday through Friday during spring and fall semesters, and Monday through Thursday, summer session through June 30th. The daily schedule consists of activities, pre-planned and spontaneous, are child-inspired. They include language, pre-reading and pre-math skills, and the introduction of social studies, science, music, and art in a developmentally appropriate, integrative classroom/outdoor environment. Parents who are attending WPU and are Pell eligible qualify for partial subsidized tuition* (up to 80%) for their preschool child attending the WPU CDC providing funding remains available. *CCAMPIS Funding (Child Care Access Means Families in School). For further information, call the Center at 973-720-2529

Information Technology

Eric Rosenberg, Chief Information Officer

973-720-2303

WP Account

WPconnect is William Paterson University's web portal. Go to www.wpunj.edu and click on the WPconnect link. Your Student ID, username and email address were provided to you in your Admissions acceptance packet. If you've forgotten your Student ID, username or email address, you can retrieve them using the Lookup tool located at www.wpunj.edu/username. Your initial WPU account password is your Student ID number. Forgotten ID numbers can be retrieved using the Lookup tool. Use all nine numbers with no spaces or hyphens.

It is WPU policy that you check your WPU email regularly as your account is a key to information from a variety of WPU offices, student/professor communication and interaction with your advisor. In some cases, it will be required to successfully complete your classes. Email is an official form of communication at WPU. The University reserves the right to send official communications to students by email with the full expectation that students will receive email, read these emails and respond accordingly in a timely fashion. If you have questions, go to www.wpunj.edu/helpdesk or call (973) 720-HELP (4357).

Network Access

Students have access to computers in labs on the main campus and at 1600 Valley Road (www.wpunj.edu/irt) equipped with the latest hardware, software and Internet services. Flexible hours keep many labs open from 8am until 10pm and some to midnight. For a complete listing, go to www.wpunj.edu/irt/stc/labs.dot. Supported software at all public access labs includes word processing, spreadsheets, databases, graphics, web design, presentation, publishing, and statistics.

Printing is free for the first 500 copies per year. The default is duplex so that gives you 1,000 pages. After that it costs .05 cents per sheet.

Wireless access is available throughout most of the campus. Login information and locations can be found at: www.wpunj.edu/is/network/wireless.

Information Technology provides support for students in the use of technology for learning and in research. Technology Consultants (TC) (www.wpunj.edu/it/user-services/technology-consultants.dot) are students hired to help you in the public access labs. A special team of TCs provides free technology workshops to all students in Atrium 121 anytime between 8am and 10pm Monday through Friday on a drop-in basis or just sign up at www.wpunj.edu/helpdesk. TCs in Atrium 121 and Valley Road 1040 also provide assistance to students and faculty with scanning, graphics creation and editing, web design, color printing and multimedia applications. Just stop by for help.

Blackboard (Bb)

Blackboard is WPU's course management system, which is used in many courses, both traditional and online. Almost every professor uses Bb. Professors will post their syllabi, course materials, quizzes, grades and collect assignments through Bb. To login to Blackboard, go to www.wpunj.edu/bb. If you need help, go to www.wpunj.edu/itwiki and click on the Blackboard-Student or Blackboard-Student FAQ link. If you need personal help, ask a TC or fill out the Web Help Desk request: www.wpunj.edu/helpdesk and you will get a response within 24 hours during the week – 48 hours over the weekend.

Media and Equipment

Students can sign out CDs, DVDs, digital cameras, and MP3 digital recorders from Media Services located in the Library on the first floor (120). There are preview rooms available for listening and viewing, as some titles may be on Reserve and available for in-house use. Students holding a valid ID with a Library barcode may borrow media titles and equipment. Many titles are streamed and are accessible from www.njvid.net (under William Paterson University's collection) or through the Library's online catalogue.

Students will find that classroom and lecture presentations increasingly use computer technology in instruction. Multimedia enabled classrooms can be found at www.wpunj.edu/irt/media-services/smart-classrooms.dot complete with instructions on how to use the equipment.

IRT provides technical support services to the television, radio and video engineering programs in the College of Arts and Communication, located in Hobart Hall as well as the Radio and TV

Clubs on campus. A Presentation Training classroom (Hobart Hall 132) is available to be reserved for students and faculty who need to have classes recorded or would like to share classroom experiences with another campus site as the class takes place.

Residence Hall Technology Services

Campus information technology support also includes administering cable services in the Residence Halls with over 70 cable TV channels and in-room Internet access. The service is free. It is your responsibility to connect your TV to the campus cable. You will need a cable ready TV and a coaxial cable (which can be purchased at the University Bookstore) to connect to the campus cable feed. The cable lineup is available on www.wpunj.edu/tvguide. For Cable TV listings, enter 07470 as the Zip Code, select Cable as your Service Type and select "Cable: Wayne-William Paterson University (Standard Cable)" as your Service Provider. Then select "What's On TV" and "TV Listings". If you need help or a repair, complete the Cable Request at www.wpunj.edu/helpdesk.

Internet TV is available to campus resident students as well. Forty-eight of the most popular campus channels are available. You may connect by going to www.wpunj.edu/tivli. The service is only available on the WPU Network.

Help technicians are located in Century Hall and are available Monday – Friday for walk-in service.

Computer Access and Copyright Information

All students using the William Paterson University Network must NOT engage in activity outside the limits of access that are permitted. Computer policies and guidelines for all students are located on the Web at the following site: www.wpunj.edu/it/policies. Be sure to read the Appropriate Use Policy.

In August 2008, the Higher Education Opportunity Act (HEOA) was signed into law. The law established new federal requirements designed to deter copyright infringement. Peer-to-peer (P2P) file sharing applications, such as Ka-ZaA, Bit Torrent, etc., enable you to share music, movies and other digital files with computers all over the world. If you use P2P to share copyrighted songs, movies or software without permission, you are breaking the law.

You need to be aware of the seriousness of these violations and what the consequences could be. Those found guilty face penalties ranging from \$750-\$150,000 per file. Information Technology policies are posted at www.wpunj.edu/it/policies. Specifically, the section on Legal Requirements Affecting Information Resources and Services addresses compliance with applicable laws and prohibit the use of the WPU network for copyright infringement. Legal alternatives can be found at www.wpunj.edu/legalonlinecontent.

COMMUTER SERVICES

University Commons, Room WH 134K, (973) 720-3203

Allen K. Williams, Director, Williamsa@wpunj.edu

The Office of Commuter Services provides leadership and advocacy in all areas of Commuter Student life. The office is dedicated to enhancing the Commuter Student's quality of life, to

addressing their unique needs, and to enriching their collegiate experience. The office will support and compliment the academic experience by facilitating opportunities for student personal growth and fulfillment, engagement in campus life, quality management of student needs, and lifelong learning.

Programs and Services:

The office of Commuter Services provides support and guidance to commuter students. The office of Commuter Services operates under the auspicious of The Office of Campus Activities and Student Leadership, and participates fully in the areas of Orientation, Programming and Services, Advising and Recognition, Special Events, and Student Leadership. The office facilitates the implementation of the following programs and special events:

Commuter Advisory Board
Commuter Lounges
25 % Discount on NJ Transit Monthly Passes
Commuter Student Competitions

Commuter Advisory Board:

The Commuter Advisory Board is a Student Leadership opportunity that is chaired by the Office of Commuter Services. The board is comprised of University staff and student volunteers who actively advocate for commuter student issues and participates in commuter student event planning. The board meets on a monthly basis.

Commuter Lounges:

Commuter Lounges are a series of special commuter student recognition events. These events are designed to fit the commuter student's busy schedule and to assist them in becoming more involved in campus life.

25 % Discount on NJ Transit Monthly Passes

As a service to commuter students, the University participates in NJ Transit's 25% Student Discount program for NJ Transit's monthly transit passes. Students will receive a 25% discount on their monthly transit pass through this program. Students can only access the discount program through the University's [webpage](#).

Student Competitions

Throughout the academic year the office sponsors various student competitions and awards prizes.

Counseling, Health & Wellness Center

Overlook South, 973-720-2360, 973-720-2257

Hours: Monday, 8:30 am-6pm, Tuesday-Friday, 8:30 am-4:30pm

Eileen Lubeck, Psy.D., Director, lubecke@wpunj.edu

Jill Guzman, RN, MSN, CPNP, Associate Director, guzmanj21@wpunj.edu

The Counseling, Health & Wellness Center is a welcoming and accepting environment that strives to empower William Paterson University students to make informed decisions about their

physical and emotional well-being in order to promote lifelong health. Through primary health care, personal counseling, health education, prevention services and co-curricular educational opportunities, the Center assists students in achieving success in their academic experience and life goals.

Counseling Services

973-720-2257

The Counseling services staff members facilitate students' personal, social, and intellectual growth, as well as adjustment to, and engagement within, the University community. They also help students identify and work through personal barriers, normal developmental issues and stressors, and clinical problems that may impede academic success.

Typical problems students come to Counseling for: academic stress, time management, issues with self-esteem, difficulties with friends or family, depression, anxiety, harmful habits and anger management.

Health Services

973-720-2360

The Health services staff members provide care for students who are ill or injured. Through health related counseling and education, students are also provided with support in their efforts to maintain their physical and emotional well-being and make informed decisions that promote personal wellness and affect lifelong health.

The Health and Wellness Center offers a variety of services such as:

Care for illness and injury

Pharmacy

Physical exams

Skin testing for tuberculosis

Immunizations

Confidential HIV Testing/ STD testing

On site laboratory testing

Women's and men's health services

Emergency contraception

Health Education

Diabetic/ Asthma/ Cholesterol Screening

Sports Physicals

Referral to a specialist or emergency care when necessary

Call University Police at extension 2300 from any campus phone for emergency care or assistance on nights or weekends.

Confidentiality

All communication between a student and the Counseling, Health, and Wellness Center staff is strictly confidential. A student's counseling or health record is NOT a part of his or her academic record. No information about a student's visit to the Counseling, Health, and Wellness Center will be released within the University or to anyone without the student's prior written approval. The only circumstance requiring disclosure without the student's prior written approval is when,

in the Counseling, Health, and Wellness Center's judgment, there is risk of imminent harm to the student or to another person.

Student Health Insurance

Student Enrollment Services, Morrison Hall 104, 973-720-3945 or 2202, studentservices@wpunj.edu
Student Health Insurance

In accordance with the state law, all institutions of higher education in New Jersey are required to offer health insurance coverage for purchase by students who are enrolled full-time students. For health insurance purposes, **full time** is defined as an undergraduate taking 12 or more credit hours or a graduate student taking 9 or more credits and Biology/Biotechnology graduate students taking 8 or more credit hours. Please be aware that there may be other definitions of "full-time students" for other purposes, such as financial aid. Coverage for William Paterson University students is offered through United Healthcare Insurance Company. The annual premium is automatically charged to all full-time students and will appear on the Fall semester billing statement. For the Spring semester, all new incoming full-time students and students who changed from a part time enrollment status to full-time will be automatically billed the mid-year premium for health insurance. For the Summer Session, the Health Insurance fee will be billed to all new incoming full-time students and students who were part-time for the Fall and/or Spring semesters and now full-time for the Summer Session.

Students are required to either enroll in the plan or to waive the insurance. If you plan to keep the University Sponsored insurance, you must enroll in the plan to receive your insurance card in the mail. If you have other coverage and decide to waive/opt out of the coverage, you must complete the on-line waiver form to have this charge removed from your bill. You will be required to submit your current health insurance policy information to complete the form. Students must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Home study, correspondence and online courses do not fulfill the Eligibility requirements that the student actively attend classes. To enroll in or waive coverage under the University Sponsored Plan, go to www.firststudent.com, select William Paterson University and click on either the Enroll Now or Waive Your School's Insurance button.

Dependents

Eligible students who are enrolled in the plan may also insure their dependents. A dependent is the spouse (husband, wife, or Civil Union partner) or Domestic Partner of the Named Insured and dependent children, including any child for which the Named Insured is under court order to provide coverage. To purchase this insurance, the student must complete the enrollment application directly on-line during the open enrollment period at www.firststudent.com.

Waiver of Coverage

Students who have health insurance coverage under another plan and would like to waive/opt out of the University's insurance plan **must** complete a Student Health Insurance waiver form by the established deadline date. The waiver form must be completed by September 27, 2013 for the annual Fall semester, February 14, 2014 for the mid-year Spring semester and June 19, 2014 for the Summer Session to have the charge removed from the bill. If the waiver form is not received by deadline date, the student will be officially enrolled in the plan.

Claim forms are available at William Paterson University's Student Health Center and the United Healthcare Insurance website at www.firststudent.com. For further information regarding the insurance plan contact First Student customer service at 1-800-505-4160 or visit www.firststudent.com. All students, regardless of insurance coverage, may use the services of the Health and Wellness Center.

Proof of Immunization

All new or continuing undergraduate and graduate students enrolled in a program of study leading to an academic degree at William Paterson University are required to provide evidence of immunization as a prerequisite to enrollment. Any student born after 1956 **must provide** vaccination documentation of two (2) doses of MMR. The first dose must be administered on or after your first birthday and the second dose must not be administered any less than one (1) month from the first. *Laboratory blood tests that demonstrate immunity may be submitted in place of vaccination documentation. We must receive a copy of the blood work results in order to verify immunity.*

The Meningitis vaccine, to prevent bacterial meningitis, is required for all students living in the residence halls.

NJ State law requires all new incoming students provide proof of a completed Hepatitis B vaccine series.

The following documents are accepted as evidence of a student's immunization history, provided the specific immunization and the exact date of each immunization administered are listed:

1. An official school immunization record from any primary or secondary school in New Jersey indicating compliance with the immunization requirements of N.J.A.C. 9:2-14.3.
2. A record from any public health department indicating compliance with the immunization requirements of N.J.A.C. 9:2-14.3.
3. A record signed by a physician licensed to practice medicine or osteopathy in any jurisdiction of the United States or foreign country or other licensed health professional approved by the New Jersey State Department of Health indicating compliance with the immunization requirements of N.J.A.C. 9:2- 14.3.

Exemptions

1. Any student born before 1956 is exempt from the Measles, Mumps Rubella vaccine requirement.
2. A request for exemption from these requirements due to religious beliefs may be submitted to the Health and Wellness Center. **The request must be in writing from the enrolled student if aged 18 or over and specifically state the religious doctrine that prohibits vaccination.**
3. If a student has a medical contraindication to the vaccine, he or she must provide a written statement from a licensed medical provider. The statement must include the reason and specific period of time the vaccine is contraindicated. All students are required to submit the University Health Form, which includes a completed health record and current immunization information. Immunizations for tetanus, meningitis, and a test for tuberculosis are highly recommended for all University students.

Please submit all documentation to the Counseling, Health and Wellness Center, Overlook South, if not filed at the time of admission to William Paterson. Failure to file proper documentation will prevent continued enrollment at the University. Contact the Counseling, Health and Wellness Center with any questions regarding the immunization requirements.

Peer Health Advocate Program

The Peer Health Advocates use theater, tabling, lecturing and general student involvement to promote lifelong health awareness and informed decision making skills. These trained students are available to offer their peers information on various health and mental health topics including, but not limited to, sexual health, domestic violence, alcohol and drug awareness, depression, and stress management. They are available to answer students' questions and to make appropriate referrals when necessary. They are available to provide programs for club meetings, residence hall meetings, classes, etc. They can be reached by phone at 973-720-2257 or via email at peerhealth@wpunj.edu.

Collegiate Recovery Community

Contact: Coordinator of Collegiate Recovery Community at 973-720-2382

Created to address the unique needs of students in recovery from alcohol and other drug addiction, William Paterson University's CRC was established to promote a healthy environment for students in recovery where they can receive support from their peers and staff in order to excel personally, academically, and socially. The program enhances the ability for students in recovery to remain healthy physically and emotionally in order to maintain their sobriety through a variety of support services. Students in WPU's Collegiate Recovery Community are provided with substance-free housing, an individualized recovery plan, therapy and/or counseling, a strong peer support group, academic support, healthy social activities, and opportunities for involvement in service-oriented activities.

Division of Student Development

John A. Martone, Ph.D., Vice President for Student Development

Glen Sherman, Ph.D., Associate Vice President and Dean of Student Development

Francisco Diaz, Assistant Vice President for Campus Life

John Victor Machuga Student Center, Suite 117 973.720.2750

The Division of Student Development creates a climate conducive to engaging and building mentoring relationships with students. By extending the learning environment beyond the classroom through experiential, extracurricular, and co-curricular opportunities, we cultivate students' educational growth, personal and professional development, and the quality of their university life experience.

We empower students to apply this learning in their current roles and everyday lives, to participate actively in and affect constructive change in their communities, and to function competently as citizens in a multi-cultural, global society.

The Division of Student Development is committed to comprehensive assessment activities to ensure that programs and services are responsive to the current and future needs of our students.

The following offices are in the Division of Student Development:

Athletics, Campus Activities and Student Leadership, Gloria S. William Career Development and Advisement Center, Commuter Student Services, Counseling, Health and Wellness, Disability Services, Judicial, Recreational Services, Residence Life, Student Veteran Affairs, and The Women's Center.

Educational Opportunity Fund Program

Raubinger Hall, Suite 140, 973-720-2181/2182

Director: **Carmen Ortiz**, ortizc@wpunj.edu

Assistant Directors: **Vilma Elliott, Steven Colon, Tawana Cabezas and Paulaska Ramirez**

The EOF Program is a statewide access and academic support program designed to provide a variety of educational services, counseling/advisement and financial assistance to eligible students. EOF affords students the opportunity to begin their university experience with a summer program designed to orient them to the institution and the academic, personal and social demands of higher education. Additionally, the EOF staff assists participants with the strengthening and/or development of skills essential for college success.

Financial Aid

Morrison Hall, Lower Level, 973-720-2202

Michael V. Corso Jr., Director, finaid@wpunj.edu

Diane Ackerman and Stella James, Associate Directors

Sharon Audet, Zoya Barry, Joyce Heavey, Olga Ricaldi and Susan Rienstra, Assistant Directors

Aaron Garfinkel, Financial Aid Counselor

Erick Gonzales, Technical Assistant

Dorothy Hewitt and Caitlin Tuzzio, Financial Aid Assistants

The purpose of the Financial Aid Office is to provide financial assistance for eligible students to obtain an affordable education at William Paterson University. The staff of the Financial Aid Office is available to assist students in financing their college education.

Applying for Financial Aid

Students interested in applying for federal, state and institutional financial aid (loans, grants, campus employment) must complete the 2013-2014 Free Application for Federal Student Aid (FAFSA) by applying online at www.FAFSA.ed.gov or through the link located on the Financial Aid webpage <http://www.wpunj.edu/financial-aid/> All students must file a FAFSA to have their financial aid eligibility determined. For a helpful step by step ***tutorial*** for filling out the 2013-14 FAFSA, visit this handy Web site [FAFSASimplification](#) created by the University of California, Santa Barbara.

Assistance Programs

Federal/State Financial Assistance: Grants, loans, scholarships, and campus work-study employment are available to William Paterson students through the Financial Aid Office. Campus jobs provide an excellent opportunity to meet and work with faculty, staff, and fellow students while learning skills that could be relevant for the future.

Federal Programs: Federal Pell Grants, Iraq and Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grants(SEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Perkins Loans, Federal Work-Study,

Federal Direct Stafford Student loans and Federal Direct Parent/Graduate Loans (PLUS Program). Half time attendance is required for eligibility.

State Programs: New Jersey Tuition Aid Grants, Educational Opportunity Fund Grants, Distinguished Scholars, Urban Scholarships, NJSTARS II, and New Jersey Class Loans. Full time attendance is required for these programs, with the exception of the NJCLASS Loan Program and other scholarships.

Undergraduate Financial Aid Planning Calendar
(Prior planning can prevent late financial aid awards.)

January

Begin gathering the financial documents needed to file the FAFSA: parent and student's federal tax returns.

March

Complete and transmit the application electronically using the federally sponsored Web site, "FAFSA Online" located at www.fafsa.ed.gov or the link located on the Financial Aid webpage at <http://www.wpunj.edu/financial-aid/> William Paterson's FAFSA priority filing deadline is April 1. Students are strongly encouraged to submit their FAFSA even if the deadline has passed.

April

Upon receipt of the Federal Student Aid Report (SAR), be certain all needed corrections are made by going to FAFSA online and submitting your corrections to the Federal Processing Center. If no corrections are needed, it should be retained as a record. Students who have been selected for federal verification must submit the verification worksheet and a copy of student's and parent(s') official IRS transcript to the Financial Aid Office of William Paterson by June 1st. The verification worksheet may be obtained from the Financial Aid Office website.

July

Students who have received a financial aid award notification should review to determine if they wish to accept all financial aid awards. To Decline or Reduce a Direct Loan: Complete the Loan Cancellation/Reduction Form at: www.wpunj.edu/finaid. If no changes are being made, keep the award letter for your file.

August

Bill payment is due to the Center for Student Services. Respond promptly to all inquiries from the Financial Aid Office, the United States Department of Education, and the New Jersey State Higher Education Agency (HESAA) and their designated agencies/processors.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Policy (hereinafter referenced as SAP) is the term used to define successful completion of coursework to remain eligible for federal, state and institutional financial aid. WPUNJ is required by federal and state regulations and institutional policy to determine whether a student is meeting SAP requirements. SAP evaluation occurs once a year at

the end of the spring semester payment period. At William Paterson University, the satisfactory academic progress is determined annually at the time the University receives electronically a completed Free Application for Federal Student Aid (FAFSA) from the student. All financial aid applicants are subject to the standards outlined here regardless if aid was received or not in the past. These standards have been developed in accordance with regulations that govern financial aid programs. There are three distinct dimensions to the satisfactory academic progress standards:

A. Grade Point Average (Qualitative Measure)

B. Maximum Time Frame Measure

C. Credit Completion Ratio or Calculating Pace (Quantitative Measure)

These standards also include an opportunity to appeal the denial of financial aid if the student has faced special circumstances, which prevented the student from attaining the minimum standards described in this policy. **The Satisfactory Academic Appeals Committee will not automatically reinstate a student's aid even after a student has been readmitted to the University. It is of the utmost importance to recognize that this policy is different from the University standards of academic performance.** Students are strongly encouraged to contact their academic advisor or academic dean (if also dismissed from the University) for guidance and assistance in developing a sound academic plan. EOF and Sponsored Program students should contact the individual department for assistance. Undeclared students may request help from the Career Development and Gloria S. Williams Advisement Center. Graduate students should contact their program director.

PART I: Program Guidelines

A. Grade Point Average (GPA) (Qualitative Measure)

Students must maintain at least a 2.0 cumulative GPA after attempting 48 credits. The University requires at least a 2.0 GPA for graduation. Specific federal, state and institutional scholarships and grants may require a different GPA for renewal; This is a separate requirement for continued eligibility for these funds (e.g., TEACH Grant, NJSTARS II, etc.)

B. Maximum Time Frame Measure

The minimum number of credit hours needed to complete an undergraduate program is 120. A student is eligible to receive funding up to 180 attempted credit hours. Some programs limit funding on a semester basis. Students that attempt and earn only the minimum amount of credit hours required will run out of eligibility for certain state financial aid programs prior to completing their degree.

C. Credit Completion Ratio or Calculating Pace (Quantitative Measure)

Each year, a student's progress will be measured by comparing the number of attempted credit hours with the credit hours earned. This includes any course for which the student has remained enrolled past the drop/add period. After a student has attempted 48 credits, s/he must earn sixty seven percent (67%) of the cumulative attempted credits to maintain satisfactory academic progress.

**Required Academic Progress Sample
Typical Progression Chart (Undergraduate Students)**

Attempted Credits	Required Percentage	Amounts of Credits	Required Cumulative
49	67%	32.83	2.0
73	67%	48.91	2.0
97	67%	64.99	2.0

PART II: General Information

A. Withdrawal from courses WD (Withdrawn officially)

Credits remain in the total number of attempted hours but are not added to the earned credits. This may have a negative effect on the total number of earned credits needed per year. The GPA is not affected by these grades.

B. Incomplete courses INC (Incomplete)

Courses will be counted when determining the number of credits attempted. When a passing grade is received, the grade will be added to the number of credits earned.

C. Repeated courses

These courses are counted each time the course is taken and will be included in the total number of attempted credit hours. When a course is completed, the credits are added to the total number of earned credits hours. Although not a SAP eligibility requirement, students may not receive federal student aid for courses they have taken and received passing grades more than once. However, if the student repeats a course in which all previous attempts were failures, federal regulations allows for funding of these courses (providing that all other requirements are fully met).

D. Transfer credits

Transfer credits, accepted by the University, will be added to the attempted/earned credit hours in order to determine the number of credits a student should attempt and earn.

E. Failing Grades

These grades may have a serious negative impact on the student's academic record: F (Failing), N (Unacceptable, must repeat) and M (Missing, no grade submitted)

PART III: Graduate Program Guidelines

A. Credit and GPA requirement

Graduate students must earn seventy percent (70%) of their attempted credits and maintain at least a 3.0 cumulative GPA after attempting 12 or more credits.

Typical Progression Chart (Graduate Students)

Attempted Credits	Minimum Percentage	Minimum Cumulative
Greater than 12	70%	3.0

Part IV: SAP Definitions

- **Appeal**—A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for financial aid funds.
- **Financial aid probation**—A status a school assigns to a student who is failing to make SAP and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

PART IV: Appeal Procedures

Students identified as not making SAP will receive correspondence at their campus e-mail address upon the University receiving electronically a completed FAFSA from the student. Students have the right to appeal the decision by submitting an online appeal by accessing www.wpunj.edu/financial-aid/. Generally, the SAP Appeals Committee will consider appeals that involve circumstances beyond the student's control that have had an impact upon the student's academic performance. The appeal must include a narrative of the extenuating circumstances (e.g., the student or an immediate family member suffered a serious illness or injury, death of a close relative, separation or divorce, etc.) that prevented the student from meeting the minimum requirements, and reasonable explanation of the expectation that the event/ circumstances will not re-occur. Students are required to upload pertinent documentation supporting their appeal. Furthermore, students are expected to describe their academic plan to succeed in their program of study as well as carefully review their academic history before submitting the appeal.

SAP Appeal Deadlines:

Fall 2013 August 15, 2013

Spring 2014 December 15, 2013

Students who fail to submit their appeals by the deadline will have the right to appeal in writing the missed deadline by sending an email to fa-appeals@wpunj.edu. Only under extenuating circumstances will the request be approved.

SAP Appeals Committee and Decision:

The appeal will be reviewed by a committee and a response will be provided within fifteen (15) business days. All committee decisions are final. Students will be notified of the committee's decision in writing (personal email announcement at their WPU Connect account).

Appeal Approvals and Academic Plan:

Students who successfully appeal are approved for one payment period and are considered to be on probation. To gain eligibility in the subsequent semester, a student must meet the standards of SAP or meet the requirements of his or her academic plan provided at the time of the appeal submission. It is highly recommended that students meet with their academic advisor before selecting their Academic Plan to ensure it is attainable.

SAP Academic Suspension:

If the student fails to meet SAP standards or the requirements set forth in the SAP Academic Plan, the student will be placed on SAP suspension. The student is ineligible for financial aid with this status. A student with SAP suspension status will remain ineligible for financial aid until the student meets the minimum SAP Policy requirements, or submits a successful appeal.

Office of Scholarships

Raubinger Hall – Room 207A

(973)720-3720

Amanda Vasquez, Director

vasqueza@wpunj.edu

The Office of Scholarships supports the Mission of William Paterson University in its “commitment to promoting student success, academic excellence and community outreach with opportunities for lifelong learning.” Our goal is to provide support and guidance and to serve as an additional resource to student scholars enrolled at William Paterson University. We provide services to more than 1100 William Paterson University scholars who are recipients of various institutional merit based scholarships awarded to incoming students and are also responsible for administering and monitoring more than 300 Foundation, Alumni Association and Academic Departmental Scholarships. The Office of Scholarships host informational sessions and workshops throughout the academic year designed to maintain and enhance student success.

Workshop topics include:

- Career planning and development
- How to be a successful college student
- How to navigate the advisement process
- Selecting a major and planning out your courses
- Student support services, such as tutoring, and study groups
- Student leadership and campus activities
- Study Abroad Programs
- The value of internships

In addition, the Office of Scholarships provides assistance to William Paterson University students who are seeking additional funds to supplement their educational costs. Outside scholarship opportunities are publicized regularly via campus announcements, posted on the bulletin boards in the Office of Scholarships and a comprehensive scholarship database of outside scholarship opportunities is available on our website. For additional scholarship opportunities, and for research assistance with outside funding sources, visit the Office of Scholarships website at <http://ww2.wpunj.edu/scholarships>

Scholarships and Awards

William Paterson University offers an education of tremendous value in a learning community that is committed to providing academic excellence. In support of this commitment, the University seeks to attract high ability students; thereby providing generous Institutional Scholarship offerings to new incoming first-year and transfer students. In addition, the University provides to all currently enrolled students a variety of student assistance and scholarship opportunities on the basis of need, scholastic performance and related achievements. William Paterson recognizes that many of its students, at some point, will require financial assistance. Therefore, the University is proud to be able to provide the resources to meet most students' needs. Each year, more than 1,000 scholarships are awarded totaling over \$5.4 million. All students applying for Institutional scholarships at William Paterson University are required to file a Free Application for Federal Student Aid (FAFSA), and must accept all need-based

financial aid. The University reserves the right to rescind a student's scholarship award if he/she fails to file the FAFSA. **THERE ARE NO EXCEPTIONS.** To allow for processing time, students are encouraged to file a FAFSA by April 1st. The FAFSA may be completed on line at <http://www.fafsa.ed.gov>. Furthermore, students who apply for financial aid must be aware that regulations and policies govern the amount of total aid that may be received according to state and federal guidelines. All financial aid packages will be reviewed in accordance with these regulations by the Office of Financial Aid. Also, please note scholarship and financial aid award packages will not exceed the amount of educational expenses for attendance at William Paterson University.

We will keep students updated of any changes throughout the semester.

First-Year Experience

Raubinger Hall Room 137 / 973-720-3768

K. Daniel-Robinson, Ph.D., Director, firstyear@wpunj.edu

First-Year Experience works collaboratively with faculty, staff, students and various departments to implement a comprehensive university plan for first-year students that will:

- Acclimate students to William Paterson University's campus
- Educate students in the area of critical thinking, academic integrity, strategies for effective study skills, information technology and other topics that will provide a foundation for student success
- Identify and work out solutions for roadblocks to student success in the first year
- Integrate co-curricular activities with academic programs
- Promote a smooth transition from high school to college
- Stress the importance and implement an academic support plan for first-year students
- Support students through their first year at the university

Major Responsibilities in the department include:

- Campus Pride Activities for FY Students and Faculty
- Convocation for first year students
- Finish in Four Campaign / "Achieve More – Graduate in Four"
- First-Year Seminar
- Peer Leader program
- Probation students' program for first year students
- Work with various departments to recruit, register and retain first year students

Graduate Programs

Office of Graduate Admissions and Enrollment Services

Morrison Hall, Room 102, 973-720-3641, graduate@wpunj.edu

Amo-Augustus Kubeyinje, Director, Graduate Admissions and Enrollment Services William Paterson University offers more than 20 programs leading to a master's degree in addition to teacher certification and endorsement programs through its five colleges.

COLLEGE OF THE ARTS AND COMMUNICATION

- Fine Arts • Professional Communication • Music

CHRISTOS M. COTSAKOS COLLEGE OF BUSINESS

- Business Administration, Accounting, Entrepreneurship, Finance, Marketing, Music Management

COLLEGE OF EDUCATION

- M.Ed. Curriculum and Learning* M.A.T. Education* M.Ed. Educational Leadership * M.Ed. Literacy* M.Ed. Special Education* M.Ed. Professional Counseling* Post-baccalaureate Certification and Endorsement programs

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

- Applied Sociology* Clinical and Counseling Psychology* English* History* Public Policy and International Affairs • * MFA in Creative and Professional Writing

COLLEGE OF SCIENCE AND HEALTH

- Doctor of Nursing Practice (DNP)
Biology* Biotechnology* Communication Disorders* Nursing* Exercise and Sport Studies

More than 1,600 graduate students take advantage of these programs each year. Our programs are fully accredited by the Middle States Association of University and Middle Schools. Students who wish to enroll in graduate courses but are not yet ready to matriculate into a specific program may take up to nine graduate credits (or three graduate courses) on a non-degree basis where applicable. William Paterson University offers financial assistance to full-time matriculated students in the form of graduate assistantships. This competitive scholarship award covers tuition and fees and provides a stipend. Students work 20 hours per week in an assigned academic or administrative department during the assistantship. For further information on the programs and the admission requirements, refer to the graduate catalog, available in the Office of Graduate Admissions or on the University Web site at www.wpunj.edu

University Commons

Hospitality Services, 973-720-6200, hospitalityservices@wpunj.edu

Tony Cavotto, Director

The University Commons serves as the focal point for social, cultural and entertainment activities for the entire campus community. Students, employees and alumni gather here for a wide range of events and services. Located in the Commons is an Arcade (billiards, table games, video games), 10 lounges, a Multi-purpose room, Information Center, ATM's, Ballroom, conference rooms, 2 large dining areas (Paterson Foodcourt and Wayne Dining Hall), many student club offices, SGA offices, an employee club and restaurant, a coffee house, vending, a vendor and distribution area, the Pioneer Yearbook, Beacon student newspaper, the Student Activities Programming Board, Hospitality Services, Career Services and Advisement, Campus Activities, Greek Senate, Vice President for Student Development, Events and Conferences office, Commuter Services, Women's Center, Veterans Center, Disabilities. To reach many of the areas within the student center, dial 6200 and make your selection.

Hospitality Services

University Commons, 973-720-2671/6200

Tony Cavotto, Director, cavottot@wpunj.edu

Student Information Center

The Student Information Center is staffed by students during all operating hours. They are present to answer questions and provide general information about the University and to make appropriate referrals. The Center is open 7 days/week from 9am – 11pm.

Dining Program

Hospitality Services, University Commons 100, 973-720-6200

The William Paterson Dining Program offers a choice of 8, 9, 10, 15 or 19 meals per week. Also offered is a 150 block of meals plan and a Constant Pass plan. Graduate students, apartment residents and commuters can purchase a cash plan with a spending value of \$1,000 per semester. All students who reside in Overlook, Hillside, Century, White, Matelson, High Mountain East or High Mountain West must select one of the available plans. Commuter students or apartment residents are eligible to participate in a choice of any of the plans on a voluntary basis. Students not participating in any plan may pay cash for their meals or use their ID card to make purchase on the Pioneer Express (debit card) program. Wayne Dining Hall is the main facility for dining program participants. At this location, there is an “all you can eat” choice of hot entrees, grill items, vegetarian and vegan items, healthy choices, salad bar, dessert bar and beverages. For those in a hurry, you can use your dollar values from your plan to make a purchase at the Paterson Foodcourt, University Store, or the Center Café. There is also a meal exchange program where you can use a \$5 credit at Café 1600, The Center Café or The Paterson Food Court. For more dining information and current plan prices, call Hospitality Services or visit the University web site at www.wpunj.edu.

The Pioneer Express Plan

The Pioneer Express Plan is a card-accessed spending program whereby students and employees may make purchases on and off campus without cash. The card is accepted at the Arcade, Bookstore, Restaurant, Center Café, Rec Center, copiers, vending machines, all on campus dining locations, library fines, parking fines, Student Accounts office, The Center for Student Services, Shea box office, Campus Activities and 22 off campus dining and service locations. In addition, the card is also used in a variety of areas for automatic door and gate access as well as access to your residence hall.

Dining Locations

There are a variety of dining locations and snack kiosks on campus. The main locations are the **Paterson Food Court, Wayne Dining Hall, Campus Restaurant, The Center Café, The W Convenience Store and Café 1600**. The hours of operation are posted at each location and they are available on the web site at www.wpunj.edu. WPU ID cards, Pioneer Express, cash and credit cards are accepted at all locations.

Vending

There are vending machines located in every campus building. They all accept cash and the Pioneer Express card.

ID Cards

Students are expected to make arrangements to have their photo taken for an identification card, to pick up the card after it is processed and to carry it with them at all times. Scheduled hours are available at the Student Information Center 973-720-6200. The card enables students to use all campus facilities and services and identifies them as part of the University community. It also entitles them to discounts at student sponsored events and is required for resident students for the purpose of gaining access to their residence hall. The card serves as identification for dining programs, debit card purchases, library lending services, recreation programs and upon the demand of any campus official. ID photos are generally taken during new student orientation and registration, the first three weeks of each semester and upon special request of Hospitality Services. Students who miss scheduled photo periods might be required to pay a \$5 sitting fee. The processed card is available immediately after the photo is taken. However, under certain circumstances, temporary cards are also available. A William Paterson University ID card that has been lost or stolen can be replaced for a \$10 fee. Students who have lost more than 3 cards are required to pay a \$25 fee in order to obtain a fourth card and every card thereafter. Proof of age and verification of University status are always required prior to being photographed for an ID card. Students who provide false information or misrepresent other persons for the purpose of obtaining a falsified ID card are subject to disciplinary action.

Student Health Insurance

Center for Student Services, Morrison Hall, 973-720-3945, studentservices@wpunj.edu

Student Health Insurance

In accordance with New Jersey law, all non-international **full-time students and all international full and part time students** are mandated to have health insurance. For health insurance purposes, **full time** is defined as an undergraduate taking 12 or more credit hours or a graduate student taking 9 or more credits and Biology/Biotechnology graduate students taking 8 or more credit hours. Please be aware that there may be other definitions of “full-time students” for other purposes, such as financial aid. Coverage for William Paterson University students is available through United Healthcare Insurance Company. Non International/International Students The annual premium is automatically charged to all full-time students and will appear on the Fall semester billing statement. For the Spring semester, all new incoming full-time students and students who changed from a part time enrollment status to full-time will be automatically billed the mid-year premium for health insurance. For the Summer Session, the Health Insurance fee will be billed to all new incoming full-time students and students who were part-time for the Fall and/or Spring semesters and now full-time for the Summer Session. If you currently have health insurance coverage under another plan, you may deduct the premium from your billing statement and submit an on-line Health Insurance waiver form. Eligible students who are enrolled in the plan may also insure their dependents directly online at www.firststudent.com.

International students

All full time and part time students holding a F-1 or J-1 visa are required to have medical insurance.

Part time Students and Family Coverage

The student health insurance plan is also available for part-time students, spouses and children directly through United Healthcare Insurance. It is only available to students who have purchased the insurance for themselves. To purchase this insurance, the student must complete the enrollment application directly on-line during the open enrollment period at www.firststudent.com. **Part-time students will NOT be billed for this insurance on their tuition statements.**

Waiver of Coverage

Students who have health insurance coverage under another plan and would like to waive the University's insurance plan must complete a Student Health Insurance waiver form. The waiver form must be completed by September 21, 2012 for the annual Fall semester, February 15, 2013 for the mid-year Spring semester and June 20, 2013 for the Summer Session to have the charge removed from the bill. **The waiver form must be completed once each academic year.** If the waiver form is not received by deadline date, the student will be officially enrolled in the plan. You can complete the on-line waiver form by going to www.firststudent.com, select William Paterson University and click on either the Enroll Now or Waive Your School's Insurance button. Claim forms are available at William Paterson University's Student Health Center and the United Healthcare Insurance website at www.firststudent.com. For further information regarding the insurance plan contact First Student customer service at 1-800-505-4160 or visit www.firststudent.com. All students, regardless of insurance coverage, may use the services of the Health and Wellness Center.

David and Lorraine Cheng Library

Cheng Library, 973-720-2113

Anne Ciliberti, Ph.D., Dean of Library Services, cilibertia@wpunj.edu

The Cheng Library is a place for personal exploration and contemplation, a place to connect with others and above all a place to learn. Students can read a daily newspaper or news magazine, meet in the Friends Lounge, check out a laptop or use one of our computer labs. In addition, we offer students quiet places to study, access to a wide range of online resources, group and individual study spaces, as well as listening rooms for music and videos, and a curriculum materials center for future teachers. Perhaps the most important resource of the David and Lorraine Cheng Library is the friendly and knowledgeable staff that is dedicated to helping students succeed. The best place to begin a search for information is at the "Reference Desk." Librarians are available most hours the library is open or students can ask for research help on-line from the Library webpage. Librarians will help students get started on any project, large or small and can demonstrate how to access the library's comprehensive collection of resources or provide guidance in locating quality sources on the web. Students are encouraged to take full advantage of the information services that are available at their request, as well as to ask questions and seek help with research projects. Drop in during regular hours, click on the

AskLive icon on the Library webpage, call (973-720-2116) or email (refdesk@wpunj.edu) for help with your research. The library has a collection of over 350,000 print and electronic books, 18,000 audiovisual items, access to more than 35,000 print and on-line periodicals and subscribes to over 100 general and subject specific databases, most of which are accessible from off-campus locations. In addition, an extensive collection of DVDs, streaming video, audiotapes, and CDs provide a full range of media to complement the library's print and electronic resources. The library is open every day during the fall and spring semesters with some adjustments for summer sessions and holidays. Hours during the regular semesters are 7:45 am to 11:45 pm, Monday through Thursday; 7:45 am to 10:00 pm on Friday; 8 am to 5 pm on Saturday and Noon to 11:45 pm on Sundays. Hours are extended during examination periods. Many resources and services are available 24x7 through the webpage <www.wpunj.edu/library>.

University Police

University Police Building, 973-720-2300

Robert Fulleman, Director of Public safety and University Police

University Police is a resource support unit that is continually in pursuit of excellence and is noted for its community service orientation, effectiveness, and crime prevention. Through community participation, the Department provides a safe living and working environment in support of higher education and research. University Police headquarters is located on East Road across from Facilities and Maintenance; police officers and security officers are on duty 24 hours a day. Parking attendants are also on duty in the parking lots at peak class periods during the day and in the evening. In the event emergency assistance of any kind is needed (fire, police, ambulance, etc.), the police can be reached through the campus emergency phone number, 2300, or by direct contact with the walking, biking, or motor patrol. If calling from off campus, dial 973-720-2300 for emergencies. All other calls to the department should be made to 973-720-2301. **Remember the emergency number: 2300.**

The department has a crime prevention/community policing unit, and materials on personal safety are available. The unit also offers personal safety, rape awareness, and crime prevention programs that are available to classes or campus groups on request.

Student Patrol Program

The University Police Department has a Student Patrol Program staffed by students who, under the supervision of the University Police, patrol parking lots and roadways. They provide directions to visitors, general assistance to members of the University community, and are a deterrent to vandalism and incidents within the lots.

These patrols are *not* police officers and *do not* perform police functions. They are in radio communication with University Police headquarters and can expeditiously summon aid to any scene. Members on duty carry University Police identification cards and can be identified by their royal blue coats. They patrol the campus in a converted police car equipped with a constantly flashing amber roof light.

Student Patrol also offers a Safe Walk Escort Service. The Safe Walk Escort Service is a service that provides someone to accompany students, faculty and staff to your destination. During the

fall and spring semester safe walk is in operation Monday through Thursday 8:00 p.m. to 12:30 a.m. It is a supplement to the shuttle service, or the practice of people walking together. Student Patrol will be stationed at the Student Center and can be contacted by dialing 973.720.7400.

Amber-Lighted Vehicles

A combined approach to driving safety and visible assistance is ongoing at William Paterson University. In addition to the Student Patrol vehicle, most vehicles belonging to the University Facilities Department are equipped with amber lights. University vehicles so equipped are identifiable with written markings and/or state government license plates. All operators of these vehicles have been issued University identification cards and are in radio communication with the Facilities Department and the University Police in case of an emergency.

Blue Light Emergency Phone Stations

There are “blue light” emergency phone stations on campus, including stations at 1600 Valley Road and Power Art Center. Pushing the button provides direct contact with the Department of Public Safety/University Police and advises the Communications Center of the caller’s exact location. In case of emergency, a police radio car will be dispatched to the caller’s location while he or she is in contact with the operator.

Student Emergency

General Information

To help reduce vulnerability to crime, you should consistently practice preventive measures.

- 1. Be aware that you are a potential victim of crime.**
- 2. Immediately notify the University Police Department if any person(s) or activity arouses your suspicion.**
- 3. Protect yourself when walking.**
 - Avoid walking alone at night unless absolutely necessary.
 - Keep to well-lit, commonly traveled routes.
 - Avoid shortcuts and dark isolated areas.
 - Walk purposefully, know where you are going, and project a no nonsense image.
 - Avoid potentially dangerous situations.
 - Have your door keys ready; carry them in your pocket, not buried in your purse.
 - Park under parking lot lights.
- 4. Protect yourself in your room.**
 - Lock your door, even when you intend to return shortly, or even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
 - Keep emergency numbers by your phone.
 - Lock or secure doors and windows when you are alone or asleep.
 - Do not leave messages on your door indicating that you are away and when you will return.
 - Do not let strangers enter the resident hall or premises.
 - Do not lend out your keys.
 - Do not prop open outer doors.
 - Do not put your address or license plate number on your key ring.

5. Protect your auto.

- Always lock your car. (One out of five stolen cars were left by the owner with keys in the ignition.
- Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

6. Protect yourself when driving.

- Look into your car before getting in. Lock doors and roll up windows once inside for protection.
- Never pick up hitchhikers.
- Make sure your cell phone is charged at all times. Program your cell phone with emergency numbers, such as 911, and ICE.
- Drive to a police or fire station or an open place of business if you feel you are being followed.
- Do not stop to help the occupants of disabled vehicles. Call for assistance for them.

7. Do not leave property unattended.

- Do not leave property unattended in residence hallways, libraries, dining halls, academic buildings, offices, etc.
- Record the make, serial numbers and model of all valuables and engrave them with your name. This will increase the chances that any items recovered can be returned to you. Engravers are available at the Residence Life Offices. Personal Inventory forms are also available. It is also a good idea to photograph and/or videotape your valuables.

EMERGENCY INFORMATION

Follow all directions and maintain order. If there is an evacuation or relocation, listen and follow the directions. It is important that you check in at the relocation or evacuation site.

Do Not Panic!

Calm others down and reassure them that all will be okay.

Do Not Leave the campus. It is important that we account for everyone.

Do Not Go to your vehicle and attempt to drive off campus until directed to do so by university authorities. It is important that no vehicular traffic flows on and off of the campus until all emergency units responding to the incident are in place. Ambulances, fire trucks and other emergency vehicles will need to enter and exit the campus.

The campus roads will open at the first opportunity to release people from the area. All areas must first be found to be safe.

CALL HOME!! Let everyone at home know you are okay.

Be sure that your friends on campus know that you are okay.

Do Not Go to the area of the incident. Do not add to the risk, despite your curiosity. Stay away from the location of the incident.

Things to have on hand in an emergency

Recommended Items to Include in a Basic Emergency Supply Kit:

- **Water**, one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food**, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- **First aid kit**
- Whistle to signal for help
- **Dust mask**, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers
- Can opener for food (if kit contains canned food)
- Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil

In all EMERGENCY situations on campus, call the University Police immediately at ext. 2301

Methods of being informed during an Emergency:

1. Check your cell phone for a Connect-Ed emergency text message.
2. Check your University e-mail.

3. Check the University home page for information and instructions.
4. If you are a resident student, check your University voice mail. A broadcast message will be sent to all voice mailboxes of resident students, faculty and staff.
5. Contact ext. 2475 for brief recorded announcements.
6. Go to the designated information location for updates and further information.

Observing the Campus

You should call the University Police, **(2300)**, immediately if you make any of the listed observations and feel uncomfortable about the observation:

1. If you see anyone acting in a strange or unusual manner.
2. If you see someone in restricted areas.
3. Vehicles parked alongside of buildings or parked in an unusual manner.
4. Vehicles that have not moved for period of time.
5. Individuals asking questions about operational matters.
6. Individuals taking photographs or videos of the campus.
7. Individuals walking or riding around the perimeters of buildings.
8. Unexpected or unexplained deliveries.
9. Packages or bags left unattended.
10. Envelopes delivered without postage.
11. Individual acting overly protective of a package, backpack or belongings.
12. Individuals in bulky clothing, more heavily attired than reasonably warranted by weather conditions

IN CASE OF A FIRE

NEVER assume the fire alarm is a false alarm.

- When a fire alarm activates leave the building and do not return to the building until directed to do so by University Police or University officials.
- Avoid going up in the building. The stairways above the fire floor will act as a chimney and will fill with smoke and heat.
- Do not stay in your room if you have an opportunity to safely exit the building.
- Know the evacuation routes of all buildings you will be in during your time at WPU.
- Pick out landmarks, such as soda machines, tables, or other stationary items that will help you find your way out of a building should the lights go out.

Once you have evacuated the building, go to the assembly area, and look for a Fire Warden, Supervisor or person in charge and notify them that you are out of the building. Do not leave the area until you have received orders to report to another area or to go back into the building. If you leave without telling someone in charge, rescue workers may be injured attempting to enter the building in search of you.

It is important to listen to the directions given by authorities at the scene, and follow the directions in an orderly manner. If everyone is being directed to a location, go to that location so that attendance can be taken. You may ask to leave afterwards; however, it is important that you are accounted for.

When you have accounted for yourself, **CALL HOME!!** If there is a fire on the campus, call your home immediately and let everyone know that you are okay. Let your family know where you are going to be and how they can contact you.

If you cannot evacuate because:

- you are trapped on the fire floor or in an area where you cannot safely evacuate the building and have access to a telephone or cellular telephone, call **2300 or 911** and tell the operator your building, room number and describe the area where you are trapped. Stay on the phone until help arrives.
- you are trapped on the fire floor or in an area where you cannot safely evacuate the building and do not have access to a telephone, do something to get rescuers attention. Remember, opening the window may feed oxygen to the fire. If need be open or break the window to get rescuers attention. Wave a piece of clothing and shout to attract attention.
- you are trapped in a room, attempt to seal the bottom of the door with clothing or other material. If water is accessible, soak the clothing in water prior to sealing the door. Keep low to the floor to avoid the smoke.

FIRES AT PUBLIC EVENTS OR CLUBS

Prior to entering the event, decide on a meeting place outside of the event where you can get together should an evacuation take place. Once you are inside of the event, note the locations of the exits and that there are not any blocked or restricted. While doing this, think about what you would do if a fire started in certain areas of the event. How would you get out? What route would you follow? Don't be so concerned to find the "EXIT" signs that are posted above doorways. If there is a fire, the chances are that the room will darken quickly and the "EXIT" signs may be above the smoke line. Try to pick markers that will help you find your way to the exit while on your hands and knees. If you see someone playing with fire in the event, such as setting decorations on fire or throwing matches, notify security immediately.

If there is a fire or other type incident at the event LEAVE IMMEDIATELY!!!!

NEVER return inside the event. If a friend is not at the pre-arranged meeting place, report to the police and fire department that your friend was with you in the event and did not show up at the pre-arranged meeting place.

VIOLENT INCIDENT

In an incident involving a person or persons on campus actively causing harm or the threat of imminent danger or harm to any persons:

Do not attempt to deal with the situation yourself. Call the University Police immediately at ext. 2300.

Attempt to remove yourself from the immediate danger if possible. Try to stay calm. Once you have removed yourself from the apparent danger, remain where you are until given further direction by University Police or school authorities.

If you are unable to remove yourself from the dangerous area but are still in the building, lock the door of your residence, academic room, or other facility. Remain there until notified by the University Police. If you see or hear something that suggests to you that a gun or other weapon is involved, call the University Police immediately. Provide as much detail as you can about the incident. Be sure to include a description of the person or persons involved, the potential threat including possible weapons, and the location or direction of flight taken by the actor(s), and the condition of any victims. Do so when you have taken cover to the best of your ability. Do not attempt to disarm any individual; concentrate on removing yourself from the line of fire or the immediate threat.

If you are unable to remove yourself from the dangerous situation, identify objects which you could use to defend yourself and deter the threat from pursuing you at that location. As a last resort when your life is in imminent danger, be prepared to engage in combat with the aggressor in an effort to neutralize the immediate threat to your life. While such action is a personal decision, active resistance to deliberate life threatening actions can improve chances for survival. Many commonly available articles can be used as weapons or missiles to disrupt or deter an attacker, among them shoes, keys, book bags, belts, pencils, books, telephones, etc.

Depending upon the circumstance, disposing of money or other valuables in a manner which directs the attacker away from you may be enough of a distraction to enable you to remove yourself from the imminent threat.

Remember, the best time to deal with a violent incident is before it occurs. If you are aware that someone on campus has made a threat of violence toward another, it is your responsibility to contact University Police with that information as soon as possible. If you are aware that someone on campus has illegal weapons, it is your responsibility to report this information to the University. It is William Paterson University policy, and New Jersey law, that guns or other weapons are prohibited on the campus. You are our eyes and ears, and you can help prevent a tragedy in our community.

DEALING WITH WEATHER AND WEATHER RELATED INCIDENTS

Weather situations are carefully monitored by numerous government agencies. When severe weather is predicted, you should take the warning seriously. Severe weather can be dangerous and harm you. New Jersey provides a real time web link for road conditions which can be accessed at <http://www.state.nj.us/transportation/commuter/trafficinfo/>.

When in a thunderstorm:

Avoid handling metal, electrical equipment, telephones, bathtubs, water faucets and sinks since lightning can follow the wires and pipes. Be especially careful with televisions and computer equipment. If a severe thunderstorm comes upon you quickly, seek cover immediately in a stable facility, but avoid trees.

When in a tornado:

While this area is not known for tornado activity, it can and does occur sporadically. Go to a secure area away from windows. If there is a basement, seek refuge in the basement. If there is

no basement, go to an interior room or hallway without windows. If you cannot find shelter, take cover in a ditch or other recessed area.

When in a flash flood:

Seek high ground. Never attempt to drive your vehicle through standing water. The force of water will wash a vehicle away, trapping you inside of the vehicle. Should you be caught in a large body of water and your vehicle stalls, **call the police immediately**. Do not exit the vehicle unless the water is continuing to rise to an unsafe level. When you leave the vehicle, you are exposed to many hazards. Some of the hazards are downed electrical wires that will electrically charge the water. Sudden pressure changes in manhole/storm drain covers may release and, with great sudden force, suck the water into the drain along with anything small enough to fit through the opening. It is important to respect the power of water. Exiting a vehicle could result in you being swept away by the force of rushing waters.

When dealing with Winter Weather:

Dress warmly and stay dry:

Wear hats, scarves, layers and water-repellent coats. Remember that mittens are warmer than gloves.

Cover your mouth:

Protect your lungs from extremely cold air by covering you when outdoors.

Avoid overexertion:

Take your time shoveling snow or pushing a car. Stretch before you go out and drink plenty of nonalcoholic, non-decaffeinated fluids.

Car Safety:

Be sure to clear snow from your tail pipe before you start your car to prevent carbon monoxide poisoning. Avoid going out to your vehicle alone. Always have a partner with you to watch over in case of an emergency or accident. Keep a shovel in your car. Always make sure to clear your car of ice and snow on the vehicle. Ice and snow blowing off your vehicle represents a significant danger to other drivers.

Electrical Loads:

Many fires and emergencies are caused every year by unsafe electrical loads and cords. **NEVER** use electric heaters or inappropriate extension cords.

Nor' Easters/coastal storms/hurricanes

These can be extra tropical cyclones that can cause heavy rain/snow, strong winds and coastal flooding.

During severe weather, **NEVER** touch or go near downed power lines, even if you think they are safe.

Dress appropriately for the weather conditions.

Stay updated regarding weather conditions. Various outlets exist for this information. Should weather conditions create an emergency or hamper university operations, check the normal information outlets the university uses to transmit information such as e-mail and the home page.

NEVER evacuate unless ordered to by a University Official, or if the situation is life threatening if you remain in place.

Utilities Disruption:

Check the hallway to see if the disruption is throughout the building. If the disruption is limited to your room or immediate area, contact the Police immediately. If you are in a residence hall and the entire building or area is disrupted, remain in your room and await direction from your Resident Assistant. If you are in an academic or office building, and power to the building is disrupted, please relocate to an area in proximity to a building exit, and evacuate if so directed by University police or authorities.

Keep at least one flashlight available.

DO NOT use candles or other means of lighting with an open flame.

If you are told to leave your room, report directly to the assembly area designated by your Resident Assistant. Remember to take your room key, cellular telephone and identification card with you and **LOCK YOUR DOOR!!!! NEVER** touch a downed wire!

Fire:

If the fire alarm system is activated, **EVACUATE** immediately!!!!

Use stairways to exit the building, do not use an elevator.

If you discover a fire and the fire alarm system has not activated, pull the nearest fire alarm. **EVACUATE** the building and tell the responding police units of the location of the fire. When you leave your room, report directly to the area designated by your Resident Assistant. Remember to take your room key, cellular telephone and identification card with you and **LOCK YOUR DOOR!!!!**

Always check the door prior to opening to see if it is hot. If the door is hot, **DO NOT** open the door, call the Police immediately. Place clothes or blankets at the base of the door, go to the window and yell to responding emergency workers.

If your clothing catches fire, **STOP** where you are, **DROP** to the ground, and **ROLL** over and over to smother the flames.

If the fire is on your floor and you are trapped by the fire, call the Police immediately and give them your location. Place clothes or blankets at the base of the door, go to the window, and yell to attract the attention of responding emergency workers.

Report in to your Resident Assistant, Building warden or other authority immediately when you reach the designated evacuation assembly location. Under no circumstances should you go to

your vehicle or any other location without first checking in with your Resident Assistant, Warden or reporting authority and telling them where you are.

Call home and let everyone know that you evacuated the building because of a fire and that you are okay.

IN CASE OF AN EXPLOSION

1. Take shelter against or beneath your desk or a sturdy table
2. Exit the building as quickly as possible
3. Do not use the elevators
4. Check for fire and other hazards

If there is a fire...

1. Exit the building as quickly as possible.
2. Crawl low in smoke
3. Use a wet cloth to cover your nose and mouth
4. Use the back of your hand to feel the lower, middle, and upper parts of closed doors.
5. If the door is not hot, brace yourself against the door and open it slowly.
6. Do not open the door if it is hot. Look for another way out.
7. Use appropriate fire exits. Do not use the elevators.
8. If you catch fire, do not run!
9. **STOP, DROP and ROLL!**
10. If you are at home, go to the previously designated meeting place.
11. Do not go back into a burning building.
12. Call **2300 or 911**, **NEVER** assume the University Police know about a fire.

If you are trapped in debris:

1. Shout to let someone know you are trapped and where you are, but keep your mouth and nose covered to avoid swallowing dangerous amounts of dust.
2. Avoid unnecessary movement so that you don't kick up dust or cause further collapse.
3. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material.
4. Tap on a pipe or wall so rescuers can hear you and attempt to locate where you are.

Building Explosions and Collapses:

Building explosion and collapses are not always the result of terrorism. Many times there may be an accidental cause, such as a natural gas leak that caused the damage.

If you are in a building explosion or collapse, remember:

Evacuate immediately. If you are unable to evacuate, find an area that will protect you such as under a desk or sturdy table or in a doorway. If you are trapped in the debris, cover your nose and mouth with a cloth or piece of your clothing. Avoid moving around since this may cause further collapse as well as further circulation of the dust. Tap on a pipe or other metal to let emergency workers know where you are. Avoid yelling unless absolutely necessary, since this will only cause you to inhale more of the harmful dust.

Building evacuations and relocations:

Whenever a building is evacuated, the incident will be evaluated to determine if relocation is necessary. If relocation is ordered, you will be advised of the relocation site and the means of conveyance to the site. Everyone must check in at the relocation site. You are required to tell the staff of your plans as well as a location and method of contact at the alternative site. Do not leave the campus without telling the staff of your intentions and destination. If you do not intend to remain at the relocation site because you have access to another location, you **MUST** so inform the staff at the site.

DEALING WITH CHEMICAL INCIDENTS

A chemical incident is the release of a toxic gas, liquid or solid that can poison people and the environment.

1. Watch for signs such as many people suffering from watery eyes, twitching, choking and having trouble breathing or losing coordination.
2. The presence of many sick or dead birds, fish or small animals are also cause for suspicion.
3. If you see signs of a chemical incident, quickly try to define the impacted area or where the chemical is coming from, if possible.
4. Take immediate action to get away from any sign of a chemical incident.
5. If the chemical is inside a building where you are, try to get out of the building without passing through the contaminated area, if possible.
6. It may be better to move as far away from where you suspect the chemical release is and “shelter-in-place.” “Shelter in place” means to find a safe place to stay in the building out of the immediate danger of the chemical incident and wait for rescuers to reach you.
7. If you are outside when you see signs of a chemical incident, you must quickly decide the fastest way to get away from the chemical threat.
8. Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to “shelter-in-place.”
9. If your eyes are watering, your skin is stinging, you are having problems breathing or you simply think you may have been exposed to a chemical, immediately strip and wash. Look for a hose, fountain, or any source of water.
10. Wash with soap and water, preferably cold water to prevent your pores from opening and allowing the chemical into your body. Do not scrub the chemical into your skin.
11. Seek emergency medical attention. Contact Campus Police as soon as possible at X2300.

DEALING WITH BIOLOGICAL INCIDENTS

A biological incident is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not.

1. A biological incident may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, it is perhaps more likely that local health care workers will report a pattern of unusual illness.

2. You will probably learn of the danger through the emergency channels in place on campus. Those methods of alerting the University community include the University emergency Connect-Ed system, home page, e-mail, telephone announcements, and the campus radio station.
3. If you become aware of an unusual or suspicious release of an unknown substance nearby, it is wise to protect yourself.
4. Get away from the substance as quickly as possible.
5. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.
6. Wash with soap and water and contact the authorities immediately.
7. In the event of a biological incident, public health officials may not immediately be able to provide information on what you should do. However, you should consult all methods of communications available to you at the University.

DEALING WITH A NUCLEAR BLAST

Should there be a Nuclear blast:

1. Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
2. If possible to do so safely, you should leave the area.
If not possible, go inside a building and seek shelter where you are safe.
3. **Shielding** - If you have a thick shield between yourself and the radioactive materials, more of the radiation will be absorbed. Therefore, your exposure will be less.
4. **Distance** - The farther away you are from the blast and the fallout, the lower your exposure.
5. **Time** - Minimizing time spent exposed will also reduce your risk.

DEALING WITH A RADIATION INCIDENT

A radiation incident or “Dirty Bomb” incident is the use of common explosives to spread radioactive materials.

1. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.
2. **Shielding** – If you have a thick shield between yourself and the radioactive materials, the thick shield absorbs more of the radiation. Therefore, you will be exposed to less radiation.
3. **Distance** – The farther away you are from the radiation, the lower your exposure.
4. **Time** – Minimizing time spent exposed will also reduce your risk.

Local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should consult all methods of communications available to you at the University.

Anxiety and Emotional Well Being:

Day to day issues can sometime cause anxiety, depression, anger and loneliness. Any of the incidents covered in this information can cause anxiety, traumatic stress or other mental strain to a person. William Paterson University has an excellent counseling staff available 7 days a week,

on a 24-hour basis. If you feel you need to speak with a counselor, you can go to Resident Life services or representatives, call the police department, or contact the “Hot-Line” on their own at extension **2257** 24-hours a day, 7 days a week.

In case of a traumatic event on the campus, the Emergency Management Plan calls for counselors to be in place as soon as possible during and after the event to assist members of our community. Counselors are always available for any of the following symptoms of mental distress: anger, fatigue, loss of appetite, sleeplessness, nightmares, depression, inability to concentrate, hyperactivity, increased alcohol or drug use, thoughts of suicide or any other mental health related symptoms.

Recreational Services

Recreation Center, 973-720-2777

Kathleen T. Unger, Director, ungerk@wpunj.edu

Karen Hilberg, Associate Director, hilbergk@wpunj.edu

R. Chris McCollum, Assistant Director, mccollumr@wpunj.edu

Robyn Signoretti, Assistant Director, signorettir@wpunj.edu

Karen Topping, Technical Assistant, toppingk@wpunj.edu

Rec Center

Monday-Friday: 7am-11pm

Saturday & Sunday: 9am-9pm

Winter Break/Spring Break

Monday-Friday: 8am-8pm

Saturday & Sunday: Closed

Summer

Monday-Thursday 8am-8pm

Friday/Saturday/Sunday: Closed

*WPUNJ Student ID required

Overlook Fitness Center

Monday-Friday: 7am-11pm

Saturday: 9am-9pm

Sunday: 11am-11pm

Winter Break/Spring Break/Summer: Closed

*WPUNJ Student ID required

Open Recreation Swim @ Wightman Pool

Monday-Friday: 11am-2pm

Monday-Thursday: 7:30pm-10pm

Saturday & Sunday: 12pm-4pm

Winter Break/Spring Break: Closed

Summer: Hours vary

*WPUNJ Student ID required

Web: www.wpunj.edu/reccenter

Designed for student recreational activities, the Rec Center and Overlook Fitness Center are places to get together with friends, have fun, get in shape, and relieve stress. The Rec Center contains a large, multipurpose arena that can accommodate 3,200 spectators at concerts, exhibits, athletic events, and can be divided into three courts for basketball and volleyball. Additional

facilities include: two racquetball/handball courts, three fitness rooms equipped with a variety of free weights, benches, cable crossover machines, functional trainer, Lifecycles, treadmills, elliptical/crosstrainers, and most cardiovascular equipment is outfitted with a personal television. The multipurpose exercise room is equipped with mirrors, exercise mats, BOSU stability balls, a speed bag, heavy bag, and a 65" flat screen TV. The lobby has shuffleboard, air hockey, foosball and ping pong tables. The locker rooms are equipped with showers, saunas, whirlpools, and lockers available for rent or daily use. The Rec Center is also a Ticketmaster outlet where you may purchase tickets for your favorite Broadway shows, athletic events, or concerts.

The Rec Center is open daily providing early morning and late evening hours to accommodate students' busy schedules. Students may also take advantage of Open Rec Swim time, which takes place in Wightman Pool. The hours for Open Rec Swim are posted each semester.

Overlook Fitness Center is located between Overlook North and Overlook South. This new fitness center is available to resident and commuter students. Overlook Fitness Center includes cardio equipment, selectorized weight equipment, a multi-purpose room for yoga and fitness classes, and a small lounge area with flat screen TVs.

The Department of Recreational Services provides a wide variety of recreational and educational opportunities and programs to enhance overall student wellness. Activities include: Fitness and dance classes, Zumba, Yoga, Hiking Trips, Water Safety Instructor, Lifeguard Training, CPR and First Aid, Midnight Madness, Special Sports Nights, and our popular Friday Night at the Rec signature events.

The Department of Recreational Services also provides intramural activities, such as leagues for football, tennis, basketball, volleyball, racquetball, softball, floor hockey, soccer, dodgeball, and the annual Best Bench Contest.

Recycling

Maintenance, 973-720-2142

Nicholas Labruna, Supervisor of Grounds, labrunan@wpunj.edu

William Paterson must comply with state laws pertaining to recycling. New Jersey has set goals and mandated that solid waste going to landfills be reduced. To accomplish this, recycling must be increased. The University believes it can alleviate the strain on the budget and environment by implementing an aggressive recycling program. Recycling helps reduce the disposal costs to the University, thereby enabling funds to be utilized for alternative and/or more pressing expenditures. Recycling is a multilevel program that not only changes how we dispose of solid wastes, but the way we think and act as well. Training is essential for everyone, from disposers and purchasers to trash collectors. When ordering or buying goods or products, it is important to know their composition or, if large enough, how they are packed. For example, recycled cardboard is more environmentally friendly than Styrofoam.

*Materials that the University recycles include:

1. Cardboard, flattened and placed by trash container

2. Mixed paper which is made up of white or colored paper, newspaper, junk mail, magazines, regular and window envelopes, glossy inserts, telephone books and No food contaminated items(ex. pizza boxes)
3. Commingled items which is made up of any glass bottles or jars, cans (tin, steel, or aluminum), plastic beverage or laundry containers with the #1 or #2 recycle symbols
4. Printer or ink jet cartridges, disposal by placing in envelope or box with label to the Mail Room for recycling.
5. Electronic equipment, contact the “HELP DESK” to schedule pick up.
6. Batteries, personal type (D,C,AA,AAA, 9volt, etc.) can be put into the collection jars at most information desks

*Each residence hall is set up with containers that are to be used for recycling. A regular schedule for emptying or collecting materials exists. Each semester the Residence Hall’s will be conducting a “Recycling Drive” during move out. Please look for the flyers and posters for guidance.

Please contact a resident assistant, building manager, or the University recycling coordinator with any questions or suggestions.

Residence Life

Residence Life Central Office, White Hall, lower level, 973-720-2714

Joseph Caffarelli, Director, caffarellij@wpunj.edu

Patricia Whiteman, Associate Director

Rebecca Fegeley-Baird and **Nick DiMinni**, Assistant Directors

Residence Hall Offices:

Apartments: Pioneer & Heritage – 973-720-2600

Century Hall – 973-720-5310

Hillside Hall – 973-720-3580

High Mountain East & West – 973-720- 5460

Matelson Hall – 973-720-3530

Overlook Complex Area – 973-720-2381

White Hall – 973-720-3530

Mission Statement

The Office of Residence Life supports the mission of William Paterson University and the Division of Student Development by providing an atmosphere that enhances the academic success and personal growth of our students.

We provide opportunities for students to develop through participation in programs, and assuming responsibility for themselves and their living environment. We work to foster a community that values diversity and promotes mutual respect. It is our intention to provide co-curricular experiences that are essential to the development of our current and future students.

Our Philosophy

To ensure that the mission of the Office of Residence Life is achieved, our philosophy is:

- To provide students with information to help them become successful problem solvers and make responsible decisions. Information is provided through various forms of communication, including web-based and other social media outlets.
- To offer programs that challenge students to identify important problems, questions, and issues related to the areas of development, such as citizenship, diversity, health and wellness, and personal discovery.
- To encourage students to explore their personal values, beliefs, and ethics to help increase their self-awareness and identity development.
- To afford opportunities for students to develop leadership skills through which they learn to work collaboratively and develop meaningful relationships.
- To actively prepare our students to participate in effecting change in their own lives and their communities and to function competently in a multi-cultural global society.
- To provide programs and learning experiences through extracurricular and co-curricular activities to help students become well rounded, engaged, successful students.

Residential Community Civility Statement

William Paterson University is a community composed of students, faculty, and staff of different genders, religious affiliations, ethnic and socioeconomic backgrounds, sexual orientation, and levels of ablebodiedness. We all must do our part to encourage positive interaction and relationships among members of our residential community. There is a great deal to be learned and shared by each of us. We encourage you to become involved in campus life and to have an open exchange of ideas, beliefs, and values with other students, faculty and staff. The University states in its mission statement that:

“We help to prepare our students to actively participate in effecting change in their own lives, their communities, and to function competently in a multi-cultural global society.”

The Department of Residence Life fully supports the University’s goal to help create, maintain, and foster an environment where all people can come together to live, learn, and enjoy life within a supportive and positive campus environment. The Department of Residence Life asks the following of our resident students:

- To promote a positive residential community: To respect those who live in our community and their freedom to express their views. To discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict in our residential community. To address and report all behaviors and actions that subtract from our positive residential community. To take responsibility for personal behavior as this behavior not only affects oneself but the community as a whole. To acknowledge the holistic learning opportunities offered by Residence Life and the University. To respect the physical buildings and areas that are all residents’ home away from home.
- To be open to growth and development: To respect your own mental and physical health, and to be supportive of fellow community members in their journey of development.
- To contribute to the community’s overall success: To do your personal best to be a positive contributor and active member in our residential community and our University

Residence Life Policies, Procedures and Regulations

A community is a place where people live together on the basis of respect and responsibility for one another; this is the basic supposition underlying the teaching and student life experience at William Paterson University. This experience offers the opportunity to expand academically and socially, to develop personal values, and to partake of the common bond between people with similar pursuits while retaining one's own privacy and individuality. This University community can be maintained only through a conscious effort at community building on the part of each individual member. Clear and concise regulations are formulated so that the community's existence and the personal rights and safety of the members are ensured. In its regulations, William Paterson University places great emphasis on personal responsibility, both to oneself and to others, as well as a commitment to high ethical standards. Students at the University are expected to respect all persons and property in the community. They are expected to be honest in all their dealings and to accept responsibility for their actions. It is essential that all members of the University understand this commitment to values and know and abide by the following regulations and the established procedures for the fair adjudication of violations.

All students living in University residence halls receive a copy of the residence halls facilities contract (*your housing contract*) and are expected to become familiar with the terms and conditions prior to occupancy in the residence halls. All resident students are subject to the terms and conditions of the residence halls facilities contract. Failure to abide by these terms may result in judicial or administrative action.

In the Overlook complex, rooms are designed for single or double occupancy only, except for temporary triples designated by the Department of Residence Life. In the apartment's complex, occupancy is designed for four students in each two-bedroom apartment. In Century and Hillside Halls, rooms are designated for single or double occupancy with a few triples. Rooms in White Hall and Matelson Hall are designed for single and double occupancy. Rooms in High Mountain East and West are designated for double occupancy only. To ensure the privacy, safety, and security of all residents, occupancy beyond the number of residents designated/assigned by the Department of Residence Life is strictly prohibited and subject to disciplinary action. Occupancy in the residence halls of William Paterson University is open to all full-time, undergraduate William Paterson University students, regardless of race, creed, sex, religion and sexual orientation. All resident students are subject to policies and procedures established by the Department of Residence Life.

Alcohol policy

In New Jersey, it is unlawful for any person who is under the legal drinking age to purchase alcoholic beverages or to misrepresent his/her age for the purpose of purchasing or consuming alcoholic beverages.

It is also unlawful for any person regardless of age to purchase alcoholic beverages for another person who is under the legal drinking age, or for any person who has not reached the legal drinking age to consume alcoholic beverages, even in the privacy of his/her own home. The consumption of alcoholic beverages on the William Paterson University campus by those who are of legal drinking age is a privilege that is reserved for those who choose to consume alcoholic beverages in a responsible way. Thus, the consumption of alcoholic beverages on the

William Paterson campus shall be conducted in accord with guidelines established by the Office of the Vice President of Student Development. The consumption of any alcoholic beverages that does not comply with the Alcohol and Drug Policy is strictly prohibited and shall be considered a violation of acceptable campus decorum that is to be treated accordingly by appropriate campus officials.

Alcoholic beverages and alcohol containers of any type (empty or full) are prohibited in the Overlook complex, White Hall, Century Hall, Hillside Hall, and High Mountain East and West at all times. Empty bottle collections, decorations, and displays are prohibited in all residence halls and apartments. Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to and including eviction from the residence halls and/or expulsion from the University. Alcoholic beverages for private consumption by those residents and their guest who are over 21 are allowed only in the Apartments and Matelson Hall. Individuals in possession of alcohol upon entering the Apartments complex and Matelson Hall must verify their age with proper identification at the security desk. Residents who are found serving minors are subject to disciplinary action. Alcoholic beverages are restricted to private apartments/rooms with the door closed and are not allowed in public areas of the Apartments/Matelson Hall (lounges, hallways, etc.). Any students under 21 who are found in possession or in the presence of alcohol are subject to disciplinary action. Games including alcohol, such as “beer pong”, are prohibited in the residence halls and apartments. Disorderly conduct resulting from the misuse of alcohol is unacceptable and is considered a serious violation of the student judicial code.

Kegs and beer balls empty or full, are restricted from the residence halls and apartments. Residents found in possession of the above are subject to dismissal from the residence halls.

Drug policy

The use, possession, sale, or purchase of any type of narcotic or drug is prohibited by law, unless prescribed by a physician. Providing, possession, and use of drugs, controlled dangerous substances, or drug paraphernalia could result in eviction from the residence halls and/or expulsion from the University.

Students who participate in or are otherwise present during activities that violate this policy are subject to discipline by the residence halls and the University up to and including eviction from the residence halls and/or expulsion from the University.

Guest Policy

Resident Student Visitation Policy

As a member of the William Paterson University residential community, it is an expectation that residents take responsibility for their actions and be held accountable when violating University policy. The visitation policy has been established to give resident students the freedom to visit residential areas in which they do not reside; therefore, with this privilege come the following expectations as a William Paterson University residential student:

1. Residents are held accountable for their actions and behaviors that occur in their rooms and/or apartments.

2. When visiting a residence hall in which you do not reside, if you are found to be in violation of University policy, then you will be asked to leave and are subject to student disciplinary action and/or action from Campus, Local, State, or Federal Agencies.
3. Resident students visiting a residence hall in which they do not reside, need to be aware that their visitation could have an impact on the roommate or suitemates of the person they are visiting. Resident students who infringe of the rights of the roommates or suitemates of the person they are visiting will be held accountable for their actions through the Office of Judicial Affairs.

Overlook Complex/Hillside/White/Century/High Mountain West/High Mountain East/Matelson

Students who reside in the above residence halls can visit any traditional residential building 24 hours a day, seven days a week. Resident students are to present a valid William Paterson identification card to the security desk to gain access to the building. When visiting the apartment complex, Pioneer and Heritage Halls, resident students can present a valid William Paterson identification card between the hours of 8:00 a.m. and 8:00 p.m., seven days a week, to gain access to the building. From 8:00 p.m. until 8:00 a.m., resident students who do not reside in the apartment complex must be signed in by a resident of the building which they are visiting. When signing in, both resident students must present a valid William Paterson identification card. The resident student being signed in must leave his/her identification card at the security desk, and should be signed out by the host at the end of the visit.

Apartment Complex (Pioneer and Heritage)

Students who reside in the apartment complex can visit any traditional residential building or apartment complex building, 24 hours a day, seven days a week. Resident students are to present a valid William Paterson identification card to the security desk to gain access to the building.

Guest Visitation Policy

For the purposes of the Student Handbook and guest and visitation policy, be advised that the term "guest" refers to any William Paterson University nonresident student, faculty, staff, or anyone not affiliated with the William Paterson University residential community.

The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain guests in the room/apartment. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail. All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times, and are subject to disciplinary action if their guests violate University regulations. Any guests in violation of William Paterson policies and procedures will be immediately removed from campus. Their privileges to visit the campus in the future will be reviewed, and they are subject to criminal prosecution.

Day Guest Visitation Policy

1. Resident students may have not more than three guests at one time, the total number of guests is determined by the number of residents assigned to a room or apartment.
2. Resident students are allowed to sign in guests 8:00 a.m. through 2:00 a.m., 7 days a week.
3. Resident students are expected to meet guests at the security desk of their hall. Resident students must present their William Paterson ID card to sign in any guests. All guests

must be signed in and leave a valid picture ID card. Acceptable forms of ID are as follows:

- State Issued Picture Driver's License
 - State Issued Picture Identification Card
 - Military Issued Picture Identification Card
 - Valid University/College Issued Picture Identification Card
4. Resident students are encouraged to make arrangements with their guests before their arrival to campus to ensure a smooth process. Residents are responsible for their guests at all times, and must accompany their guests while they are visiting our residence halls.
 5. Should a resident not sign out his/her guest by 2:00 a.m., the ID of the guest will be confiscated. Once an ID is confiscated, it is not available for retrieval from the hall office until the following business day. Confiscated ID's will be released only to the person to whom the ID card belongs.

Overnight Guest Visitation Policy

All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times, and are subject to disciplinary action if their guests violate University regulations. Any guest in violation of William Paterson policies and procedures will be immediately removed from campus. Their privileges to visit the campus in the future will be reviewed, and they are subject to criminal prosecution. Children under the age of sixteen are permitted overnight in the residence halls ONLY on Friday and Saturday nights. A guest pass must be obtained from your hall office in accordance with the guidelines as specified in the guest and visitation procedures and policy. Babysitting in student rooms, apartments, floor lounges, or public areas is not permitted.

The University reserves the right to deny guest visitation privileges on a temporary or permanent basis. Students found in violation in the residence halls will be subject to have their guest pass revoked for the night, and all guests will be asked to leave campus. Students found responsible for forging signatures on guest forms face disciplinary action and possible loss of visitation privileges.

Overlook Complex/Hillside/White/Century/High Mountain West/High Mountain East

1. Resident students may have no more than one overnight guest per night. The total number of overnight guests on one night is defined by the number of residents in a given room. Overnight guests are permitted only with an approved overnight guest pass. Any guest who remains after 2:00 a.m. without an approved overnight pass will be considered an illegal guest, and will have his/her ID card confiscated. Acceptable forms of ID are as follows:
 - State Issued Driver's License
 - State Issue Picture Identification Card
 - Military Issued Picture Identification Card
 - Valid University/College Issued Picture Identification Card

2. Resident students may have up to 3 overnight guests per week, on the nights of their choosing. A week is defined as Sunday thru Saturday. A guest may not be an overnight guest for more than three consecutive nights on campus.
3. Resident students must complete an overnight guest application in order for a guest to stay overnight. These applications must be completed and returned to the hall office no later than 9:00 p.m. for approval. Overnight guest applications are available online from the Residence Life webpage and also through the hall office. Please refer to the overnight guest application for more information.
4. Roommate and suitemate consent must be obtained in order for an overnight guest application to be approved. Resident students will have the option of completing a waiver form to be kept on file in the hall office. Waiver forms are valid only for one semester.

Apartment Complex/Matelson

Resident students may have no more than one overnight guest per night. The total number of overnight guests on one night is defined by the number of residents in a given apartment or room.

1. Overnight guests are permitted only with an approved overnight guest pass. Any guest who remains after 2:00 a.m. without an approved overnight pass will be considered an illegal guest and will have his/her ID card confiscated.
2. Resident students may have up to 5 overnight guests per week, on the nights of their choosing. A week is defined as Sunday thru Saturday. A guest may not be an overnight guest for more than three consecutive nights on campus.
3. Resident students must complete an overnight guest application in order for a guest to stay overnight. These applications must be completed and returned to the hall office no later than 9:00 p.m. for approval. Overnight guest applications are available online from the Residence Life webpage and also through the hall office. Please refer to the overnight guest application for more information.
4. Roommate and suitemate consent must be obtained in order for an overnight guest application to be approved. Resident students will have the option of completing a waiver form to be kept on file in the hall office. Waiver forms are only valid for one semester.

Noise and Quiet Hours Policy

Quiet hours have been established to ensure students' rights to study and sleep. These hours are 10:00pm – 10:00am Sunday through Thursday, and 1:00am – 10:00am on Fridays and Saturdays. During final exams 24-hour quiet hours are in effect. Violators of quiet hours during this time period may be dismissed from the residence halls. Excessive noise at any time is prohibited. Reasonable quiet must prevail in the residence halls at all times. Amplification of music outside of the student's room including noise from stereo speakers directed out of windows and the use of amplifiers is prohibited.

Gate Access Policy

The High Mountain Control Gate adjacent to Lot 5 and the Control Gate to Ben Shahn and parking Lot 7 are in place to control traffic flow into the residential zone as well as the academic zone. Cameras are installed at both gates. Students/guests that are found responsible for vandalizing these gates will be held accountable for restitution, campus judicial sanctions and possible criminal charges in a court of law.

The Control Gate at High Mountain Lot 5 is open only during normal residence hall move in and move out periods. Please check the Residence Life webpage for the dates and times of gate openings as to minimize any inconvenience.

Disruption

The University recognizes the basic civil liberties of all members of the campus community. To ensure the protection of the rights of all members, however, no individual(s) or group(s) of individuals will, in the course of exercising these rights, disrupt or obstruct the following official functions of the University: teaching, research, administration of the University, or any other activity or proceeding on campus that is generally accepted as a legitimate college function.

Tampering with fire equipment

Tampering with any fire equipment, including smoke and heat detectors, sprinkler systems, exit doors, fire extinguishers, and hoses, or yelling “fire” when no threat exists, is subject to immediate eviction from the residence halls.

Physical abuse

Physical abuse or the threat of physical abuse of any person by a student at any time on or off campus or at William Paterson sponsored functions will not be tolerated. The harassment of staff, verbal or physical, will not be tolerated, nor will lewd, obscene, or indecent conduct. Any willful, intentional, and persistent act designed to annoy or cause an individual undue emotional stress is not acceptable nor tolerated, and is subject to disciplinary action.

Theft and damage

Theft from, or damage to, personal property or University property or premises will not be tolerated. Violators are subject to restitution, disciplinary action, and legal consequences. Students should report theft of any kind to University Police as soon as possible.

Endangering the safety of others

Any act, willful or negligent, that could compromise the safety of others is a serious offense and is subject to disciplinary action.

Sign policy

The University reserves the right to remove any sign/posting on public display (including residence hall windows) that is considered against the mission of the University. Examples include, but are not limited to, those considered sexually, racially, or ethnically offensive. Posting must be authorized through the Residence Life Central Office in the lower level of White Hall.

Compliance with rules and regulations of other institutions

William Paterson University students are expected to abide by the rules and regulations of other institutions when visiting them or participating in any activities on those campuses. Violations of published regulations on other campuses or violation of local laws and statutes while on other campuses will fall under the jurisdiction of the William Paterson adjudication system.

Local laws and statutes

The University and its members are also subject to all New Jersey state and federal laws and statutes. Alleged violation of these laws is subject to internal University investigation, review, and action, in addition to any action by the proper civil authorities.

Dangerous objects

The possession of any dangerous object or weapon, such as, but not limited to, firearms, ammunition, paint ball guns, fireworks and other explosives, hunting knives, swords or sabers, box cutters or razor blades, pellet or BB guns is subject to judicial action. In addition, any action resulting in objects being thrown from windows, doorways, or roofs is extremely dangerous and is also liable to judicial action.

Prohibited Items

The following items are **prohibited** in student rooms/apartments or any area of the residence halls and are subject to disciplinary action up to and including eviction from the residence halls:

- Waterbeds
- animals and pets (including fish)
- live Christmas trees
- halogen lights, neon signs, string lights, non-surge protector extension cords
- explosives, firecrackers
- bikes
- electrical appliances except refrigerators (no larger than 3 cubic feet) and microwaves (no larger than 1000 watts) Small appliances are permitted in kitchen areas of Heritage and Pioneer. **Keurig machines are permitted in all residence halls.**
- oil lamps, kerosene lamps and other highly flammable substances (such as gas-containing devices)
- motor vehicles of any kind, including, but not limited to, mopeds, motorcycles, motor bikes
- possession of or burning candles and incense
- firearms and weapons of any kind
- the construction of lofts/room dividers, etc., is prohibited in all residence hall rooms
- amplification of musical instruments and/or the playing of musical instruments
- the alteration of student rooms, such as painting, built in bookcases, etc.

Students will be liable for all damages resulting from violations of these restrictions and prohibitions and may be subject to confiscation of such items and/or administrative or disciplinary action.

Restricted areas

For their own safety and the safety of others, students are not permitted on the roofs of any University building, in electrical and mechanical rooms, or any other premises of the campus where access is prohibited.

Pets

Pets of any kind, including fish, are not permitted in residence halls, public buildings, classrooms or eating areas, or to roam about the campus unleashed and unattended by the owner.

Screens

Screens are not to be removed from windows. Students removing screens will be fined \$50 and subject to disciplinary action. There will be a fee for the replacement of any screen that is damaged during the academic year.

Windows/emergency exits

Entering or exiting a residence hall facility via a window or emergency exit, when no emergency exists, will be subject to a fine and/or disciplinary action.

Bikes and Skateboards

Riding bikes, skateboards, roller skates and the like in the residence halls or in the High Mountain amphitheater is prohibited.

Hall Sports

Throwing of footballs, etc., in halls, stairwells, or lounge areas is prohibited.

For further information on Residence Hall policies and procedures, please consult the Residence Life Handbook.

Services for Students with Disabilities

Speert Hall 134, 973-720-2853

Jacqueline Safont, JD, Director, Office of Disability Services, disability2@wpunj.edu
www.wpunj.edu/disabilityservices

The mission of the Office of Disability Services (ODS) is to assist students with documented disabilities by ensuring that reasonable accommodations and services are provided that guarantee equal access to all programs, activities and related benefits of the University's educational programs.

The Office of Disability Services works in collaboration with students to determine appropriate reasonable accommodations based upon the individualized needs of the student. ODS acts as a resource and works in cooperation with faculty and other university departments. We strive to empower, support and guide our diverse community in achieving, promoting and fostering independence, self-advocacy and success.

ODS is committed to providing access for all students with documented disabilities to all programs, activities and related benefits of the University's educational and professional programs, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990, as amended in 2008) and applicable state law.

It is the responsibility of the student to identify him/herself and request assistance from Disability Services. Complete guidelines for the type of documentation required are available upon request. Eligibility must be established before services can be provided. To register for services, students must fill out the Accommodation Request Form and return it with documentation to review.

ODS works with each student on a case-by case basis to determine appropriate and reasonable accommodations based on the documentation and individualized needs of the student.

Speech and Hearing Clinic

Hunziker Wing 11a - Phone: (973) 720-2207

Christine C. Natale M.S. CCC-SLP, Manager, natalec@wpunj.edu

Sheri Newberger, Administrative Assistant, newbergers@wpunj.edu

The Speech and Hearing Clinic offers speech, language and/or hearing screenings, evaluations, and therapy. Individual and small-group therapy is available for students with voice, language, articulation, fluency, and hearing problems, as well as students seeking to reduce a foreign accent. Services are provided to students at no charge, to staff and faculty at a reduced rate, and to the public at a reasonable fee. For further information regarding speech, language, or hearing services; or to schedule a visit, or make an appointment, please call or e-mail.

Technology Services

College Hall Rm 220, 973-720- 2597

Pamela Fueshko, Director, telecom@wpunj.edu

The Office of Technology Services is responsible for the Emergency Notification System called *Connect-Ed*. **Connect-ED** enables campus leaders to send, and track messages in the case of an emergency situation on campus. The system utilizes

- Voice message to cell phone, home and/or an alternate phone
- Text message to cell phone. Message will always begin with WPUNJ:
- Email message to your University account and alternate email account if designated
- Message to TTY/TDD receiving devices for the hearing impaired.

Participation in the **Connect-ED** service is **optional for Commuter Students and mandatory for Residential students**.

The information that you supply is considered confidential and will not be shared. You will only be contacted through the system in the event of an emergency or notification as required by the Clery Act.

To sign up:

- Log-in to WP Connect with your username and password.
- Under WPUNJ Bookmarks (upper left corner) click on Emergency Notification Service
- Enter your cell phone and any other means you wish to be contacted by.
- Click Submit to *Connect-Ed*.

Any time your information needs to be changed, follow the same instructions to change the information and submit.

If there is an emergency on campus dial 911 or 2300 from a campus phone, dial 973-720-2300 from your cell phone or go to an Emergency phone and press the button and your call will be answered by the University Police & Public Safety Dispatcher. University Police will dispatch assistance accordingly. Additional services for fire and ambulance will be requested by the dispatcher from the appropriate town of the location that the emergency is occurring in (Wayne, North Haledon, or Haledon).

The University also provides notification of an emergency in the following ways:

- Home page www.wpunj.edu
- Recorded messages on 973-720-2475 and the University main number of 973-720-2000
- Radio Stations - WP88; WGHT; WHCY; WSUS; WNNJ
- TV Stations – News 12 NJ; WNBC

J. Victor Machuga Student Center

Hospitality Services, 973-720-6200, hospitalityservices@wpunj.edu

Tony Cavotto, Director

The J. Victor Machuga Student Center serves as the focal point for social, cultural and entertainment activities for the entire campus community. Students, employees and alumni gather here for a wide range of events and services.

Located in the Center is an Arcade (billiards, table games, video games), 8 lounges, a multi purpose room, Information center, ATM, ballroom, conference rooms, 2 large dining areas (a food court and Wayne Dining Hall), many student club offices, SGA offices, an employee club and restaurant, a coffee house, vending, a vendor and distribution area, the Pioneer Yearbook, Beacon student newspaper, the Student Activities Programming Board, Hospitality Services, Career Services and Advisement, Campus Activities, Vice President for Student Development offices, Health and wellness center, Counseling Center, Commuter Services, Women's Center and Disabilities office.

To reach many of the areas within the student center, dial 6200 and make your selection.

Office of Veteran Affairs - Veteran and Military Resources

University Commons – Room 335

973-720-2323

Lynette Butler, Director

Butlerl@wpunj.edu

The Office of Veterans Affairs at William Paterson University of New Jersey was established in effort to support veterans, service-members and their families. The office serves as a liaison between the Department of Veteran Affairs, William Paterson University and the student. Working in coordination with the Student Veteran Organization, the office is committed to developing programs, services, and outreach that will ensure a smooth transition to campus life. All individuals planning or utilizing military educational benefits to include programs such as the

GI Bill or Tuition Assistance, should contact The Office of Veteran Affairs coordinator. Sgt. Lynette Butler @ 973-720-2323 or butlerl@wpunj.edu

Women's Center

J. Victor Machuga Student Center, 973-720-2946

Librada Sánchez, Director, sanchez1193@wpunj.edu

The Women's Center works to expand the understanding of gender issues, empower students to explore options in their lives, and motivate the campus community toward greater involvement in issues of gender and diversity as leaders, allies, and agents of change. Working collaboratively with on and off campus services and programs, The Women's Center strives to support women's equity and achievement toward intellectual, professional, and personal goals and to enhance students' lives through programs addressing the diverse backgrounds and experiences of all people.

Campus Life

UNIVERSITY PERFORMING ARTS

WP Presents!

University Performing Arts Administrative Office, Hunziker Hall 104, 973-720-3178

Jane B. Stein, Executive Director

Shea Center Box Office, lobby, 973-720-2371, boxoffice@wpunj.edu

Ticket hours: Monday through Friday, 10:00 a.m. to 5:00 p.m., and one and a half hours before any weekend performances.

Staff

Lou Hamel	Director of Audience Services/Box Office Manager
Al Schaefer	Director of Operations
Marianna Menyhart	Principal Clerk Stenographer
Craig Woelpper	Marketing Coordinator
Lavene Gass-Youmans	Program Assistant
Edward Matthews	Producer/Director
Shari Selke	Production Stage Manager

UPA *WPPresents!* is the umbrella 'home' of all performing arts programs sponsored by William Paterson University. It includes all programs presented, initiated, produced or cosponsored by the University Performing Arts, which is part of the College of the Arts and Communication. UPA is responsible for initiating, fostering, coordinating, presenting and hosting all performing arts programs for the university. UPA is also responsible for all aspects of theater operations of the Shea Center for Performing Arts and of the Hunziker Black Box Theater.

WPPresents! (formerly the Vista Series) was created in 1998 to supplement the existing academically based series with professional touring artists. The Series strives to bring to campus high calibre touring artists across a range of disciplines including acoustic and world music, contemporary folk music, theatre, dance, family programming and other eclectic fare. The Series has grown from three events in 1988 to an average of 50 per year. Artists have included David Crosby, The Klezmatics, The Carolyn Dorfman Dance Ensemble, David Bromberg, The Ying Quartet, the Count Basie Orchestra, Cherish the Ladies,

Imago, Aquila Theatre Company, Medeski, Martin and Wood, Livingston Taylor, Patty Larkin, John Amos, and the National Theatre of the Deaf. National tours of theatre productions have included Master Class, Unforgettable, Mahalia, A Couple of Blaguards, Scrooge: The Musical, Unsinkable Women, Hamlet, Othello and My Soul Is A Witness. Family programming has included participation in New Jersey Family Week at the Theatre, outreach programs with The Pushcart Players and Connecticut Children's Theatre and Sail Productions as well as concerts by Tom Chapin and programs by Laser Vaudeville, The Cashore Marionettes and the Imago Theatre Company. Many of our visiting artists conduct educational outreach programs, either for the community at large or for the campus. The series is built on a foundation of excellence and continuously seeks out-of-the-ordinary programming to serve the campus, and the community. Future events will include multi-disciplinary projects born out of interdepartmental collaborations with professional artists of the highest calibre in all idioms. The series is supported by The NJ State Council on the Arts/Department of State.

WPPresents! brochures are published and mailed twice a year. Performing arts listings may be viewed, and tickets may be purchased, online at **wp-presents.org**.

Additional information may be obtained by contacting the Shea Center Box Office, at the phone number listed above.

William Paterson University Galleries

Ben Shahn Center for the Visual Arts, 973-720-2654

Kristen Evangelista, Director, evangelistak@wpunj.edu

Emily Johnsen, Program Assistant, johnsene@wpunj.edu

The William Paterson University Galleries present exhibitions of contemporary art, oversee the University's art collection, and offer educational programs. The University's East Gallery, South Gallery, and Court Gallery are located in the Ben Shahn Center for the Visual Arts, which is named after Ben Shahn (1898-1969), the renowned social realist painter who settled in New Jersey. Encompassing 5,000 square feet, the Galleries showcase solo and thematic exhibitions that engage with the University and surrounding communities and respond to significant trends in contemporary art. The Galleries are dedicated to exploring creative processes, furthering scholarship, and fostering a dialogue about the visual arts and culture. All students are encouraged to visit the exhibitions, attend receptions and public programs, and participate in related educational activities. Gallery hours are Monday through Friday from 10:00 am – 5:00 pm, select Sundays, and by appointment. For specific Sunday hours, please call 973-720-2654.

Power Arts Center Gallery

25 Power Ave., 973-720-2401

Maryann Fazio, fazionm@wpunj.edu

The Power Art Gallery, located in the studio arts building on Power Avenue, is dedicated to the exhibition of work of William Paterson University's art majors. Faculty and students curate thematic exhibits, which feature painting, sculpture, printmaking, photography, new media, textiles, and graphic design.

ART GALLERIES

University Galleries

Ben Shahn Center for the Visual Arts

Kristen Evaneglista, Director
Emily Johnsen, Program Assistant
973-720-2654

Power Arts Center Gallery
25 Power Ave.
Maryann Fazio 973-720-2401

Honor Societies

ALPHA KAPPA DELTA-GAMMA is the national sociology honor society. AKD was founded in 1920 and currently has chapters in 500 American colleges and universities. The William Paterson Gamma chapter was founded in 1972 and membership is open to qualified juniors, seniors, and graduate students with a 3.0 overall academic average. The chapter has an active program that includes academic, service, and social activities. An annual installation dinner is attended by faculty, family and friends of the honorees in April. Please contact: Dr. Rosanne T. Martonella, 973-720-2388

ALPHA PSI OMEGA is a national honor society for theater. The society sponsors student-run theatre productions in collaboration with the Pioneer Players (an SGA club), under the auspices of its advisor, Edward Matthews, at 973-720-2994.

BETA BETA BETA – CHI RHO

Biological Honor Society
Please contact: Dr. Robert Chesney, 973-720-3455

BETA GAMMA SIGMA

International Honor Society for Business, Management and Administration
Please contact: Dr. Martin Gritsch, 973-720-2977

GAMMA THETA UPSILON

International Honors Society in Geography
Please contact: Dr. Monica Nyamwange, 973-720-2438

KAPPA DELTA PI-ZETA ALPHA, an international honor society in education, fosters the ideals of fidelity to humanity, science, service, and toil, which serve as guidelines for its members engaged in education. *Kappa Delta Pi* provides students with opportunities to volunteer in the community on campus and to learn more about education through its professional publications. Membership requirements include having a commitment to the field of education and a minimum grade point average of 3.0 for sophomores and juniors, and 3.5 for seniors. Graduate students must have a grade point average of 3.5. Initiation requirements are published in *The Beacon*. For more information, please contact Professor Janis Strasser, Department of Elementary and Early Childhood Education, at 973-720-3140.

LAMBDA ALPHA-GAMMA of NEW JERSEY

National Collegiate Honors Society for Anthropology
Please contact: Dr. Tom Gundling, 973-720-2566 or Nancy Galimi, 973-720-2433

LAMBDA PI ETA BETA XI is a national communication honor society with the purpose of recognizing, fostering, and rewarding outstanding scholastic achievement in communication studies.

Membership is open to communication majors who have completed 60 credit hours including at least 12 credits in communication. Students with less than 60 credit hours may apply for

associate membership if they meet GPA requirements. Applicants must also have an overall GPA of 3.0 or better as well as a minimum GPA of 3.25 in the communication major. For more information, please contact Professor Chriss Williams, Department of Communication, at 973-720-2431.

OMICRON DELTA EPSILON is the international honor society in economics. One of the world's largest academic honor societies, *Omicron Delta Epsilon* was created through the merger of two honor societies, *Omicron Delta Gamma* and *Omicron Chi Epsilon*. Chapter activities vary widely, ranging from invited speakers, group discussions, dinners, meetings, and field trips to special projects such as review sessions and tutoring for students in economics. The minimum requirements for admission for undergraduates are (1) completion of 12 semester hours of economics courses, (2) attainment of at least a 3.0 GPA in economics courses and an overall GPA in all classes. Students do not have to be economics majors, but must have a genuine interest in economics in addition to meeting the above requirements. For more information, please contact Professor Taghi Ramin, Department of Economics, Finance, and Global Business, 973-720-2781.

PHI ALPHA THETA-RHO ALPHA, a history honor society, is composed of students and professors who have been elected to membership on the basis of excellence in the study or writing of history. It is highly democratic, however, in that any student of history may become a member by maintaining a high standard of work in his or her studies. At the same time, *Phi Alpha Theta* is an academic society whose objective is to promote history by encouraging research, good teaching, publication, and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together, both intellectually and socially. Academic requirements include (a) 12 credits of history courses, with a minimum 3.1 average in these courses and a minimum 3.0 cumulative GPA, and (b) reference signatures from two faculty members. Further information is available at the Department of History office, Atrium 208.

PHI SIGMA TAU

National Philosophy Honor Society
Please contact: Dr. Ben Vilhauer, 973-720-2415

PI DELTA PHI

National French Honor Society
Please contact: Dr. Madhuri Mukherjee, 973-720-3630

PI LAMBDA THETA is both a national honor society and a professional association in education. As an honor society, its purpose is to recognize individuals of superior scholastic achievement and high potential for professional leadership. As a professional association, its purpose is to stimulate independent thinking educators who can ask critical questions and encourage in service continuous education. The organization supports University functions as well as University scholars on campus. Scholarships are available for graduates and undergraduates and a GPA of 3.5 is necessary for both groups. For further information, please contact Professor Alyce Bolander, president, 973-209-6323, or Professor Marion Turkish, student advisor, 973-720-2469.

PI MU EPSILON

National Mathematics Honor Society
Please contact: Dr. Madeleine Rosar, 973-720-3379

PI SIGMA ALPHA-IOTA KAPPA CHAPTER is the national honor society in political science. *Pi Sigma Alpha* is a member of the Association of College Honor Societies and an

affiliate of the American Political Science Association. The purpose of *Pi Sigma Alpha* is to stimulate scholarship and intellectual interest in political science. The society functions both at the national level and local level, sponsoring programs, scholarship opportunities, and events of value to the profession. At the chapter level, it honors all those students who have demonstrated excellence in both political science scholarship and service to the campus and wider community. Nominations to *Pi Sigma Alpha* are made in early spring by the department chair. Selection in the junior year is based on a 3.2 cumulative GPA, with at least 15 credits completed in political science, and with no lower than a B– in any political science course. Selection in the senior year is based on a GPA of 3.0 or above with no lower than a B average in political science courses. Majors and minors are eligible. Selection as a graduate student is based on completion of at least 12 credits and a 3.5 G.P.A. A departmental honors reception is held each May to honor *Pi Sigma Alpha* nominees as well as those who have won other awards and honors. To be officially enrolled as a *Pi Sigma Alpha* member, nominated students must pay a \$30 membership fee. In return, they receive a frameable certificate and a medallion that may be worn at graduation. For more information, please contact Professor Wartyna Davis, Department of Political Science, davisw@wpunj.edu, 973-720-2188.

PSI CHI. The national honor fraternity in psychology, *Psi Chi* fosters professional and scholarly development. For further information, contact Dr. L. Berness 973-720-3936, Science 250A.

SIGMA DELTA PI

National Spanish Honor Society

Please contact: Dr. Maria Tajes, 973-720-3725

SIGMA TAU DELTA

International English Honor Society

Please contact: Dr. Brian O’Broin, 973-720-2641

<http://www.wpunj.edu/cohss/english/sigmataudelta/sigmataudelta.htm>

SIGMA THETA TAU-IOTA ALPHA is the international nursing honor society. Established in 1922, *Sigma Theta Tau* was organized to encourage and recognize superior scholarship and leadership achievement at the undergraduate and graduate levels in nursing. The society fosters high professional standards and encourages creativity. Members of *Sigma Theta Tau* strengthen their commitment to the ideals and purposes of the profession through their commitment to the development, knowledge, expansion, and utilization of nursing research. On May 3, 1986, the charter for *Iota Alpha* was received. Membership is by invitation to junior and senior undergraduates and graduate students. For information, contact Dr. Connie Bareford at 973-720-3495 or Professor Kathy Lancellotti at 973-720-3483.

UPSILON PI EPSILON. In its recognition of excellence in the academic program, Upsilon Pi Epsilon, the national honor society of computing sciences, has granted charter approval for a UPE Chapter, “The Gamma Chapter of New Jersey.” The William Paterson UPE Chapter was formally installed on May 18, 1988. To qualify for membership in the William Paterson UPE Chapter, a student must have:

- 1) an overall GPA of 3.3;
- 2) at least 18 credits of computer science major courses with a minimum grade of B in each;
- 3) earned a C+ or better in all computer science courses and be classified as an honor student in computer science.

There are 230 approved chapters of UPE in the nation; William Paterson is the third New Jersey institution to be chartered by UPE. Currently there are 122 students, two faculty, two alumni members, and one honorary member of the chapter. For more information, please contact the faculty advisor, Professor Li- hsiang (Aria) S. Cheo, at 973-720-2517.

Musical Performing Groups

To participate, a placement audition and the permission of the conductor are required. Elective credit may be given to non-majors for participation in these groups:

Concert Band
Concert Choir
University Orchestra
Gospel Choir*
Chamber Singers
Opera Workshop
Pop Music Vocal Ensemble
Clarinet Ensemble
Saxophone Ensemble
Flute Ensemble
Brass Quintet
String Ensemble
Classical Guitar Ensemble
Percussion Ensemble
Chamber Ensembles
New Music Ensemble
Jazz Vocal Ensemble
Latin Jazz Ensemble
Jazz Ensembles
Summer Jazz Ensemble

Unless otherwise noted, these groups may be contacted through the Department of Music office at 973-720-3105.

*For information on the Gospel Choir, contact Professor Michael Butler at 973-720-3800 in the Department of Africana World Studies

Student Government Association
John Victor Machuga Student Center 319, 973-720-2157
Nicola Maganoco, President
Jaime Oyola, Student Government Financial Advisor
Kalli Protopsaltis, Student Government Office Manager

Students interested in participating in academic, cultural, religious, social, recreational, and other clubs and/or organizations as well as participate in the extracurricular activities on campus should visit the Student Government Association (SGA) office. Every student of William Paterson University who has paid the current student activity fee is a member of the SGA and

has access to membership in the organization and can participate in all events. The SGA is the governing representative body of the students which gives students the chance to share the responsibility for all decisions, financial and political that affects the student body as a whole. In addition, the SGA also provides many services through their committees: University Commons Advisory Board, Food, Academic Affairs, Finance, Elections, Court of Judicial Review, Elections, Public Safety, Residence Life and Commuter.

SGA Organizations

Accounting Club
Astronomy Club
Athletic Training Club
Beyond Cultural Expectations
BFA (Brothers for Awareness)
Billiards Club
Bowling Club
The Brilliant and Beautiful Youth Dolls (B.A.B.Y. Dolls)
CRU at WPU
Capoeira Club
CARIBSA (Caribbean Student Association)
Catholic Campus Ministry Club (CCMC)
Cheerleading Team
Chemistry Club
CHOSEN: The Gay Straight Alliance
Christian Fellowship (Inter Varsity)
Computer Science Society
Criminal Justice Club
Confectionary and kitchen Experiences Club (CAKE)
Dance Team
Earth First
Education Club
English Club
Equestrian Team
Feminist Collective
Filipino American Cultural Entity (FACE)
French Club
Galen Society
Go Japan!
Graduate Multicultural Initiative (GMI)
Greek Senate
HASA (Haitian American Student Association)
Hercampus WPUNJ
Hellenic Association
Hillel (Jewish Student Association)
History Club
Honors Club
Ice Hockey Team

Italian Club
Kinesiology Club
Korea Club
MAPS (Minority Association of Pre-Med Students)
Marked dance project
Marketing Club
Martial Arts Club
Math Club
MEO (Music & Entertainment Organization)
Muslim Student Association
National Student Speech Language and Hearing Association (NSSLHA)
OLAS (Organization of Latin American Students)
Outdoors Club
PENSA (Pentecostal Students and Associates)
PERKS (Pioneers Enjoying Recreation while Keeping Sober)
Pioneer Players
Political Science Club
Professional Sales Club
Psychology Club
Public Health Club
Rugby Club
SABLE (Sisters for Awareness, Black Leadership, & Equality)
SAPB (Student Activities Programming Board)
SCEC (Student Council for Exceptional Children)
Secular Student Alliance
SIFE (Students in Free Enterprise)
Sociology Club
Spanish Club
Sports Management Association
St. Jude's Up 'til Dawn Club
Student Art Association
Student Film Association
Student Investment Club
Student Public Relations Association (SPRA)
Student Veteran's Organization
Tennis Club
The Beacon Newspaper
The Network
Track Team
United African Student Organization
VOX (Voices of Planned Parenthood)
WPU Chinese Club
WPSAV (Student's Against Violence)
WPTV6
WPU Habitat for Humanity
WPU Tom's Shoe

WPUnted
YDS (Young Democratic Socialists)
Yoga/Meditation Club
Zeitgeist

THEATRE PRODUCTION

Hunziker Hall 108, 973-720-2227

Hunzker Hall 105B, 973-720-2994

Shari Selke, Production Stage Manager, selkes@wpunj.edu

Edward Matthews, Producer/Director, matthewse@wpunj.edu

Or theatreseries@wpunj.edu

All students, in all majors, are welcome and encouraged to participate in all aspects of theatre production. There are opportunities for actors, designers, directors, stage managers, technicians and especially backstage crew. No prior experience is necessary. Productions are staged in Shea Center for the Performing Arts and the Hunziker Black Box Theatre during the fall and spring semesters and Summer Session I. The Communication Department produces student shows each semester and offers classes in acting, directing and stagecraft. (Contact the Communication Department for more information: 973-720-2167). The NEW JERSEY PLAYWRIGHTS CONTEST (NJPC) is a semi-professional company that produces a new play in the fall, staged readings of new works in the spring and a new musical in Summer Session I each year. PIONEER PLAYERS is an SGA supported club that meets weekly during the semesters, sponsors trips to Broadway productions and produces a showcase of student talent at the end of the spring semester.

Academic Policies

For more information on auditing classes, incomplete grades, the pass/fail option, repeating courses, grades, grade point values, grade regulations, and class standing, see the Undergraduate Catalog. The University reserves the right to make changes in material contained herein at any time.

Academic Integrity Policy

Introduction

Every student is expected to know and comply with all policies and regulations stated in the University Catalog and Student Handbook. Students are also expected to be aware of, and accept responsibility for their academic standing at all times. This includes their cumulative and major grade point average, number of credits completed, and progress toward meeting graduation requirements. The University reserves the right to introduce changes in the rules regulating admission, programs, instruction, and graduation. Changes take effect as determined by the proper authorities and apply to prospective students as well as to those already enrolled. Students are, therefore, urged to read carefully all materials sent from the University by website, mail and/or posted in appropriate locations around campus. Regular contact with faculty and other advisors is strongly recommended. The administration of academic regulations is the function of the Dean of each college. Students who experience academic difficulty are advised to consult first with the faculty member directly concerned. If the problem cannot be resolved, a student should consult his or her assigned academic advisor, speak with an advisor in the Gloria

Williams Advisement Center, or contact the department chairperson or Dean for guidance. At their initial registration, students are given a degree audit outlining particular requirements and recommending the sequence in which they should pursue those requirements. It is the students' responsibility to maintain the degree audit, know the curriculum, and take courses in the proper sequence.

I. Standards of Academic Conduct

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects that all members of the University community shall conduct themselves honestly and with professional demeanor in all academic activities.

William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, when standards of honesty are violated, each member of the community is harmed. Members of the University community are expected to acknowledge their individual responsibility to be familiar with, and adhere to, the Academic Integrity Policy.

II. Violations of Academic Integrity

Violations of the Academic Integrity Policy include, but are not limited to, the following examples:

- A. Cheating during examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the professor of the course for student use during the examination period; or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.
- B. Plagiarism is the copying from a book, article, notebook, video, internet or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.
- C. Collusion is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative) effort of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

- D. Lying is knowingly furnishing false information, distorting data, or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor, etc., for any academically related purpose.
- E. Other concerns that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, as well as vandalism of library materials. No list could include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

III. Faculty Responsibilities for Upholding the Academic Integrity Policy

- A. Faculty are expected to be familiar with the Academic Integrity Policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due.
- B. Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with, or delegated to, faculty colleagues or graduate assistants assigned to the course.

IV. Resolution of Academic Integrity Policy Violations

- A. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, he/she must attempt to discuss this matter with the student within ten (10) working days of the incident.
- B. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing. Depending on circumstances as assessed by the faculty member who has discussed the matter with the student, the penalty imposed could be:
 - 1. Resubmission of the assignment
 - 2. Failure of the assignment
 - 3. Failure of the course
 - 4. Forced withdrawal from the course with no credit received
 - 5. Imposition of other appropriate penalties with the consent of the student
 - 6. Recommendation to the President of suspension or expulsion from the University
 - 7. With any of the above, the faculty member can have a written record of the sequence of events placed in the student's permanent record with a copy to the student.
- C. If the student does not admit to a violation or disagrees with the proposed penalty, he/she must:
 - 1. Speak directly to the faculty member within ten (10) working days of being informed of a

violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the department chairperson in writing within that ten (10) day period.

2. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the department chairperson, presenting a dated, written, and signed statement describing the specific basis for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.
3. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member. If the issue is not resolved at the chairperson's level, the student will request that the chairperson convene the Department Executive Council (or other appropriate department committee) excluding the faculty member involved to hear the appeal. The faculty member will submit a written, dated, and signed statement of the alleged violation to the council/committee. The student will submit a written, dated, and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the chairperson, then the student will request that the Dean of the College convene the Department Executive Council (or other appropriate department committee). The Department Executive Council/Committee will submit its decision to the chairperson (or College Dean, if the faculty member involved is the chairperson).
4. If not satisfied with the Department Executive Council's (or other appropriate department committee's) decision, the student may ask the Dean of that College to bring the matter to the College Council. The faculty member will submit a written, dated, and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The chairperson of the department concerned will not take part in the final vote (though the written decision from the department chairperson will be part of the record). The College Council's decision will constitute the University's final decision regarding the substantive nature of the case.
5. Each step in the procedure must be initiated within ten (10) working days of the faculty, chairperson, department, or College response. Dated, written, and signed statements are required at each step. Likewise, at each level, the faculty member(s), chairperson, Department Executive Council (or other appropriate department committee), or College Council must complete a review of all pertinent written materials prior to rendering a decision, in writing, within ten (10) working days of receipt of complaint materials. In case the faculty member has verifiably been unable to be contacted, or in other instances of extenuating circumstances affecting students or faculty, it is understood that the student's right to appeal will not be jeopardized and the time constraints will be extended. Due process must be followed at every step of this procedure. No penalty will be changed by anyone other than the faculty member who assigned it unless there is convincing evidence that the penalty was inconsistent with professional standards of the discipline.

6. Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, read it, and understands it before the appeal can proceed.

V. The Academic Integrity Policy is published in the following University publications:

1. Student Handbook
2. University Catalog
3. Faculty Policy Handbook

Dismissal

The dismissal policy is constructed to allow students every opportunity to discover academic problems and rectify them within the first 60 credits. It affords first year and sophomore student's ample time to adjust to the demands of University courses and to develop the skills necessary for success. Although it is assumed most academic difficulties will be addressed during that time, the policy also allows for some adjustment to the more serious academic rigors of the upper level major courses. Therefore, as earlier defined in this policy, the conditions listed below constitute reason for academic dismissal:

1. Student has attempted up to 60 credits and has a GPA below 2.0 at the end of any four semesters.
2. Student with a history of completing three semesters with a GPA below 2.0 before attempting 60 credits at the end of an additional semester after having attempted 60 credits.
3. Student has attempted 60 credits and above and has a GPA below 2.0 at the end of any two semesters.

Explanation of Student Appeal Procedure

1. Appeals of dismissal may be made in writing to the appropriate Dean of the College for majors and to Janet Davis-Dukes for all undeclared students.
2. Appeals will be heard only once a year. Dismissed students are no longer entitled to the rights and privileges of a student of William Paterson University upon due notice of dismissal.
3. It is the responsibility of the student to provide additional information or documentation that might warrant reconsideration of the dismissal and reinstatement.
4. The appeal process will be completed and a decision will be rendered no later than August 7. Students will be notified of the decision by mail.

Reinstatement

A successful appeal results in reinstatement into the University. Reinstatement is not automatic. The decision regarding reinstatement will be based on such factors as (but not limited to) the following:

1. Evidence of adherence to terms of the academic agreement made with the University during semesters with a GPA below 2.0.
2. Evidence of maturity and commitment to academic work.
3. Evidence of academic growth as revealed through independent study or study at another college.
4. Correction of academic weaknesses or other factors that contributed to the dismissal.
5. Acceptance of the student by the College/Department in which he/she will major.

Reinstated students will have a probationary period with two semesters to raise the GPA to 2.0. After reinstatement, any one semester with a GPA below 2.0 will place the student in **Jeopardy of Dismissal**.

A second semester with a GPA below 2.0 will result in **Dismissal**.

Academic Standing: Students Matriculating Fall 2003 or After Incomplete Policy

Work relating to grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week of classes in the semester subsequent to the semester in which the grade was issued.

Grades of Incomplete (IN) may be assigned only when the student has successfully completed most of the work required for a course but, due to extraordinary circumstances, is unable to submit a portion of course work or completed final project (paper, exam, or other work) by the end of the semester. Under no circumstances should an Incomplete (IN) be assigned when, through negligence or with no acceptable excuse, a student fails to take an examination or to submit required work on time.

Grades of Incomplete (IN) may be assigned only with an agreement of mutual understanding between the faculty member and the student expressed on an Incomplete Grade Form indicating the reason for the Incomplete (IN), the work to be completed, the work that had been completed for a grade, and deadline for completion.

A copy of this agreement must be signed by the faculty member and student and approved by the department chair, with copies to the Dean of the College and the Registrar, when the grade of Incomplete (IN) is submitted.

Change of Existing Grade Regulations

1. **Grade-change policy.** A report of the student's grades is entered on the official record and is altered only upon the initiation of the instructor and the approval of the department chairperson and appropriate Dean.
2. **Incomplete-grade policy.** Grades of Incomplete ("IN") should be changed within 30 days after the first day of the next semester. All grades of "IN" not changed by the appropriate time to a letter grade upon the recommendation of the proper faculty member are automatically changed to a grade of "F" by the Registrar.

Pass/Fail Courses

General Education courses cannot be taken on a pass/fail basis. With the exception of courses that are designated by the University as “pass/fail only,” students may exercise a pass/fail option for free elective courses only and for a maximum of 3-4 credits or one course per semester and a career maximum of 12 credits or four courses, whichever is greater. Students must be in good academic standing (minimum cumulative GPA of 2.0) to opt for pass/fail.

Probation /Dismissal

This policy is divided into two sections, the first relating to first time full time freshmen and the second relating to students who have earned 24 plus credits at the time they become subject to the provisions of the policy (i.e., when their cumulative GPA becomes less than 2.0).

First-Time Full-Time Freshmen

A first time full time freshman student who has attempted 12-23 credits toward graduation and whose cumulative grade point average is less than 2.0 is in the status of academic probation and must adhere to the conditions noted herein:

1. Register for no more than 12-14 credits in the following fall or spring semester, and no more than two courses in either the first or second summer session;
2. Meet with his or her advisor within ten days of the beginning of the semester following notice of status of probation and monthly throughout the semester or as directed by the advisor; and
3. Enter into an academic agreement with the advisor that includes an academic plan to assist the student in acquiring appropriate academic assistance, tutoring, career information, and/or personal counseling. A first time full time student in status of probation after the second semester of matriculation, who has attempted 24 plus credits, and whose cumulative GPA is less than 2.0 is subject to dismissal, with the ability to appeal the dismissal to the Dean of the appropriate College (if a declared major) or Janet Davis-Dukes (if undeclared). Criteria for an Appeal of Dismissal include mitigating factors such as:
 - (a) evidence of adherence to the terms of a prior academic agreement,
 - (b) evidence of progress toward a cumulative GPA of 2.0, or
 - (c) change in personal circumstances.

A first time full time student who has been reinstated on appeal for a third semester and who does not achieve a cumulative GPA of 2.0 will be dismissed. The student may appeal to the Dean or the Director of Academic Development. The sole criterion for appeal will be progress toward achieving a GPA of 2.0. A first time full time student who has completed four semesters without achieving a GPA of 2.0 in any of the preceding semesters will be dismissed without the right of appeal.

Full Time Upper Level Students (24 Plus Credits)

An upper level student, defined as one who has already earned 24 or more credits, whose GPA falls below 2.0 in any semester will be placed on academic probation and must adhere to the conditions noted herein:

Register for no more than 12-14 credits in the following fall or spring semester, and no more than two courses in either the first or second summer session;

Meet with his or her advisor within ten days of the semester following notice of status of probation and monthly throughout the semester or as directed by the advisor; and,

Enter into an academic agreement with the advisor that includes an academic plan to assist the student in acquiring appropriate academic assistance, tutoring, career information, and/or personal counseling.

An upper level student whose cumulative grade point average is less than 2.0 for two consecutive semesters will be dismissed from the University, with the ability to appeal the dismissal to the Dean of the appropriate College (if a declared major) or the Director of Academic Development (if undeclared). Criteria for an Appeal of Dismissal include mitigating factors such as (a) evidence of adherence to the terms of a prior academic agreement, (b) evidence of progress toward a cumulative GPA of 2.0, or (c) change in personal circumstances.

If the appeal is granted and the student does not achieve a GPA of 2.0 in the subsequent semester, the student is dismissed without right to appeal.

Other Circumstances

A part-time student with a GPA of less than 2.0 should confer with his or her advisor (if in a major) or the Gloria Williams Advisement Center (if undeclared) for counsel regarding his or her academic program and support services.

Repeat Course Policy

A first degree undergraduate student may repeat once any course taken for credit toward degree completion in which he or she received a grade of D+ or lower. A course in which a failing (F) grade is received may only be repeated twice. In the case where a department or program requires that departmental permission be granted to repeat a particular course, this requirement will be stated in the officially approved course outline, syllabus, and other official publications.

Readmission

Readmission of students who withdraw from the University in good standing will be expedited. Students who have been dismissed from the University for academic reasons must be absent from enrollment in the University for a minimum of one academic year. The application for readmission of a student who was dismissed from or withdrew from the University with a GPA of less than 2.0 requires an appeal to the appropriate academic Dean (declared students), the director of the first-year experience (undeclared freshmen), or the director of academic development (undeclared upper class students). On readmission, the student will be in status of probation under terms of an agreement with the readmitting Dean/director for a course of study and academic support to attain status of good standing within an appropriate time period.

Students should also give evidence of ability to do university-level work subsequent to their dismissal, including evidence showing that the student had taken steps to improve his or her academic performance with potential for success at William Paterson University.

Expungement

Former William Paterson students who left the University for academic reasons and subsequently successfully completed two semesters or 24 credits at an accredited institution of higher learning with a GPA of 2.0, or who have graduated from a county or community college or other accredited two year institution (or four-year institution, if seeking a second degree), will be considered as new applicants and their prior William Paterson University grade point average will be excluded from cumulative GPA calculation if they are readmitted.

Admissions and Academic Progress Regulations

- 1a A baccalaureate degree must be completed within a period of 10 years from the time the student first matriculated. Waivers and extensions of time must be approved by the appropriate College Dean.
- 1b A master's degree must be completed within a period of six years from the time the student first matriculated. Waivers and extensions of time must be approved by the appropriate College Dean.
2. Students who enrolled in undergraduate courses at William Paterson University as matriculated (degree) students and who withdrew or took an unofficial leave of absence must file an application for readmission. All credits previously taken by a student seeking readmission are subject to review in accordance with the academic credit life policy. If college courses have been completed at another college or university, an official copy of the transcript(s) must be forwarded to the William Paterson University Admissions Office. Application files will remain incomplete until transcripts are received. Certain University policies may require applicants to complete additional forms and/or supply further information resulting in a delay of the admissions process. Applicants are encouraged to submit their application and all required documents as early as possible.

William Paterson students who exited the University in poor academic standing may be required to file an appeal with the Dean of the College to which they are applying. Students who are uncertain of their prior academic history may contact the Admissions Office or request a student copy of their transcript from the Registrar's Office.

Assessment

In order for the University to improve its academic programs and student services, periodic surveys and other assessments of student perceptions, student satisfaction, and student outcomes are conducted. All students participate in a variety of assessment activities during their academic careers. The assessment information obtained is used in the aggregate to improve the quality of the educational experience for students.

Attendance

Students are expected to attend regularly and punctually all classes, laboratory periods, and other academic exercises. Students are responsible for all work required in courses. The instructor shall determine the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester.

In the event of a prolonged medical absence, a student is to bring medical note(s) with dates of illness and diagnoses to the University Health and Wellness Center when he or she returns to the campus. The University physician will write a note to the professors verifying absence, dates, and illness based on a review by the Director of Counseling, Health and Wellness.

In the case of a death of a family member, a student should contact the Office of the Vice President of Student Development with documentation and that office will issue notes to the professors.

Complaints about Grades or Student Academic Performance: Procedure for Investigating

Students who are dissatisfied with treatment by a faculty member in reference to grades or student academic performance should pursue the following procedure. Due process must be followed at each step of this procedure. No grade will be changed by anyone other than the faculty member who assigned it, unless there is convincing evidence that the assignment of the original grade was inconsistent with professional standards in the discipline.

Each step in the procedure must be initiated within 10 working days of the faculty, chairperson, or departmental response. Dated, written statements are required at each step. Likewise, at each level, the faculty member, chairperson or Department Executive Council (or other appropriate departmental committee) must complete a review of all pertinent written materials prior to rendering a decision and inform the student in writing of the decision within 10 working days of receipt of the complaint materials. If the student can verify that she or he has not been able to contact the faculty member, it is understood that the student's right to appeal will not be jeopardized, and the deadline will be extended. A copy of all materials submitted at each level of the appeal process should be retained by the student. If the student so chooses, he/she will be allowed to appear before the appropriate committee or council at each level of the appeal process.

1. The student must write to the faculty member within 10 working days of the receipt of the grade or of the incident related to the student's academic performance to request an appointment to discuss the complaint. The letter must also include any pertinent documentation to substantiate the student's complaint.
2. At the meeting with the faculty, the student must present any additional pertinent documents to substantiate the complaint. The faculty member must make available for review at this meeting material's submitted by the student for evaluation and not yet seen by the student.
3. If the student is unsuccessful in making contact with the faculty member or, upon meeting with the faculty member, is dissatisfied with the outcome and wishes to pursue

the complaint further, the student must write to the department chairperson and request an appointment to discuss the complaint. A copy of all materials originally presented to the faculty member must be included. The department chairperson will try to resolve the issue by reaching a settlement that is agreed upon by both the student and the faculty member.

Each student who registers a complaint with a department chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of this procedure, has read it, and understands it before the appeal can proceed.

4. If the complaint is not resolved at the chairperson's level, and if the student wishes to pursue the complaint, the student must request in writing that the department chairperson convene the Department Executive Council (or other appropriate departmental committee) to hear the appeal. The committee must consult with the faculty member involved in the complaint and review the documents provided by the student. The committee will then submit a decision to the department chairperson. When the faculty member involved is the chairperson, the student may request that the Dean of the College convene the Department Executive Council (or other appropriate departmental committee).
5. If not satisfied with the Department Executive Council's (or other appropriate departmental committee's) decision, and if the student wishes to further pursue the complaint, the student must write to the Dean of that College requesting that the complaint be brought to the College Council for a decision by the department chairpersons of the College concerned. The chairperson of the department concerned will not take part in the final vote. This decision will constitute the University's final decision.
6. The faculty unequivocally have the final responsibility with regard to grade changes.

Course Drop Procedures

A student withdrawing from a course must use the Web. Please note the timetable at the following website <http://www.wpunj.edu/registrar/calendar> for registration/program adjustment dates and times. Failure to attend classes does not constitute a withdrawal from classes and will result in an issuance of a grade of "F". For withdrawal/refund date please review the website at <http://www.wpunj.edu/registrar/registration>. The Web must be used to withdraw from classes. Students should also verify their schedule for the appropriate course attendance. If a student wishes to drop all courses, he or she must take a Leave of Absence or request a formal withdrawal from the University. Contact the Office of the Registrar at 973-720-2700.

Extracurricular Activities: Participation and Policy

1. Extracurricular activities are here defined as participation in any clubs, programs or organizations that are recognized by the University or any of its agencies for which academic credit is not received.

2. All extracurricular activities shall be open to all full-time and part-time students who have paid the appropriate student activity fees, except where the organizations are members of national bodies that have more stringent requirements.
3. Students in leadership positions are required:
 - a) to maintain a minimum GPA of 2.3 at the time of election and throughout their term in office. Students without GPAs (first semester first-year students and transfer students) will be permitted to participate, but continuance will depend upon meeting said GPA requirements after their first term here at William Paterson University.
 - b) to carry a minimum of 9 credits (undergraduate) or 6 (graduate) each semester for spring and fall.

Notes:

- Students who do not maintain this standard will become ineligible to continue in a leadership position (s).
 - Individual organizations may require higher academic standards for their leadership positions.
4. Members of clubs and organizations are required to maintain a minimum cumulative GPA of 2.0 or greater. Those students whose cumulative average falls below 2.0 will be placed on extracurricular probation.
 5. Students whose cumulative GPA falls below the minimum requirement of a 2.0 are strongly encouraged to seek out campus resources like the Academic Support Center or their departmental offices to develop those skills needed to raise their academic grade point average to once again actively participate in campus activities.
 6. Students whose “term” GPA falls below 2.0 for two Fall and Spring terms consecutively will be placed on extracurricular probation.
 7. Students on extracurricular probation must not participate in extracurricular activities including, but not limited to holding leadership positions, volunteering or engaging in the development and implementation of campus activities, etc.
 8. Students participating in extracurricular activities that have specific required meetings must ensure that their academic schedule does not conflict. If a conflict exists, academic requirements must take priority and the student will become ineligible to continue in that extracurricular activity or leadership position.
 9. The Office of Campus Activities and Student Leadership will periodically monitor student progress and take any needed action to address those students on extracurricular probation.

Leave of Absence/Withdrawal

Leave of Absence

Leave of Absence may be granted for one academic semester or one year (two semesters). A student must be in good standing (2.0 cumulative GPA or above) in order to be eligible to take a Leave of Absence. If a student is not in good standing, a Leave of Absence cannot be granted, a student will be required to withdraw from the University (see the following information). The application deadline for a Leave of Absence is 30 days prior to the last day of the semester requested. All Leave of Absence forms may be completed online through WPconnect.

Military Leave Policy www.wpunj.edu/veterans/bill-of-rights.dot

William Paterson University of New Jersey, will act in accordance with State Law N.J.S.A. 18A:62-4.2, which sets forth the options available to a student at a New Jersey public institution of higher education who is unable to complete a course because the student is called to partial or full mobilization for State or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States with respect to the student's grade for the course and the availability of refunds. The following correspondence will serve to outline a student's rights and responsibilities to efficiently handle any of the following circumstances in accordance with aforementioned state law.

STUDENTS RIGHTS:

- A. A student who has completed at least eight weeks of attendance in a course may choose to:
 - (1) receive a letter grade*; or
 - (2) receive a grade of pass or fail*; or
 - (3) receive a grade of incomplete; or
 - (4) withdraw from the course.

- B. A student who has completed less than eight weeks of attendance in a course may choose to:
 - (1) receive a grade of incomplete; or
 - (2) withdraw from the course.

- C. A letter grade or a grade of pass shall only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work, and there is sufficient evidence of progress toward meeting the requirements of the course, to justify the grade.

- D. A grade of incomplete shall remain valid for a period of one year after the student returns to the New Jersey public institution of higher education.

- E. A student who chooses to accept a grade of pass or fail may, within one year after returning to the New Jersey public institution of higher education, receive a letter grade for the course by completing the work required for the course, in which case the letter grade shall replace the pass or fail grade as the student's grade for the course.

- F. A student who chooses to withdraw from a course shall receive a full refund of tuition and fees attributable to that course.
- G. A student who has paid amounts for room, board or fees shall, except as provided in subsection F of this section, receive a refund of that portion of those amounts attributable to the time period during which the student did not use the services for which payment was made.
- H. Any refund payable to a student who is a financial aid recipient shall be subject to the applicable State and federal regulations regarding refunds.

Student Procedures and Responsibilities for requesting Military Leave

All military students who are activated for any length of time, including deployments and training, have the following responsibilities as a student:

- Upon receipt of military orders a copy shall be submitted to the Office of Veterans Affairs within 5 business days. Military orders can be submitted via email or by hard copy.
- Within 5 business days of receiving the order a student must: Notify their professors in writing of dates of activation. The written notification from the student's William Paterson University e-mail account must include a request for an adjusted timeline for assignments due. If the military activation extends beyond the timeframe of the course, a request for counseling/advisement to help determine grading should be granted.
- All students are required to coordinate timeliness with their professors for missed work before military activation.
- Be aware that utilizing the military withdrawal process may result in overpayment from the VA to the school or student, which may require repayment of these monies to the VA.
- All students are required to contact the Office of Veterans Affairs to determine financial implications of utilizing the military leave policy.

Procedures for the Office of Veterans Affairs

- A copy of a student's military orders will be duplicated and sent to the Office of Registration Services for their file.
- Within five business days of the receipt of the military orders the Office of Veterans Affairs will notify the student in writing of the following:
 - a) Acknowledgement that the student's orders were received
 - b) A copy of the procedure for returning to the university and finishing incomplete work
 - c) All necessary contact information for each department which represents unfinished work
 - d) All documentation sent to the Office of Veterans Affairs on the student's behalf
 - e) The Office of Veterans Affairs will also forward all corresponding information regarding the student to the Office of Registration Services

Procedure for the Office of Registration Services

- The Office of Registration Services will forward the procedure for returning to the University after a deployment or extended training which lasts beyond the semester
- Ensure that the incomplete grade will not turn into a grade of F
- Handle all withdrawals, incompletes, and grading adjustments as directed
- Will forward all corresponding information regarding the student to the Office of Veterans Affairs

Procedures for Faculty

- Within 5 business days upon notification of military duty for a student, a professor is required to provide an overview of all work which will be missed during the time period specified and an adjusted timeline from the class syllabus to accommodate the student's time away during military duty. A copy of this communication must be sent to the Office of Veterans Affairs, the Office of Registration Services, the Department Chair and the Dean of the College.
- Upon completion of the mandatory eight weeks, if a student requests the grading option then a professor must submit in writing within five business days the grading options available to the student. The professor must send a copy to the Office of Veterans Affairs, the Office of Registration Services, the Department Chair and the Dean of the College.

The student, within five business days of receipt of the professor's communication, must declare which grading option she or he chooses as per N.J.S.A. 18A:62-4.2.

The Office of Veterans Affairs is a William Paterson University resource for all military and veteran students. The office may be contacted at (973) 720-2323 or butlerl@wpunj.edu. In addition, the Office of Registration Services may be contacted at (973) 720-2201 or REGISTRAR@wpunj.edu.

*Note: This Policy is NOT a requirement in order for a student to utilize their rights under the Military Leave Policy pursuant to New Jersey state law.

Withdrawal from University

A withdrawal from the University may be requested until one day prior to the beginning of the final exam schedule. A withdrawal is a permanent separation from the University and is in force until the student chooses to apply for readmission. Withdrawal should not be confused with dropping a course, nor should withdrawal be confused with a leave of absence. Failure to pay tuition and/or attend classes does not constitute a withdrawal from the University. For all students, a withdrawal from the University must be officially processed through the Office of the Registrar. Students who withdraw from the University must apply for readmission through the Admissions Office according to the admissions calendar. Readmission is not automatic; student must be separated from the University for at least one year. Readmission is governed by University and departmental restrictions and guidelines which may forfeit readmission.

Refund of Tuition

No refunds will be granted to a student after the posted deadline. This statement covers the leave of absence/withdrawal policy as well as the course drop policy. Please consult the current University catalog for a complete explanation of the refund policy.

Registration and Obligation of Payment

Once students have registered on the Web or otherwise completed a registration transaction, they have entered into an agreement with the University and are liable for payment of all tuition and fees whether or not they elect to attend classes. This policy will apply regardless of a student's claim that "no bill was received" or "no classes were ever attended" or "I utilized the Web but obviously a technical problem occurred" or that "no tuition payment had been made."

Any student who registers and later decides not to attend the University must follow the leave of absence/withdrawal procedures in this handbook. Students wishing to drop all courses for the summer/winter sessions may do so by contacting the Office of Registration Services at registrar@wpunj.edu.

Registration Web Page

Registration technology affords students the convenience of using the Web to select their courses. Students must adhere to the guidelines at the following website:

<http://www.wpunj.edu/registrar/registration>.

Undergraduate students are required to meet with their assigned advisors for advisement and to obtain their Alternate Pin before registering.

It is necessary that students read and *adhere* to the registration timetable. The Web should be used to review their schedule and pay their bill.

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New Jersey Statewide Transfer Agreement Appeals Process

This process addresses the concern of students holding A.A. or A.S. degrees who feel that they have not received an accurate and complete transfer credit evaluation under the terms of the New Jersey Statewide Transfer Agreement

<http://www.state.nj.us/highereducation/PDFs/XferAgreementOct08.pdf>).

Appeals must be filed within thirty (30) days of the students' receipt of the evaluation. The University will respond to request additional information, if needed, within fifteen (15) business days. Appeals decisions will be communicated to the student's WPUNJ.edu email address within sixty days of posting whether additional material has been provided or not. All appeals must be submitted electronically (by email) to the Transfer Appeal Coordinator at njtransferappeals@wpunj.edu. The appeal should contain the following information:

Name of student (full name)

WPUNJ.edu e-mail address*

WPUNJ Student Number (855 number)

Name of Community/County College Attended

Statement of not more than 250 words of the basis of the appeal

(*Because different students may have the same name, additional identifying features may be used in the address to distinguish between individuals. Be sure to supply your full WPUNJ e-mail address. WPUNJ e-mail is an official means of communication for University business.)

General Policies

Acquired Immune Deficiency Syndrome (AIDS) Policy

The Counseling, Health and Wellness Center are a certified rapid HIV testing center and offers free **CONFIDENTIAL** testing to all students. Tests are done by appointment only at 973-720-2360. Although the University may be unaware that infected students may be unreasonably engaged in conduct that threatens the health of others, we will attempt to offer protection to the community at large while still protecting the rights of the person with HIV. Section 504 of the Federal Rehabilitation Act of 1973 prohibits discrimination against individual(s) with disabilities. No qualified student with disabilities at William Paterson University is to be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activities of the college community.

The knowledge that a given individual is carrying HIV could have such a profound and possibly irrational effect upon the recipient of this information who then might take steps that could easily compromise the campus life of the individual in question. The likelihood is that such information could not legally be placed in any non medical files without the expressed written permission of the student, according to the Family Educational Rights and Privacy Act of 1974. This Act would probably apply to any verbal communication as well, and thus confidentiality must extend to faculty, administrators, other students, and even partners.

The diagnosis of HIV or AIDS can be made by any appropriately trained medical provider and will then be reported to the New Jersey State Department of Health in accordance with state laws. The hospital or the student may report back the results of such testing, which are confidential, as part of the student health record. Often, a student would continue outside health care and not report to the Student Health Service.

Education and counseling are available through the Counseling Center and the Health and Wellness Center when requested.

Alcohol and Other Drug Policy

The University recognizes that students are adults and that the opportunity to assume and exercise responsibility for their own behavior is an important aspect of their education. As William Paterson is an institution of learning, with the goal of the enrichment of an individual's life, inappropriate use of alcohol is a primary concern. Therefore, the following policy is in effect:

I. Regulations

A. Alcohol

Persons under the legal drinking age shall neither consume nor be served alcohol. N.J.S.A.2C:33-15 and 17; New Jersey State Alcohol Beverage Act, N.J.S.A 33:1-1 et seq. The legal sanctions for violating these laws include incarceration, fines, participation in a state-sponsored alcohol education program and/or postponement or loss of driver's license.

1. It shall be unlawful for a person under the legal drinking age to:
 - a) purchase alcohol, or
 - b) enter any premises licensed for the retail sale of alcohol for the purpose of purchasing, or having served or delivered to him or her, any alcohol, or consume any alcohol on premises licensed for the retail sale of alcohol, or have another purchase for him/her any alcohol.

2. It shall be unlawful for any person to:
 - a) misrepresent or misstate his/her age, or the age of another person, for the purpose of inducing any licensee, or any employee of any licensee, to sell, serve, or deliver any alcoholic beverage to a person under the legal age for purchasing alcoholic beverages, or enter any premises licensed for the retail sale of alcoholic beverages for the purpose of purchasing or to purchase alcoholic beverages for another person who does not, because of his or her age, have the right to purchase and consume alcoholic beverages.
 - b) Under special considerations, students under the age of twenty one may be permitted to participate in an entertainment program. However, consumption of alcohol by those students is not permitted.

3. Personal consumption of alcohol for people 21 years of age or older is permitted in the Heritage and Pioneer Apartments and Matelson Hall only.

4. Kegs, Beer Balls, and multi-quart containers of alcohol are not permitted on campus at any time.

5. The Organization of, and/or participating in drinking games involved in consumption of alcohol (e.g., beer pong, flip cup, the use of funnels, etc.) is prohibited.

6. Binge drinking and/or otherwise encouraging, supporting or permitting the rapid or excessive consumption of alcohol is prohibited.

7. Coercing or encouraging another to consume alcoholic beverages against their will is prohibited.

8. The following locations are licensed for the serving of beer and wine at scheduled social functions only:
 - a) University Commons Cafeteria
 - b) University Commons Ballroom
 - c) University Commons Terraces

- d) University Commons Restaurant
- e) University Commons Restaurant Terrace
- f) University Commons Second Floor Conference Rooms
- g) Wayne Dining Hall
- h) Any other defined licensed area

The sale, service and/or consumption of alcohol in locations not listed above, or not part of a scheduled social function with authorized alcohol service, is strictly prohibited. Persons under the legal drinking age shall neither consume nor be served alcohol at such events.

- 9. **No student activities fees may be used for the purchase of alcohol.** Any student group wishing to sponsor an event either on or off campus where alcohol is available must first be approved by the Associate Vice President for Campus Life or Designee.
- 10. Any marketing, advertising, and promotion of alcohol on campus is prohibited. No publicity distributed or posted about special events on or off campus shall indicate the availability of alcohol except to indicate legal age requirements for admission. Servers at such on-campus events shall have been trained in appropriate responsible hospitality practices (e.g., TIPS, TAMS).
- 11. Deliveries of alcohol to the campus may not be made by liquor stores or distributors unless specifically authorized. All deliveries to residence halls are prohibited.
- 12. Carrying or transporting open containers of alcohol is prohibited.
- 13. Disorderly conduct resulting from the misuse of alcohol is unacceptable and will be considered a serious violation of the Student Code of Conduct.

B. Illegal or Controlled Drugs

In accordance with federal, state, and local laws, use of illegal or controlled drugs or other substances and misuse of prescription drugs are prohibited on the William Paterson University campus. Controlled substances include, but are not limited to, illegal drugs, prescription drugs, designer drugs, and other chemicals that alter the perceptions and motor abilities of an individual. Use of over the counter medications not in compliance with the directions accompanying the products is also prohibited. Legal sanctions for violating these laws include incarceration, fines and / or postponement or loss of driver's license.

II. Discipline

A. Infractions and violations of rules or regulations shall be adjudicated by the Office of the Vice President of Student Development and/or his/her designee and possibly as criminal offenses that warrant arrest. *All* students who are found to have violated the Alcohol and Other Drug Policy will be subject to appropriate judicial sanctions.

- A. The following are examples of violations:
 - 1. the use of false identification
 - 2. drunk and disorderly conduct

3. consumption of alcohol in unapproved locations
4. supplying alcohol to minors
5. consumption or possession of alcohol by minors
6. intoxication
7. open containers of alcohol in non-designated areas
8. driving on campus while intoxicated
9. distribution of material that promotes alcohol or alcohol consumption

The following are examples of potential sanctions:

1. Official Warning
2. Campus Life Probation
3. Disciplinary Probation
4. Restitution
5. Suspension from the University Residence Halls
6. Suspension from the University
7. Expulsion from the University
8. Order of No Contact
9. Educational Sanctions (community service, research projects, etc)

**Full descriptions of these sanctions can be found in the University Regulations and Disciplinary Procedures section of this handbook.

- B. Students abusing over the counter medication shall be referred to the Counseling, Health & Wellness for evaluation and consultation as appropriate.
- C. Students found using alcohol in violation of this policy, or illegal drugs, shall be addressed under the Student Code of Conduct. This may include referral to Counseling, Health & Wellness for consultation, evaluation, and recommendation for further referral as appropriate. The Alcohol and Other Drug evaluation will include a number of sessions with a Counselor and consist of a clinical interview, selfreport measures, and follow-up feedback session(s) to provide students and the referral source with treatment recommendations. Additionally, students will receive punitive sanctions up to and including loss of housing privileges.
- D. Students dealing, distributing, selling, sharing or dispensing illegal or controlled drugs and substances shall be addressed under the Student Code of Conduct. Students found responsible will receive punitive sanctions up to and including expulsion from the University.

III. Education and Awareness

The University encourages responsible behavior through the provision of AlcoholEdu, an on-line alcohol education and training course required of all entering Freshmen. There is also a version of this course designed primarily for those who have committed an alcohol related offense. Intervention and treatment are also available for those who have problems with alcohol and drugs.

Policy regarding involuntary transports to hospital for alcohol or other drug intoxication

This policy describes what is required of students who are transported to the hospital for medical emergencies related to the consumption of alcohol or other drugs.

Following return to campus from a transport for the consumption of alcohol or other drugs, a residential student must take the following steps:

- 1) Report to the Resident Director's office of the building the student resides in and sign two medical release forms. These forms allow Counseling, Health & Wellness staff members to (a) confer with your attending physician about your medical condition as well as to (b) convey pertinent clinical information and recommendations to Residence Life staff, the Office of the Dean of Student Development, and the Office of Judicial Affairs.
- 2) Since your visit to the Emergency Department involved alcohol or drugs, you will be required to make an appointment at the Counseling, Health & Wellness Center within three business days. (For example, if you visit the Emergency Room on a Saturday, you must contact the Counseling, Health & Wellness Center and be seen there by Wednesday.) This requirement for an assessment typically entails a total of three meetings with the Coordinator of Alcohol and Other Drug Services.

Failure to comply with any of the conditions described above will result in the *immediate* loss of housing privileges. This decision will not affect your ability to attend class or utilize your meal plan.

Following return to campus from a transport for the consumption of alcohol or other drugs, a commuter student must take the following steps:

- (1) Report to the Director of Judicial Affairs office to sign two medical release forms and schedule an appointment. The forms allow Counseling, Health & Wellness staff members to (a) confer with your attending physician about your medical condition as well as to (b) convey pertinent clinical information and recommendations to the Office of the Dean of Student Development and the Office of Judicial Affairs.
- (2) Since your visit to the Emergency Department involved alcohol or drugs, you will be required to make an appointment at the Counseling, Health & Wellness Center within three business days. (For example, if you visit the Emergency Room on a Saturday, you must contact the Counseling, Health & Wellness Center and be seen there by Wednesday.) This requirement for an assessment typically entails a total of three meetings with the Coordinator of Alcohol and Other Drug Services.

Failure to comply with any of the conditions described above will impact the outcome of the judicial process.

Campus Computer Advisory

The use of the computer system is a privilege which can be revoked at any time for abusive conduct.

Violators are subject to criminal prosecution and/or disciplinary action through the University judicial system.

Demonstration Guidelines and Procedures

The University is committed to the principles of academic freedom and deliberative discourse. All members of the campus community are encouraged to participate fully in the academic life and governance of the institution through various administrative and advisory committees, in the performance of their respective roles, and in all forums, formal and informal, for debate and deliberation. Recognizing that a healthy and productive climate for debate involves a provision for criticism and dissent, the University affirms the right of those including students, faculty, staff, and members of the public who dissent from conditions, issues, or proposed actions to express their views by whatever orderly means they deem appropriate, preserving the rights of others to their beliefs and opinions. Protest and dissent by verbal and other symbolic means are, therefore, protected. Protest and dissent which interfere with the freedom of speech, assembly, or ability to carry on normal activities among any individuals or groups exceed the bounds of protection. When, in the judgment of the President or his/her designee, dissent or protest interferes with the rights of others, actions will be taken by the President or his/her designee to rectify the situation by appropriate means. It is the duty of the President and the administration, and the responsibility of all the members of the campus community, to affirm the rights of all protected expression and communication.

Procedures

For the purpose of enhancing the campus climate and preserving the rights of individuals and groups, the University institutes the following guidelines and procedures to assist members of the community in meeting these expectations.

A. Regarding organized demonstrations:

- (1) All persons or organizations intending to stage demonstrations on The William Paterson University campus or at events sponsored by the University at off-campus sites, must contact the Vice President of Student Development (or designee) one week prior to the event. The Vice President of Student Development will designate an appropriate area for the demonstration, i.e., one which will not restrict access to buildings or facilities or otherwise obstruct the conduct of normal activities. The Vice President of Student Development shall notify the individual or group of his/her decision regarding time, place, and manner of the event as soon as possible to allow for general notification.

B. Regarding spontaneous demonstrations

- (1) Because not all conditions, events, or actions that stimulate dissent may themselves be foreseeable, and because demonstrations may emerge under such circumstances, there is an expectation that spontaneous demonstrations occur from time to time.
- (2) Under these circumstances it is the responsibility of both the Vice President of Student Development (or designee) and the demonstrating parties to cooperate with the aim of supporting the rights of all and protecting the safety of all while enabling the expression of opinion.
- (3) The Vice President of Student Development and dissenting parties will therefore negotiate:
 - a. To seek to remedy the situation which gives rise to the demonstration, if possible or appropriate, or
 - b. To provide a forum for the expression of opinion and the continuation of debate and dialogue that seeks to resolve conflict, find remedy, or allow for meaningful expression of ideas.

Violations

Since the spirit of these guidelines and procedures is violated when any party abrogates the rights of individuals or groups as outlined above, it is the responsibility of all parties to avoid such abrogation in the following ways:

1. In the event that a demonstration or other expression of dissent becomes disruptive to the rights of others or poses a threat to health and safety, including that of the dissenting parties, the Vice President of Student Development or other designated representative of the administration in his/her absence shall assume responsibility, on behalf of the University, for presenting to the disruptive parties the concerns of the University and shall seek to provide alternative avenues for expression. In the event that accommodation is not reached, the Vice President of Student Development or other representative of the administration shall ask the disruptive parties to cease their activities.
2. The production of noise for instance through the use of loudspeakers but not only by electronic or other means or other annoying effects in the environment that disrupt the activities of others will be considered a violation of any agreement regarding a scheduled or spontaneous demonstration and will result in a request to cease disruption immediately.
3. In rare cases where activities are disruptive and the disruptive parties refuse to comply with a request to conduct alternative activities or to cease disruption, the University reserves the right and has the responsibility to the community, after due deliberation and consultation, to request the intervention of University Police to ensure the health and safety, access to facilities, and concurrence with the law.

4. If the demonstration causes disruption, destruction, or inconvenience, the demonstration leader will be informed by the Vice President of Student Development or his/her representative that the William Paterson University Police may be called to end the demonstration if there is no compliance with the directives or if the behavior causing the disruption, destruction, or inconvenience does not cease.

Adjudication and Appeal

1. Individuals or groups who believe that their rights have not been respected under these guidelines and procedures may seek remedy by written communication with the Vice President of Student Development.
2. Individuals or groups who deliberately violate this policy will face sanctions following a hearing by the Office of the Vice President of Student Development.
3. Appeal of decisions regarding complaints of the violation of rights or the imposition of sanctions shall be heard by the Vice President of Student Development.
4. In rare circumstances, when no other avenue is to be discovered for adjudication and appeal, the President or his/her designee shall appoint a mediating team to discover the facts of a situation and make recommendations regarding appropriate remedies or sanctions. The decision of the President or his/her delegated representative, following this review, shall be the final decision of the University.

Equal Opportunity Statement

William Paterson University does not discriminate on the basis of race, color, age, sex, religion, creed, national origin, sexual orientation, or disability. University policies and practices are consistent with federal and state laws pertaining to equal opportunity in admission and education policies, scholarship, loan, athletic, and other school administered programs. Specifically, William Paterson University complies with Title IX of the Education Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964 and their respective implementing regulations.

Parking

Rules and regulations pertaining to traffic and parking on campus are necessary to establish safe driving conditions and the orderly parking of vehicles. The University fully recognizes the difficulties of this task and has sought every means possible to develop traffic and parking regulations that are both reasonable and responsible. The active participation of each member of the University community is necessary to make this policy effective.

The Parking and Violations Bureau, a division of the Department of Public Safety, is authorized and directed, within approved policy, to promote the safe and orderly conduct of University business via the University parking facilities. The University does not assume responsibility for the security of vehicles or their contents while parked on University property.

The parking program is administered by allocating parking, managing and maintaining the parking facilities, enforcing parking regulations, processing fees and fines, and managing the

adjudication of summons disputes (see Appeals Process). These objectives are best met through the adherence of University parking rules and with the cooperation of all users. All students, faculty, employees, and visitors must obey all regulations at all times.

Penalties for violations include issuance of municipal or University summonses, towing of vehicles, and/or their immobilization. For the most up to date information regarding these regulations, please visit the website of the Department of Public Safety.

The University maintains various types of parking facilities to meet the needs of faculty, staff, students, and visitors. These include student parking areas, faculty/staff parking areas, visitor parking areas, permit parking areas, timed parking areas, and restricted assigned parking areas. Generally, students may park in designated resident and commuter student parking areas, which are identified by white lines. During evening classes after 7:00 p.m., students may park in the faculty/staff parking areas of Lot 3. Faculty/staff may park in faculty/staff parking areas, which are identified by yellow lines. Resident students are to park in Lots 1, 2, and 6. No overnight parking is permitted in any lots other than Lots 1, 2, 6 and 9. Overnight parking requires a resident permit or an overnight parking pass.

Vehicle Restriction

To be allowed to park on campus, each vehicle must be registered with the William Paterson University Department of Public Safety Bureau Parking and Violations Bureau. All vehicles must bear a valid parking permit, which must be visibly displayed whenever the vehicle is parked on campus. Failure to properly display parking permits, though a vehicle may be properly registered, may result in issuance of a citation. University community members are responsible for ensuring that their vehicles are registered and display the appropriate permit.

Only William Paterson University students who are registered for classes are allowed parking privileges.

Non-students may not apply for William Paterson University student parking privileges.

First year resident students are prohibited from registering a vehicle.

All members of the William Paterson University community are urged to utilize mass transportation and ride sharing, when feasible, in order to reduce congestion and use of fossil fuels. Toward this end, the University provides a shuttle service which can be used to reach the more distant locations on the campus.

Parking Regulations

General Guidelines

Vehicles parked in violation of any of the following rules are subject to ticketing and towing at the owner's expense. Rules and regulations are in effect 24 hours a day, 365 days a year. Please read the signs at lot entrances.

1. **Marked spaces** are provided in all lots. All vehicles must be parked entirely within a marked stall. Absence of space markings indicates "no parking."

2. **Availability** of specific spaces in specific lots is not guaranteed with a parking permit.
3. **Non availability** of space in specific lots does not excuse illegal or improper parking. Legal alternatives should be sought in other lots.
4. **Other illegally parked, un-ticketed** vehicles do not excuse illegal parking and do not indicate that parking rules are not in effect.

Specific Guidelines

1. **Responsibility for all University parking violations** issued to a vehicle are the responsibility of the vehicle registrant, regardless of the driver or owner. All parking fines should be paid in full immediately. Failure to make payment on parking fine(s) will result in a “Hold” being placed on an individual’s Banner account. In the case of student violators, the hold will impact the release of transcripts, class registration and graduation.
2. **Violations issued to a vehicle that is not registered with Parking Services** are the responsibility of the vehicle owner registered with the state Department of Motor Vehicles. Penalties will be passed on to the individual associated with the vehicle if tickets are not paid.
3. **State registration laws** must be obeyed while vehicles are parked on University properties. Vehicles without valid license plates may be towed by University police.
4. **Unpaid parking tickets** will result in the placement of holds on records, the ability to register, transcripts, and/or diplomas. Further, as with all violators, the vehicle may be towed or impounded pending payment in full of all outstanding fines.
5. **Signs and markings** are provided in the interest of parking control and life safety and must be obeyed. Removal or damage of such signs or markings is illegal. Perpetrators are subject to arrest and prosecution. Yellow curbs and markings indicate “no parking.”
6. **Specific lot restrictions** are posted in every lot. Registrants are expected to familiarize themselves with the information provided on these signs as well as in this booklet. Missing signs do not preempt parking regulations. Lots 1, 2, 6 and 9 are the only overnight parking lots.
7. **Disabled vehicles** must be reported to the University police. Disabled vehicles should not obstruct traffic flow or endanger safety. The vehicle must be removed within 48 hours after the vehicle becomes disabled. Disabled vehicles not reported or left in excess of 48 hours will be towed.
8. **Storage of vehicles** on University property is prohibited. No University property may be used as a “park and ride” site for commuting by public transportation. Storage during extended recess periods is prohibited without the express approval of the Parking and Violations Bureau.
9. **Timed spaces** are provided for the convenience of residents and visitors. Campus and lot restrictions are still in effect, as indicated by signs and markings.

Temporary legal closure of parking areas or roadways is a right the University reserves for reasons of safety or repair. Vehicles found parked in or traversing an area that has been legally closed by barricades, signs, or notification are subject to ticketing and towing at owner’s expense.

Notes or explanation left on vehicles to excuse illegal parking will not be honored. The University Police must be notified and permission granted to leave a vehicle.

Parking in handicapped spaces requires the display of proper state issued identification at all times. Vehicles failing to properly display a state disability placard or hang tag will be ticketed and towed.

Visitor Parking is designated in various locations. It is intended to facilitate administrative and business related transactions, and is not to be used by students, faculty and staff.

Chronic or repeat violators of University parking and traffic regulations may also be referred to the Office of the Vice President of Student Development under the University's Code of Conduct, or to the Office of Human Resources.

Overnight Parking

Overnight parking is restricted to Lots 1, 2, 6, and 9 (Heritage and Pioneer lots). Vehicles parked between the hours of 2:30 a.m. and 4:30 a.m. in lots or areas other than those enumerated above are subject to ticketing, towing, or immobilization.

1. Overnight parking requires a specific valid resident decal authorizing the presence of the vehicle overnight.
2. For resident students, the resident parking decal serves as that authorization.
3. Visitors may obtain a temporary overnight authorization at the Public Safety office/University Police building. Students may park in Lot 6 overnight without the necessity of an overnight pass.
4. Vehicles parked overnight without proper authorization are subject to ticketing, towing, or immobilization.

Statement of Policy Regarding Parking of Cars on Campus for Newly Admitted Students

Newly admitted full-time resident students (first-year students and transfers) at the University who have earned 23 credits or less **may not** have a car on campus. The purpose of this policy is to encourage new students to become an integrated part of the residential community.

1. Exceptions

- a. Academic Students who are involved in an academic internship or program that requires them to have a vehicle on campus must present proof of this requirement from the department chairperson in which the course is offered.
- b. Medical Proof of medical exceptions must come from the Division of Motor Vehicles in the state in which the student is a legal resident.
- c. The student is 21 years of age or older.

Exceptions are also given for individuals who have been classified as caregivers by the Division of Disability and Determination in the state in which they are legal residents or in conjunction with the Social Security Administration. Questions regarding the policy can be addressed to the Associate Vice President of Student Development, William Paterson University, 300 Pompton Road, Wayne, NJ 07470.

Violations and Penalties

Parking regulations are enforced twenty four hours a day every day throughout the year. These regulations are enforced by ticketing and towing.

Violation Fine Classes

Class I (*no warning*)

Handicapped \$150

Fire zone \$50

Obstructing crosswalks \$25

Class II

No current decal \$30

Student parked in faculty/staff area \$20

Faculty/Staff parked in student area \$20

Not between lined spaces \$10

Class III

No parking zone \$25

On lawns \$25

Impeding traffic \$30

Overtime parking \$30

Fine Payments

Fines may be paid by mail with a check or money order made payable to William Paterson University. Mailed payments must be postmarked within ten days of the date the ticket was issued. Late payment results in additional processing fees for each ticket. The actual ticket must accompany payment. Payments may also be made in person at the Parking and Violations Bureau, with cash, check, money order, or the Pioneer Express card. Checks will only be accepted within ten days after the ticket's issuance, or when payment is not associated with release of a vehicle or imminent release of an academic record.

Warning Citations

Warning citations may be issued for Class II and Class III violations at the discretion of the Department of Public Safety. Typically, warning citations are issued during the early weeks of a semester in order to facilitate the schedule adjustments of community members. The issuance of a warning citation is a recorded instance of the infraction of a parking regulation by a specific vehicle. The issuance of a warning citation influences the discretion utilized and the action taken by the Department of Public Safety during subsequent infractions of parking regulations by that same said specific vehicle. The recipients of a warning citation should take the following corrective measures after the receipt of a warning citation for the following respective infraction:

Class II Violation Corrective Measure

No current decal (if decal is required)

Student parked in faculty/staff area

Not between lined spaces

Obtain a parking permit

Park in student parking areas

Park between line spaces

Class III Violation Corrective Measure

No parking zone	Refrain from parking in no parking zones
On lawns or cultivated areas	Refrain from parking on lawns
Impeding traffic	Refrain from impeding traffic
Overtime parking	Observe all timed parking limitations

Appeals Policy and Process

Tickets may be appealed within ten days of the date the ticket was issued. After ten days, the right to appeal will be subject to forfeiture and the violator will be subject to making remittance for all fines associated with the ticket. Towing cost may not be appealed.

Procedures

The following procedure is the only method to request reconsideration after a ticket has been issued. Returning a note with a ticket is not a valid form of appeal. All appeals must be submitted in writing on an official appeal form, available at the Parking and Violations Bureau office. One appeal form is required for each ticket. A court cost may be required to be paid at the time of submission. Appeals are accepted in writing only. There are no “in person” appeals handled by the magistrate.

Magistrate

The University Parking Appeals Magistrate is an adjudicative officer/judge who presides over an administrative written appeal where appellants (faculty, staff, students) have the ability to present a written appeal in person for an issued summons. The Magistrate who reviews the written appeals is empowered to reduce, adjust, remove, or uphold any penalties/fines associated with each citation. The Magistrate’s decision is binding. An appeal may be resubmitted, but will only be considered if new evidence is provided which may serve to alter or reserve the original decision. The Magistrate decides whether to accept or deny any resubmissions.

Municipal Summonses

Municipal summonses may be issued by the Department of Public Safety University Police officers for violations requiring removal of vehicles as well as any other serious violations. To plead not guilty to an offense charged in a municipal summons and complaint, please contact the municipal court administrator for the municipality given on the summons. Fines and penalties are assessed according to the particular municipal schedule of fines.

Posting of Notices, Distribution of Materials, and Solicitations in University Commons

Requests to post notices on bulletin boards must be submitted to the Office of Campus Activities and Student Leadership, J. Victor Machuga Student Center, no later than 24 hours before posting and must be approved before actual posting. Posters and other notices are limited to bulletin boards and may not be placed on doors, walls, windows, stairs, floors, or on building exteriors, trees, lamp posts, etc. All notices must be removed by the originator. Requests to distribute information or to solicit money, pledges, services, or other goods must be submitted to the Campus Activities Office, J. Victor Machuga Student Center, no later than five (5) business days for distributions and ten (10) business days for solicitations before the distribution or event and must adhere to certain requirements. Advertisements for external businesses and organizations

are restricted to specific locations and stamped for a maximum two week posting time. Please see Campus Activities and Student Leadership, J. Victor Machuga Student Center, for locations. Note: Please contact the Office of Campus Activities and Student Leadership for any updates. Conducting business operations on University grounds or within University buildings is not permitted. This includes the buying and selling of school supplies, textbooks, food and other personal property or the offering the same to others.

University Regulations and Disciplinary Procedures

When students become members of the William Paterson University community it means that they must abide by the University's rules, regulations, and behavioral standards. These standards are reasonable and are based on the concept of responsible citizenship. The University does not attempt to regulate the lives or activities of students except to assure its ability to accomplish its educational mission and protect the health, safety, and security of members of its community. These procedures have been developed to articulate the University's behavioral standards and to provide a format that guarantees procedural fairness to students. The implementation of the disciplinary procedures may vary in formality given the gravity and nature of the offense. In addition, the sanctions applied will fall within a range of possible penalties based upon the gravity of the particular offense and any other mitigating or aggravating circumstances.

Student Code of Conduct

I. Students' Rights and Responsibilities

- a) Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support, by orderly means, causes that do not disrupt the regular and essential operations of the University. [For more information regarding this matter, please refer to the University Demonstration policy.]
- b) Students have the right to affiliate with student organizations and engage in activities, provided those activities adhere to normal University policies and do not jeopardize the health, safety, or welfare of members of the University community.
- c) It is the responsibility of all students of the University to adhere to the letter and spirit of duly enacted University policies, rules, and regulations. Students who violate said policies, rules, and regulations are likely to face disciplinary action.
- d) The University shall attempt to handle disciplinary matters in an expeditious manner.
- e) The University will guarantee procedural fairness in all its disciplinary actions.

II. Institutional Authority to Ensure Fulfillment of the University's Mission

The authority to discipline students for violation of University policies, rules, and regulations is assigned by the President of the University to the Office of the Vice President of Student Development for implementation by the Vice President or by his/her designee.

III. Proscribed Conduct

A student may be accountable to both the University and civil authorities for acts that violate the law and the Student Code of Conduct. Disciplinary action at the University will normally proceed during the pending criminal proceedings and will not be subject to

challenge on the grounds that pending criminal charges involving the same incident have been postponed, dismissed, or reduced. The University reserves the right to reach its own determination on violations of this code unaffected by the outcome of any civil or criminal proceedings.

Disciplinary action may be taken against students for violation of University policies, rules, and regulations including, but not limited to, those listed below:

- A. The possession, use, sale, distribution, or sharing of any controlled substance (or non-prescriptive drug or prescription not for the user) or drug paraphernalia in violation of federal, state, or municipal laws.
- B. Violation of the University's alcoholic beverage policy and any federal, state, or municipal laws associated with the possession and use of alcohol.
- C. Theft of University or personal property, removing or transferring University equipment or furniture from one location to another without official authorization, or possession of stolen property.
- D. Any attempt to defraud the University or member of the University community.
- E. Causing damage to University premises or property.
- F. Misuse of, or tampering with, any electrical system, wiring, telephone service, fire safety equipment or other security devices, or the violation of University policy pertaining thereto.
- G. Unauthorized entry into any University building or office.
- H. Violation of published rules governing residence halls.
 - I. Possession or use of firearms or weapons of any kind or description.
 - J. Possession of fireworks or other combustible materials.
- K. Failure to comply with directives issued by representatives of the University when they are acting in their official capacities.
- L. Assault, physical abuse, verbal abuse, threats, intimidation, harassment, stalking, bullying, cyber bullying, coercion and/or other conduct that threatens or endangers the health or safety of any person.
- M. Disorderly conduct as defined by the laws of the State of New Jersey.
- N. Intentionally or recklessly interfering with normal University business or University sponsored activities, including, but not limited to, invited speakers, studying, teaching, research, University administration, or fire, police, or emergency services.

- O. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion, or other emergency.
- P. Intentionally furnishing false information to the University or to a University official verbally or in writing.
- Q. Forgery, alteration, or unauthorized use of any University documents or instruments of identification.
- R. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty such as purchasing or sale of research papers, and plagiarism. (Students charged with a violation of this section of the Code will be subject to the procedures outlined in the separate policy on Academic Integrity.)
- S. Hazing, including organizing, engaging in, facilitating, or promoting any conduct that places or may place another person in danger of bodily harm or serious psychological distress.
- T. Computer misuse, including but not limited to, hardware theft or fraud, duplicating copy protected software, downloading copyrighted material, unauthorized access, subverting restrictions, and plagiarizing class programs. (Specific rules governing the use of computers and computer labs on campus are developed and distributed by Instruction Research and Technology. Violations of such rules will be construed as violations of this section of the Code of Conduct.)
- U. Unwanted sexual interactions, including verbal and physical acts or threats.
- V. Harassment, intimidation, or bullying which includes any, single or series of, gesture[s], written, verbal or physical act[s], or electronic communication[s] that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, and that a reasonable person should have known will have the effect of:
 - 1. Physically or emotionally harming a student, damaging the student's property, or placing a student in reasonable fear of such harm, or
 - 2. insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with, the orderly operation of the University, or
 - 3. creating a hostile educational environment for the student by severely and pervasively infringing on the rights of the student and interfering with a student's education or causing physical or emotional harm to the student
 - 4. Such action is prohibited whether it takes place on or off University property or substantially disrupts or interferes with the orderly operation of any function sponsored by the University.

- W. Violations of local, state, or federal law on University property, or off campus when such violation has an adverse effect upon the University or upon individual members of the University community so as to violate the laws, policies or rights of the University or University members or otherwise prevent the University and other University members from engaging in the pursuit of their duties, mission or education objectives.
- X. Any other action by a student or recognized student group on or off campus that, in the judgment of University officials, has an adverse effect on the University. Generally, violations of rules and regulations in the residence halls will be handled by the Department of Residence Life. However, violations that occur in the residence halls that could result in suspension or expulsion will be adjudicated through the Office of the Vice President of Student Development.

IV. Interim Suspension

Students can be suspended from the University, on an interim basis, if they are deemed to be a clear and present danger to either themselves or the University community by the Vice President of Student Development or designee. In such cases, a hearing will be scheduled within five business days to determine whether the interim suspension should be lifted or remain pending final adjudication.

V. Due Process and Disciplinary Procedures

It has been recognized that due process in higher education disciplinary matters does not parallel the requirements of due process in a court of law. However, the University ensures that fundamental requirements of due process in all disciplinary matters will be implemented. These requirements are:

1. Accused students will be notified via their William Paterson University email account of charges within a reasonable time period.
2. Notification via the accused students William Paterson University email address of the date, time, and place of the hearing at least three days in advance.
3. Notification of charges will be sent in writing when email notification has failed, in cases that may result in suspension or expulsion from the University or in instances deemed appropriate by the Vice President of Student Development.
4. The opportunity to present evidence and witnesses.
5. Written notification of findings and sanction or penalties imposed.
6. Written notification of an appeal process.

Charges may be brought by any member of the University community or by the University itself. When charges are brought against a student for violation of University policies, rules, or regulations, the following procedures will be in effect:

1. Charges must be in writing and submitted to the Office of the Vice President of Student Development.
2. Charges related to incidents that occur in residence halls must be submitted to the Department of Residence Life.

3. Any charge should be filed as soon as possible after an incident takes place, preferably within one week's time.
4. When the allegations of a given case are deemed serious, and/or may have a significant impact on the overall campus community, the Office of the Vice President of Student Development reserves the right to convene the University Hearing Board to address the issue. Cases that are serious enough to warrant suspension or expulsion are required to be heard by the University Hearing Board. In some cases, a student may be interim suspended from the residence halls and/or the University, pending an investigation and/or hearing or final resolution of the charges.
5. Alleged violations that are not deemed serious enough to warrant suspension or expulsion may be handled by the Vice President of Student Development's designee.

Cases Addressed by a Designee of the Vice President of Student Development

Upon receipt of a charge or charges against a student, the alleged violator of the Code of Conduct will be sent letter of notification to their William Paterson University email account. Through the notification letter:

1. The student will be apprised of the date and time of the hearing.
2. The student will be informed of the specific charges.
3. The student will be provided with a copy of the evidence that will be used against him/her in the hearing.
4. The student will be notified of the right to bring witnesses to the hearing who may have direct knowledge of the alleged infraction.
5. The student will be informed that he/she has the right to waive the hearing. If the student chooses to exercise this right, he/she must do so in writing, notifying the hearing officer that he/she is taking responsibility for the infraction. At that time, the hearing officer will conduct the hearing, render a decision, and impose a sanction if one is deemed appropriate. The student will receive, in writing, the outcome of the hearing and the matter is then considered closed.
6. The student will be informed that failure to attend the hearing without prior notification automatically waives the student's right to participate in the hearing process. The hearing will proceed without the input of the student.
7. The student will be informed of the process and timeline for rescheduling a hearing. Upon completion of a full investigation and after all hearings have been conducted, the student or students who have been charged will receive a letter to notify them of the outcome.

The Appeal Process for Cases Addressed by a Designee of the Vice President of Student Development

The appeal process can only be implemented in cases where the outcome has resulted in **Suspension** or **Expulsion from the University residence halls**. The accused student has three (3) business days from the date he or she was informed of the decision to file a written appeal to the Associate Vice President of Student Development. The grounds for appeal may only be for one or more of the following reasons:

- a) Severity of the sanction
- b) Procedural error/violation of due process protections
- c) New evidence that was not known to the Hearing Officer at the time of its deliberation. The Associate Vice President will review the appeal exclusively on these grounds.

Cases Addressed by the University Hearing Board

1. Upon receipt of serious charges to be brought before the University Hearing Board, the Vice President of Student Development or designee will direct, in writing, the student being charged to appear at a specified time and place to attend a pre hearing investigation meeting. The student will receive written, detailed charges of alleged violations of the Code of Conduct. The student will also receive a copy of the evidence that will be used against him/her in a hearing. The student will have the opportunity to give additional information that may be presented to the University Hearing Board for review during the hearing.
2. After the meeting, the student will be sent written notification of the following information:
 - a) the time and place of the hearing
 - b) specific charges against the student
 - c) the right to have witnesses
 - d) the right to have an advisor
 - e) the right to present evidence
 - f) the names of others who will be present at the hearing (if known)
 - g) the name and title of the hearing officer
 - h) the name of the complainant to the extent consistent with University policy and the law
 - i) a description of the hearing process
3. The hearing conducted by the University Hearing Board will be closed except to those directly involved in the case.
4. Both the complainant and the accused have the right to be assisted by an advisor of their choice. An advisor may assist the accused student in the preparation of his/her defense and an advisor may help provide support to a complainant. However, the advisor is neither permitted to question witnesses nor directly participate in the hearing.
5. An audio taped record of the hearing is made and kept in the Office of the Vice President of Student Development. All conversations of the University Hearing Board are confidential.
6. The University Hearing Board will consist of a non-voting Hearing officer and five (5) voting Board members.
7. The University Hearing Board process is printed under a separate cover and provided to all people involved in a hearing.

The University Hearing Board's Determination

The University Hearing Board's determination shall be based on the preponderance of evidence in the case. The question before the hearing board will be whether it is more likely than not that the accused student violated the Code of Conduct. The University Hearing Board will make the final determination of whether a student is held responsible or not responsible for violating the Code of Conduct. The Office of the Vice President of Student Development, acting on behalf of

the University Hearing Board, shall inform the accused student of the final outcome of the hearing, the sanction(s) imposed by the University Hearing Board, and the appeal process. The Vice President of Student Development serves as the appellate arm of the University judicial process.

The Appeal Process for Cases Addressed by the University Hearing Board

The appeal process can only be implemented in cases where the outcome has resulted in **Suspension** or **Expulsion from the University**. The accused student has three (3) business days from the date he or she was informed of the University Hearing Board's decision to file a written appeal to the Vice President of Student Development. The grounds for appeal may only be for one or more of the following reasons:

- a) Severity of the sanction
- b) Procedural error/violation of due process protections
- c) New evidence that was not known to the University Hearing Board at the time of its deliberation.

The Vice President will review the appeal exclusively on these grounds.

Modification of the Code of Conduct

The Code of Conduct may be amended from time to time. If a change is made, students will be notified through a variety of methods of communication. Copies of the revised code will be available in the Office of the Vice President of Student Development

VI. Sanctions

The following sanctions may be imposed for violations of the Code of Conduct. All result in written notifications being placed in the student's disciplinary file, either in the Office of the Vice President of Student Development or in the Office of Residence Life.

1. **Official Warning** — The student receives notification from the Vice President of Student Development or designee, indicating that a violation of the Code of Conduct has occurred and warning that subsequent violation may be treated more seriously.
2. **Campus Life Probation** – A defined period of time whereby any registered student is given an opportunity to modify his or her behavior or risk more severe sanctions. Any subsequent violation of the Code of Conduct, while on Campus Life Probation, will result in further disciplinary action.
3. **Disciplinary Probation** — A student on disciplinary probation is no longer in good standing with the University. He or she cannot be a member of recognized student organizations, serve as a representative of the University, or participate in intramural, club, or intercollegiate sports for a period of time. [The minimum time is one semester. The maximum time is three semesters.] Any violation of the Code of Conduct by the student during the time he/she is on disciplinary probation could result in suspension from the University.
4. **Restitution** — The student is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of violations of the

Code of Conduct. This sanction may be imposed separately or in conjunction with other sanctions.

5. **Suspension from the University Residence Halls** – The student may not reside in, visit, or enter any of the residence halls on campus. This includes entrances, foyers, lounges, rooms, hallways, and common areas.
6. **Suspension** — The student may not be a registered student, be present on campus, or attend University sponsored events for any reason while he or she is suspended from the University. The minimum length of a suspension is one semester.
7. **Expulsion** — The student may not ever again be a registered student, be present on campus, or attend University sponsored events.
8. **Order of No Contact** – The student and his/her friends and acquaintances may be restricted from having any contact with another member of the University community. This sanction can include but is not limited to the exclusion from any University building or property, and avoidance of a specified University member, whether on University property or not, and placing an affirmative duty on the student and his/her friends or acquaintances to maintain a specified distance away from the designated University member.
8. **Other Sanctions** — Other sanctions may be imposed in addition to, or instead of the Aforementioned sanctions. For example, students may be required to work on research projects or letters of apology may be required. Students may have community service projects or educational workshops assigned.

If good cause exists, as determined by the Vice President of Student Development, any and all of the above sanctions can be imposed on the student on an interim basis pending an investigation, hearing and/or final resolution of any pending charges.

Please take note of the following:

1. There is no refund of tuition and fees if withdrawal from courses and/or campus residence is affected because of violations of the Code of Conduct.
2. Violation of University policies or state or federal law while on campus may result in revocation of privileges concerning the use of campus facilities.

School Closing and Emergency Information

The President of the University may cancel classes due to weather conditions or other campus emergencies. Announcements regarding cancellation of classes affect students and faculty only. In addition to Connect-Ed, the following means are available to obtain this information:

1. Weather Emergency Number -973-720-2475

(This number is printed on the back of your WPU ID card.) **A Recorded message** regarding cancelled classes, closings, delayed openings or early releases is posted to the Weather Emergency Number. Please dial this number to hear the status of University operations. *Please do not call University Police for information regarding cancelled classes, closing or road conditions.*

2. **Access the University Homepage at www.wpunj.edu** regarding the status of operations.

3. **Check your University Email Account:** lastnamefirstinitial@student.wpunj.edu

4. Announced on the following Radio and TV stations.

WINS 1010 AM

WNNJ 1360 AM/103.7 FM

WGHT 1500 AM

WHCY 106.3 FM

WSUS 102.3 FM

TV STATIONS

NEWS 12 NJ (on various channels depending upon the cable or satellite provider).

WNBC

WINS has a website, www.1010wins.com that will list school closings.

Sexual Harassment Policy

William Paterson University of New Jersey is committed to developing and sustaining a community where all can learn and work together free from harassment and exploitation. This policy is intended to address all members of the university community including students, faculty, librarians, professional staff, clerical staff, maintenance, campus police and security, managers, administrators, and the Board of Trustees as well as any vendors doing business with the University.

Sexual harassment encompasses any sexual attention that is unwanted. Sexual harassment can be verbal, visual, or physical. It can range from repeated unwelcome sexual flirtation and inappropriate gender based put downs of individuals or groups of people to physical abuses, such as sexual assault or rape. Whether particular verbal, nonverbal, or physical conduct constitutes harassment in violation of this policy will depend upon all of the circumstances involved, the context in which the conduct occurred, and the frequency, severity, and pattern of the conduct. The University recognizes that even the possibility of harassment is destructive to individuals, to groups, and to the community. While sexual harassment most often takes place in situations where there is a power differential between the persons involved, the University recognizes that sexual harassment may occur between persons of the same status. Sexual harassment may also occur between persons of the same sex. Sexual harassment contaminates teacher/student and supervisor/subordinate relationships as well as those among student peers and faculty or staff colleagues. When, through fear of reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the entire community is undermined. The University will not tolerate behavior among members of the community which creates an unacceptable working or educational environment, and it will initiate appropriate sanctions against the offender.

Legal Definitions

These definitions can be found in Title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10:5-1 *et. seq.*; Title IX of the 1972 Education Amendments; N.J.S.A.11A;1-1 *et. seq.*; N.J.A.4A:7-1.3.

Sexual harassment includes but is not limited to:

Gender Harassment: generalized gender based remarks and behavior

Seductive Behavior: inappropriate, unwanted, and offensive physical or verbal sexual advances

Sexual Bribery: solicitation of sexual activity or other sexual behaviors by promise of reward

Sexual Coercion: coercion of sexual activity by threat of punishment

Sexual Assault: gross sexual imposition, like touching, fondling, grabbing, or assault. For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature. The Courts have classified cases in two ways:

1. **Quid-pro-quo:** when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; and/or submission or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting that individual. Quid-pro-quo harassment is equally unlawful whether the person resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. **Hostile environment:** when such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment. A cause of action is established if the complained-of conduct would not have occurred but for the student or employee's gender, and it was severe or pervasive enough to make a reasonable person of the same sex believe that the conditions of learning and/or employment are altered and the environment is hostile or abusive. The courts have recognized that the harassing behaviors affect a third party when academic or work benefits are denied because of the sex biased coercion of another student or employee; or when the conduct directed at another student or employee is so pervasive as to create a hostile learning or working environment. Favoritism, or perceptions of favoritism, that result from consensual relationships may also contribute to a hostile work or learning environment and constitute third party harassment.

Reasonable Woman Standard

The courts have recognized that the difficulty in defining the unwelcome, hostile, or offensive nature of an environment may lie in the fact that men and women may disagree as to what constitutes offensive, degrading conduct. In response to this key issue, the courts have adopted a "reasonable woman" standard. Under this standard, attention is focused on the victim's perspective. In the typical case, in which a woman is the target of harassment, a claim would be found to be harassment if a "reasonable woman" would consider the action hostile or offensive. In other cases, the standard of the court would concern whether or not a reasonable person of the same gender, similarly situated, considered the action hostile or offensive.

Examples of Sexual Harassment

As reported in *Sexual Harassment on Campus: A Policy and Program of Deterrence* by the American Council on Education, examples of harassment include, but are not limited to:

- Threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, living situations, or letters of recommendation (the threat can be *overt* or *implied* from the conduct, circumstances, and relationship of the person involved)• Unwelcome sexual advances, whether direct propositions of a sexual nature or subtle pressure for sexual activity.
- Persistent, unwanted attempts to change a professional or educational relationship into a personal one

- Verbal abuse of a sexual nature
- Repeated sexually oriented kidding, teasing, joking, or flirting
- Graphic commentary about an individual's body, clothing, sexual prowess, or sexual deficiencies
- Demeaning or derogatory gender-based comments about a particular group, whether sexual or not
- Leering, whistling, touching, pinching, or brushing against another's body
- Offensive, crude language
- Display of objects or pictures which are sexual in nature that would create a hostile or offensive work, learning, or living environment
- Behavior of a sexual nature that discomforts or humiliates and demonstrates insensitivity.

Consensual Relations

The University's educational mission is promoted by professionalism in employee/student relationships. Consensual amorous relationships between supervisors and their subordinates, or faculty and students undermine the ethical integrity of the University community. Such relationships are problematic for the people involved and have a negative impact on others in the work environment. Moreover, other students and employees may be affected by such unprofessional behavior because it places or may be perceived to place the staff/faculty member in a position to favor or advance one person's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore: No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in his or her course and/or whose academic work is being evaluated by the faculty member. No staff member shall have an amorous relationship with a student whom the staff member has the power to penalize or reward. A staff/faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff/faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, other students, colleagues, and the University.

Supervisory staff/faculty who engage in consensual relationships with individuals they supervise or their students should be aware that they are violating University policy and are subject to formal disciplinary action, up to and including removal.

Copies of the Sexual Harassment Policies and Complaint Procedure can be also obtained from these areas:

- The Office of the Vice President of Student Development, 973-720-2179
- Women's Center, 973-720-2946
- The Office of Human Resources, 973-720-2133

DOMESTIC/DATING VIOLENCE, STALKING & SEXUAL VIOLENCE POLICY

1. STATEMENT OF PURPOSE

William Paterson University is dedicated to providing a campus environment free from violence for all members of the campus community. For this reason, William Paterson University does not tolerate any form of violence including domestic/dating violence,

stalking and/or sexual violence. William Paterson University will pursue the perpetrators of such acts to the fullest extent possible and is committed to supporting victims of domestic/dating violence, stalking and/or sexual violence by providing access to appropriate safety and support services.

Domestic/dating violence, stalking and/or sexual violence incidents are occurring at an alarming rate on the nation's college campuses. Such incidents happen to people of all genders, races, ethnicities, religions, ages, abilities, sexual orientations, gender expressions, sexual identities etc. These incidents affect people of all socioeconomic backgrounds and education levels.

These incidents can occur between strangers, acquaintances, friends, roommates, family members and intimate partners.¹

Domestic/dating violence, stalking, and sexual violence are crimes in the State of New Jersey and are subject to criminal prosecution. In addition, William Paterson University has stringent policies related to these issues as described in the next few sections.

2. APPLICABILITY OF POLICY

This policy applies to conduct that takes place on the property of William Paterson University or at any function sponsored by William Paterson University. Anyone violating this policy will be subjected to disciplinary action up to and including expulsion from William Paterson University, termination of employment and/or criminal prosecution.

3. GENERAL DEFINITIONS & BEHAVIORS

Domestic/Dating Violence

Domestic/dating violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. It can be committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It can also be committed by one roommate² over another.

Domestic/dating violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, wound someone, or destroy someone's property.

- **Physical Abuse:** Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner/roommate medical care or forcing alcohol and/or drug use upon him or her.
- **Sexual Abuse:** Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on

¹ Intimate Partners: In both opposite-sex relationships where person are married, living together, or dating

² Roommate: Persons who share common living areas (i.e. living room, kitchen) and/or persons who share a dorm room.

sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner (more about this in the Sexual Violence section).

- **Emotional Abuse:** Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.
- **Economic Abuse:** Is defined as making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.
- **Psychological Abuse:** Elements of psychological abuse include - but are not limited to – causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Under the New Jersey Prevention of Domestic Violence Act of 1991, N.J.S.A. 2C:25-17 et seq., domestic violence means the occurrence of one or more of the following criminal offenses upon a victim:

Homicide, Assault, Terroristic threats, Kidnapping, Criminal restraint, False imprisonment, Sexual assault, Criminal sexual contact, Lewdness, Criminal mischief, Burglary, Criminal trespass, Harassment, Stalking. A victim of domestic violence is a person protected by the Act and includes any person:

- who is 18 years of age or older; OR,
- if under 18, is an emancipated minor, and who has been subjected to domestic violence by a spouse, former spouse or any other person who is a present or former household member; OR
- regardless of age, has been subjected to domestic violence by a person with whom the victim has a child in common, or with whom the victim anticipates having a child in common, if one of the parties is pregnant; OR
- regardless of age, has been subjected to domestic violence by a person with whom the victim has had a dating relationship.

The domestic violence offender must be over the age of 18 or emancipated at the time of the offense to be considered an offender under this Act.

Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his safety or the safety of another person or to suffer other emotional distress. Course of conduct is defined as

- repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening or communicating to or about, a person; OR
- interfering with a person's property; repeatedly committing harassment against a person; OR

- repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

Stalking includes any behaviors or activities occurring on at least two occasions that collectively instill fear in a victim, and/or threaten her/ his safety, physical health or cause other severe mental suffering or distress. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear;
- Use of online, electronic, or digital technologies, including: Posting of pictures or information in chat rooms or on Web sites; Sending unwanted/unsolicited email or talk requests; Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards; Installing spyware on a victim's computer; Using Global Positioning Systems (GPS) to monitor a victim;
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim;
- Surveillance or other types of observation including staring, "peeping";
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct verbal or physical threats;
- Gathering information about an individual from friends, family, and/or co-workers;
- Threats to harm self or others;

If a person is repeatedly attempting to communicate with you by any means, in a threatening or harassing manner, you are encouraged to report it to University Police.

Sexual Violence

Sexual violence takes many forms including attacks such as sexual assault or attempted sexual assault, as well as any unwanted sexual contact or threats. There are three categories of sexual violence: Sexual Assault, Sexual Contact or Lewdness.

- **Sexual assault** occurs when one person penetrates the other by any means, whether vaginally, anally or orally without the consent of the other person.

Consent in this policy means a clear YES to the specific act in question. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent must be present throughout the sexual activity -- at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has

consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be of legal age. If you have sexual activity with someone you know to be- or should know to be-mentally or physically incapacitated by alcohol or other drug use, unconsciousness or blackout, you are in violation of this policy. Incapacitation is a state where **Sexual contact** occurs when one person touches the intimate parts of another person's body, even through clothes, without that person's consent. That impermissible touching can be either for the perpetrator to obtain sexual gratification or to degrade or humiliate the other person or to obtain power and control over the other person.

- **Lewdness** involves the perpetrator exposing his/her intimate parts without a person's consent to obtain sexual gratification or to degrade or humiliate the other person or to obtain power and control over the other person. Sexual violence in any form is a devastating crime. Offenders commit sexual violence via force, threats, coercion, manipulation, pressure or tricks. A person is considered to be a sexual offender if he/she forces, threatens, coerces, manipulates, pressurizes or tricks anyone into committing any of the above listed acts on a third person. Whatever the circumstances, no one should be subjected to sexual violence.

4. REPORTING DOMESTIC/DATING VIOLENCE, STALKING & SEXUAL VIOLENCE

William Paterson University encourages reporting of all incidents of domestic/dating violence, stalking and/or sexual violence to the University Police or the Office of the Vice President for Student Development.

A student who is under the influence of alcohol or drugs at the time of a domestic/dating violence, stalking and/or sexual violence incident **should not be reluctant to seek assistance for that reason.** Use of alcohol or drugs never makes a victim at fault for domestic/dating violence, stalking and/or sexual violence. The Office of the Vice President for Student Development will not pursue disciplinary violations against a student (or against a witness) for his or her improper use of alcohol or drugs (e.g., underage drinking) if the student is making a good faith report of domestic/dating violence, stalking and/or sexual violence. The decision to report incidents of domestic/dating violence, stalking and/or sexual violence to the police is entirely the victim's choice. Advocates are available, regardless of whether a person wishes to make a formal report, to inform victims of the reporting procedures and offer appropriate referrals, and to provide accompaniment to hospitals, law enforcement or social service providers. Students who are unsure of their rights or whether they want to make a formal complaint or report can contact the Passaic County Women's Center or the William Paterson University Counseling, Health and Wellness Center for information on available options. William Paterson University offers services to victims even

if they choose not to report the incidents. However, without a report, the institution may be limited in its ability take action against the offender.

A student who chooses to file a report can discuss with the University Police or the Office of the Vice President for Student Development whether legal proceedings will be instituted in the local courts. If the victim is exhibiting sign of injury/complains of pain and/or a weapon was involved during the incident and/or if there was a violation of a restraining order and/or there is an active warrant, a mandatory arrest of the offender is warranted.

one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy.

William Paterson University staff will need to report an incident to University Police if it warrants the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is a clear and imminent danger, and when a weapon may be involved.

If you are a victim of domestic/dating violence, stalking and/or sexual violence:

- a. Get to a safe place as soon as possible.
- b. Get medical attention, if needed, as soon as possible: (a) The University's Counseling, Health & Wellness Center provides information and referral for students who need medical attention (973- 720-2360) (b) The Passaic County Women's Center has a 24-hour hotline (973-881-1450) and is available to provide information about counseling, advocacy, accompaniment to hospitals, law enforcement, and or social services at the victim's request.
- c. Contact University Police by calling 973-720-2300 or 911. The University Police are available at all times and will protect victims' safety and seek to apprehend offenders; they also provide transportation to victims who have been assaulted
- d. Contact Residence Life Staff (973-720-2714), and/or (c) The Office of the Vice President for Student Development (973-720-2179).
- e. Try to preserve all evidence (voice messages, text messages, letters, emails, phone records, diary of incidents that occurred etc).
- f. A student may also contact a counselor directly by calling the University's Counseling, Health & Wellness Center at 973-720-2257. There is a counselor on call 24 hours a day in the event of an emergency.

If you are a victim of sexual violence, in addition to above:

- a. In order to preserve evidence, do not bathe, shower, douche, change your clothes, eat, drink, smoke, or urinate if possible. If you do change your clothes, put the all of the clothes you were wearing throughout the duration of the incident in a paper bag. Plastic bags may alter evidence rendering it unusable.

- b. Get immediate medical attention for possible injuries, sexually transmitted diseases, or pregnancy. A medical exam is also necessary to gather physical evidence.

5. PRIVACY & CONFIDENTIALITY

- a. William Paterson University will make every reasonable effort to safeguard the identities of students who seek help and/or report domestic/dating violence, stalking and/or sexual violence. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.
- b. When seeking private advice and support from the various offices listed herein or from any University employee, victims should always confirm whether legal confidentiality applies to their communications with the person to whom they are speaking.
- c. Anyone who is aware of an act or acts of violence can anonymously report the incident/s by completing the anonymous reporting form found on the University Police website at <https://secure.wpunj.edu/police/police.cfm>

SAFETY & SERVICES FOR VICTIMS OF DOMESTIC/DATING VIOLENCE, STALKING & SEXUAL VIOLENCE

William Paterson University is committed to supporting victims of domestic/dating violence, stalking and/or sexual violence by providing the necessary safety and support services. Student victims are entitled to reasonable accommodations and services regardless of their gender, race, ethnicity, religion, age, ability, sexual orientation, gender expression, sexual identity etc. **A one-stop on-campus location for information and assistance is the Office of Vice President for Student Development at 973-720- 2179.** William Paterson University provides a variety of services on campus and has partnerships with various community based organizations for expanded services. Available services include:

- **24-Hour Hotlines:** Passaic County Women’s Center has a 24-hour hotline (973-881-1450) which provides information about medical assistance and a full range of crisis services to victims. NJ Statewide Domestic Violence Hotline (800-572-7233); New Jersey Coalition Against Sexual Assault Hotline (800-601-7200).
- **Domestic Violence Response Team (DVRT) Program:** This program is State mandated to assist law enforcement in handling cases of domestic violence so that each victim can receive the specialized information and support that they deserve. When a victim of domestic violence seeks the assistance of the University Police (or their local police departments), he/she is offered the services of a DVRT volunteer advocate. In a confidential setting, DVRT volunteer advocates will provide victims of domestic violence with immediate support at the moment of crisis and provide all available information regarding the law, safety options, and available resources. More information about DVRT’s can be found at <http://www.njcbw.org/dvTeam.html>.

- **Sexual Assault Response Team (SART) and Sexual Assault Nurse Examiner (SANE)**

Programs: The SART/SANE programs are NJ State mandated and utilize a victim-centered approach to sexual assault cases. The SART/SANE program is available to victims of sexual violence. When a sexual assault victim reports, a SART Team, consisting of a police officer, a victim advocate and a SANE nurse (who is a registered nurse with specialized training) respond to assist the victim. The victim is interviewed by the police officer, afforded counseling, advice and social services by the victim advocate, and forensic evidence is obtained by the SANE nurse in an effective and sensitive manner. These teams are on-call 24-hours a day. More information about SART/SANE can be found at <http://www.njcasa.org/content/sexual-assault-esponseteams-sart>

SART/SANE designated hospitals in Passaic County include:

St Joseph's Regional Medical Center
703 Main Street
Paterson, NJ 07503
(973) 754-2000

Chilton Memorial Hospital
97 West Parkway
Pompton Plains, NJ 07444
(973) 831-5000

St. Mary's Hospital
350 Boulevard
Passaic, NJ 07055
(973)365-4300

Note: All other hospitals are also equipped to treat sexual violence victims in their emergency rooms but access to the specialized SART team is only available at the hospitals listed above. An advocate from a local sexual violence crisis center is afforded to all victims of sexual violence at any hospital throughout the state regardless of their affiliation with SANE/SART program

- **Comprehensive Services:** The Passaic County Women's Center (PCWC), located at 1027 Madison Avenue in Paterson, New Jersey is the lead State designated domestic violence and sexual violence service provider in Passaic County. PCWC has a close relationship with WPU and offers hotline phone response, sheltering for victims of domestic violence and/or sexual violence, individual counseling, group counseling, court preparation, accompaniment to hospitals, court, law enforcement agencies, or social service providers. All services provided by the Passaic County Women's Center are free and confidential. Exceptions to that confidentiality are if a person discloses threats to harm self or others, or if there is child abuse involved. The Passaic County Women's Center provides services in English, Spanish and Arabic and can make provisions for more than 140 languages via use of the Language Line.

- **Medical/Psychological Support:** The WPU Counseling, Health & Wellness Center provides information and referral for students who need medical attention at 973-720-2360. A student may also contact a counselor by calling 973-720-2257. There is a counselor on call 24 hours a day in the event of an emergency. Counselors will maintain confidentiality, help explain possible options, and provide information and emotional support.
- **WPU Women's Center** provides a supportive and safe environment, offers information, explains options, and makes contact with other on and off campus services (973-720-2946).
- **Restraining Order:** In domestic violence situations, a victim may wish to obtain a restraining order against the alleged perpetrator. In emergent situations and when the Superior Court is closed, a temporary restraining order (TRO) can be obtained through the William Paterson University Police Department (973-720-2300), or your local police department. During court hours, a restraining order can be obtained through Passaic County Family Court, 401 Grand St., Paterson (973-247-8488).
- **SAFE WALK:** William Paterson University provides an escort service to any person who does not want to walk alone at night. To request this service please call 973-720-7400. Victims in danger may seek Police Escort 973-720-2301.
- **Planned Parenthood** for Pompton Lakes (973-839-2363) and Paterson (973-345-3883) provide confidential counseling and testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- **Peer Health Advocates:** William Paterson University's Peer Health Advocates (973-720-2924) provide peers with education on healthy lifestyle choices which promote lifelong healthawareness and informed decision making skills.
- **Academic Schedule:** Request for change in an academic schedule due to conflicts with a member of the class can be requested from Office of Vice President for Student Development (973-720-2179).
- **On Campus Housing:** Request for alternative housing options can be requested from Office of Residence Life (973-720-2714).
- **Interim Suspension:** The imposition of an interim suspension on the offender can be requested by contacting the Office of Judicial Affairs (973-720-2218).
- **Passaic County Prosecutor's Office of Victim Witness Advocacy** provides information, advocacy, emotional support, and referrals to victims and witnesses coping with the trauma and burdens experienced in the aftermath of crime. The office (973-881-4887) strives to minimize the inconvenience to victims and witnesses during the course of criminal prosecution. These goals are achieved through the compassionate delivery of a wide range of direct services.
- **Title IX Coordinator:** Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations. Title IX mandates the University to designate a Title IX coordinator who oversees all Title IX complaints and meet with students as needed. The Title IX coordinator at William Paterson University is Richard Fields, Office of Employment Equity and Diversity. He can be reached by phone at 973-720-2397 or via e-mail at fieldsr@wpunj.edu.

7. NEW JERSEY CAMPUS SEXUAL ASSAULT/VICTIM'S BILL OF RIGHTS

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established the Campus Sexual Assault/Victim's Bill of Rights to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. **William Paterson University will provide to the victims of domestic/dating violence, stalking and sexual violence the rights afforded under this Bill of Rights.**

Campus Sexual Assault/Victim's Bill of Rights (NJSA 18A:61E-2),)

The following rights shall be accorded to victims of sexual assault that occur:

- on the campus of any public or independent institution of higher education in the State of New Jersey, and
- where the victim or alleged perpetrator is a student at that institution, and/or
- when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity
- To be free from any suggestion that victims are responsible for the commission of crimes against them
- To be free from any pressure from campus personnel to:
 - report crimes if the victim does not wish to do so
 - report crimes as lesser offenses than the victim perceives the crime to be
 - refrain from reporting crimes
 - refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus

- To be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
- To be informed of and assisted in exercising:
 - any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
 - any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

- To be afforded the same access to legal assistance as the accused
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants
- To be notified of the options for, and provided assistance in, changing academic and living situations if such changes are reasonably available.

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation
- Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document
- Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

In addition to the aforementioned rights, a person who reports domestic/dating violence, stalking and/or sexual violence has the right to the following at William Paterson University:

- Not having past and irrelevant conduct discussed during any resulting proceedings
- Submitting a written account of the incident
- Having one’s identity protected in compliance with Title IX & FERPA
- Having an opportunity to present an impact statement during the judicial board hearing process
- Requesting immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. When possible, requests will be accommodated.

8. RESOURCES & SUPPORT FOR AN ACCUSED STUDENT

Students accused of domestic/dating violence, stalking and/or sexual violence:

- Will be treated with fairness and respect. The University will ensure that its investigations and disciplinary proceedings comply with due process requirements.
- May discuss their situations privately with counselors at the WPU Counseling Center (973-720-2360) or with the staff at the Office of Vice President for Student Development (973-720-2179). (Please refer to Section 5. Privacy & Confidentiality)
- May seek academic or housing accommodations, when such accommodations are related to problems related to the accusation.

- May consider seeking the assistance of an advisor or an attorney to assist in preparation of the case.

9. DISCIPLINARY PROCESS

Disciplinary sanctions for violations of this domestic/dating violence, stalking and/or sexual violence policy and/or of the student code of conduct will be imposed in accordance with applicable William Paterson University policies, including but not limited to, expulsion or termination of employment.

William Paterson University typically conducts a full investigation within sixty days of receiving a complaint. Additional time may be necessary depending of the complexity of the investigation and the severity and extent of domestic/dating violence, stalking and/or sexual violence. Both parties will be provided a written notification of the outcome of the complaint and, if applicable, either party may file an appeal within three days. Both parties will be given periodic status updates on the investigation.

The appropriate University disciplinary process is determined by the status of the person accused of engaging in domestic/dating violence, stalking and/or sexual violence.

If the accused is a student, the complaint is addressed with the procedures for student discipline as set forth in the University's Student Code of Conduct. If the accused is a staff employee or a faculty member, the complaint is addressed in accordance with the Civil Service Act, N.J.S.A. 11A:1-1 et seq., and the regulations promulgated thereunder, N.J.A.C. 4A:2-1.1 et seq., N.J.S.A. 18A:6-18 and/or the relevant collective bargaining agreement.

Smoking Policy

The University complies with State Statute P.L. 1985 Chapter 184, which states that the right of the nonsmoker to breathe clean air supersedes the right of the smoker to smoke. Subchapter 11 of the Uniform Construction Code, January 21, 1993, addresses tobacco smoking in existing buildings occupied by public employees requiring that air from designated areas not be re-circulated into the building.

William Paterson University does not meet the required standards to accommodate designated smoking areas. Therefore, smoking is banned in all buildings on campus. All areas of the residence halls are smoke-free as well.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. In the event of a conflict, individuals are encouraged to work out a compromise among themselves. If this effort proves unsuccessful, students will be referred to the Office of the Dean of Student Development, and faculty and staff to their supervisors.

For those who smoke, receptacles are available outside of buildings where cigarettes, cigars, etc., may be extinguished. Please utilize these containers.

Student Records Policy

Family Educational Rights and Privacy Act (FERPA)

Release of Transcripts and Disclosure of Educational Records

In compliance with federal regulations, William Paterson University has adopted institutional policies and procedures with regard to the disclosure of information from the education records of current and former students. The University's student records policy conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA) (Public Record 93-380), copies of which may be obtained from the Office of Registration Services. This policy gives a student the right to inspect his or her educational record within a reasonable length of time, to ask for interpretations, and to request that any inaccuracies be corrected.

Copies of the student's official transcript are released only on the written request of the student and only after all obligations to William Paterson, financial and otherwise, have been fulfilled. Requests for transcripts should be made to the Center for Student Services. There are applicable transcript request fees <http://cms.wpunj.edu/centerss/faq-submenu/index.dot> for this service. Transcripts are issued within one week of receipt of the written request, except during the beginning and ending weeks of each semester, when more processing time may be required. Transcripts received from other schools are the property of William Paterson and are not copied or released. Grades and personally identifiable financial information cannot be released to parents, guardians, or other interested parties without permission of the student.

Forms authorizing release of such information are available in the Center for Student Services. With the exception of directory information, William Paterson University does not permit access to or the release of education records without the written consent of the student. Records release exceptions will be made:

- a) to William Paterson University officials, including faculty and administrators who require such records in the proper performance of their duties;
- b) in connection with the student's application for or receipt of financial aid or Veterans Administration benefits;
- c) to organizations conducting studies for education and governmental agencies (in which case individual students are neither identified nor identifiable);
- d) to U.S. government agencies as listed in Public Law 93-380;
- e) to accrediting agencies;
- f) in order to comply with a judicial order or lawfully issued subpoena; and
- g) to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person.

Directory information is defined as: student's name, telephone number, email address, date and place of birth, classification (freshman, sophomore, junior, senior, graduate), major field of study, participation in officially recognized activities and sports, weight and height for members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution previously attended by the student. Students who do not wish to have their information released outside William Paterson University or published in the campus directory must give written notice to the Office of Registration Services annually by the day before the beginning of the fall semester.

Release Form

William Paterson University assigns student's identification number. As of fall 2006 Social Security Number's will not used as student identification number.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's educational records within 45 days of the day William Paterson University receives a request for access. Students should submit to the Office of Registration Services written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right for the student to request that the University amend education records that he or she believes are inaccurate or misleading. The student should write to the William Paterson University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the University official decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including University police and campus wellness center personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. William Paterson University considers the following as "directory information" and will release the following student information upon request:
 - Name
 - Student's e-mail address
 - Telephone listing
 - Degrees and awards received
 - Major field of study

- Date and place of birth
- Dates of attendance
- Most recent previous school
- Classification
- Participation in officially recognized sports and activities

To prevent the release of the above referenced “directory information,” the student must file the “Directory Information Release” form with the Office of the Registrar each year.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by William Paterson University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington D.C. 20202-4605

Involuntary Leave of Absence Policy

William Paterson University has implemented provisions for normal disciplinary proceedings published under the Student Code of Conduct that can lead to the expulsion, suspension, or interim suspension of students. The policy stated below expands the scope of the Student Code of Conduct to include the involuntary withdrawal of students whose behavior requires emergency attention by the University administration. Emergencies referred to in this policy are incidences of extreme disruptive behavior by students that occur on or off campus. These incidents can be medical and/or psychological in nature and/or pose security risks to the William Paterson University community. A student may be placed on an Involuntary Leave of Absence from the University by the Associate Vice President and Dean of Student Development (or designee) if one or more of the following conditions are met:

- a. The student engages, or threatens to engage, in behavior which poses a danger of causing physical harm to the University Community or University property and/or
- b. Exhibits behavior that interferes with the student’s ability to function in an academic or residential setting and/or seriously interferes with the educational pursuits or living environment of others, and/or
- c. Commits a violation of the University’s Student Code of Conduct and lacks the capacity to comprehend and participate in the University’s disciplinary process and/or
- d. Commits a violation of the University’s Student Code of Conduct and did not understand the wrongfulness of the conduct at the time of the offense.

A student will receive notice that he/she has been placed on an interim suspension in writing from the Associate Vice President and Dean of Student Development (or designee). The student has a right to a conference with the Associate Vice President and Dean of Student Development (or designee) within five business days.

While a student is in interim suspension status, the student is banned from entering the campus for any reason whatsoever without the permission of the Associate Vice President and Dean of Student Development (or designee). If the student is found on University property without such permission, the student will be arrested for trespassing. Should permission be granted by the Associate Vice President and Dean of Student Development (or designee), the student shall report to Campus Police upon entering and leaving the campus.

If the information that led to the interim suspension is deemed insufficient to support this procedure, and does not suggest that the student may create an immediate danger to the University community or to University property, the student will be permitted to return to normal University activities.

If, on the other hand, the Associate Vice President and Dean of Student Development (or designee) reasonably believes that the student meets one or more of the conditions set forth above, the student will be referred to the Counseling, Health and Wellness Center for an evaluation by an appropriate mental health or medical provider. It is the student's responsibility to contact the Counseling, Health and Wellness Center and schedule the appointment for the evaluation. The evaluation may take place over several sessions and could include completion of psychological tests and consultation with the Center's Consulting Psychiatrist or Collaborating Physician. In conducting the assessment, the evaluator will take the following into consideration: (1) the nature, duration, and severity of the risk of harm; (2) the probability that the risky behavior will actually occur and; (3) whether reasonable accommodations requested by the student can be provided by the University to reduce the risk of harm. Once the evaluation is complete, the Director of Counseling, Health & Wellness (or designee) will submit a written recommendation to the Associate Vice President and Dean of Student Development (or designee).

There may be instances in which the Counseling, Health and Wellness staff members feel that an evaluation by an outside professional is warranted. In such instances, the student will be informed of this additional requirement in writing and will be referred to an appropriate health care professional. One example of a situation in which this may occur is a situation in which the student has threatened to harm others in the University community. The Counseling, Health and Wellness staff member may deem it necessary to require the student to have an evaluation by a forensic psychologist or psychiatrist who is specially trained to conduct evaluations and make recommendations in situations of this nature. In these situations, the University will cover the cost of the evaluation. Both the student and the evaluating professional will be given a copy of this policy. The evaluating professional will also be given instructions for submitting a written report including required content areas that must be addressed.

The Director of Counseling, Health and Wellness (or designee) will review the report submitted by the evaluating professional and may consult with that person verbally, if needed, and then make a final written recommendation to the Associate Vice President and Dean of Student Development (or designee).

The interim suspension will continue to be in effect during the entirety of this process. Upon receipt of the final written recommendation the Associate Vice President and Dean of Student

Development (or designee) will meet with the student to review the written recommendation. Within five business days of the meeting, the Associate Vice President and Dean of Student Development (or designee) will render a decision, including one of four possible determinations:

1. The student may return to all normal campus activities without restrictions; The matter of the student's conduct will be referred back to the normal disciplinary processes of the University from which the diversion occurred because the behavior observed is not deemed to have fallen within the parameters of this policy;
2. The student may return to the University but with restrictions applied (e.g., on-campus residence is not permitted, mandated withdrawal from one or more classes, psychotherapy must continue on a regular basis, etc.);
3. The student is placed on an indefinite Involuntary Leave of Absence and may only return to the University when the procedures and conditions for reinstatement have been met.
4. The student has three (3) business days from the date he/she was informed of the decision to file a written appeal to the Vice President of Student Development.

Students who are placed on an Involuntary Leave of Absence will not be eligible for tuition or housing reimbursements except as permitted by normal University procedures. If a student is required to withdraw from some or all classes, a grade of WD, administratively assigned, will be reflected on the transcript in those courses from which he/she is required to withdraw.

While a student is in Involuntary Leave of Absence status, the student is banned from entering the campus for any reason whatsoever without the permission of the Associate Vice President and Dean of Student Development (or designee). If the student is found on University property without such permission, the student will be arrested for trespassing. Should permission be granted by the Associate Vice President and Dean of Student Development (or designee), the student shall report to Campus Police upon entering and leaving the campus.

It is expected that time away from the University will be used for treatment and recovery and that this will be documented prior to return. Procedures and conditions for Reinstatement from an Involuntary Leave of Absence will be provided to students in writing at the time the student is placed in Involuntary Leave of Absence status. A registration hold will be placed on the student's record to ensure that the student satisfies the criteria to reenroll in accordance with this policy. When a student is approved to reenroll, the Associate Vice President and Dean of Student Development (or designee) will work with the Registrar to remove the registration hold.



IMPORTANT NUMBERS

Some office locations and/or telephone extensions are subject to change. Please call the main University number at 973-720-2000

ADMINISTRATION

President
Dr. Kathleen Waldron
720-2222

Executive Assistant to the President
Robert Seal
720-2122

Provost and Senior Vice President for
Academic Affairs
Warren Sandmann
720-2122

Associate Provost
Stephen Hahn
720-2122

Vice President of Administration & Finance
Stephen Bolyai
720-2233

Vice President of Enrollment Management
Kristin Cohen
720-2903

Vice President of Student Development
John Martone
720-2179

Vice President of Enrollment Management
Pamela Ferguson
720-2425

ACADEMIC DEANS

COLLEGE OF THE ARTS & COMMUNICATION

Dean Daryl Joseph Moore
Power Art Center
720-2230

Associate Dean Imafidon Olaye
Power Art Center 116
720-2231

CHRISTOS M. COTSAKOS COLLEGE OF BUSINESS

Interim Dean Susan Godar
Valley Road 4049
720-2964

Associate Dean
Valley Road 4050
720-3850

COLLEGE OF HUMANITIES & SOCIAL SCIENCES

Dean Kara Rabbit
Atrium 260
720-2180

Associate Dean Wartyna Davis
Atrium 260
720-2180

COLLEGE OF EDUCATION

Dean Candice Burns
1600 Valley Road, Room 4119
720-2137

Associate Dean Dorothy Feola
1600 Valley Road, Room 4112
720-2557

COLLEGE OF SCIENCE AND HEALTH

Dean Kenneth Wolf
Science Hall, Room 3019
720-2194

Associate Dean Jean Fuller-Stanley
Science Hall Room 3019
720-2194

ACADEMIC ADVISEMENT

Career Development & Gloria S. Williams
Advisement Center
J. Victor Machuga Student Center, 3rd Floor
720-2281/2282/2730/2559

ADVERTISEMENT/PUBLICITY

Beacon, J. Victor Machuga Student Center
720-2248
Student Center Information Center
720-2292

ACADEMIC ENRICHMENT CENTER

Raubinger Hall, 126
720-2608

ALUMNI RELATIONS

Janis B. Schwartz, Director
Allan and Michele Gorab Alumni House
720-2175

ACADEMIC SUPPORT/TUTORING

Academic Support Center
Hunziker Wing 218
720-3940 or 2563

ART GALLERIES

Ben Shahn Center for Visual Arts
Kristen Evangelista, Director
720-2654

ACCOUNTS PAYABLE

College Hall, 3rd Floor
720-3646

Power Arts Center Gallery
25 Power Ave.
Maryann Fazio
720-2401

ADMISSIONS

Admissions Hall
720-2125

ATHLETICS DEPARTMENT

Sabrina Grant, Director
Ben Shahn Center
720-2356

ATHLETIC FIELD (WIGHTMAN)

Field House
720-2052

AUDIO-VISUAL (MEDIA SERVICES)

IRT Library
720-2984

AUDITING COURSES

(Courses taken on a non-credit, non-grade basis)
Registrar's Office, College Hall 140
720-2305

BANKING SERVICES

Limited ATM Service
J. Victor Machuga Student Centre
1600 Valley Road

BEACON OFFICE

J. Victor Machuga Student Center
720-3265

BOOKS, SUPPLIES, NOVELTIES

University Book Store
J. Victor Machuga Student Center
720-3232/3925

BUDGET

College Hall, 3rd Floor
720-2843

BURSAR'S OFFICE

College Hall 110
720-2234/2235/2236

BUSINESS SERVICES

College Hall, 326
720-2107

CAMPUS ACTIVITIES OFFICE

Jeff Wakeman, Director
J. Victor Machuga Student Center
720-2518

CAREER COUNSELING

Career Development & Gloria S. Williams
Advisement Center
J. Victor Machuga Student Center 301
720-2281/2282/2730/2559

CATHOLIC CAMPUS MINISTRY CENTER

219 Pompton Rd., Haledon (Next to entry 1)

CENTER FOR CONTINUING AND PROFESSIONAL EDUCATION

Bernadette Tiernan, Executive Director
1600 Valley Rd., Room G001
720-2463

CERTIFICATION INFORMATION

(Teaching Information)
1600 Valley Rd., Room 3108
720-3685

CHANGE OF NAME

Student Enrollment Services
Morrison Hall, Room 104
973-720-3945

CHILD DEVELOPMENT CENTER

Cindy Gennarelli, Director
Hunziker Wing 35
720-2529

CLASS PRESIDENT/STUDENT GOVT.

J. Victor Machuga Student Center
720-2157

CLEP EXAMS

(College Level Examination Program)
Office of Testing, Hunziker Wing 220
Rachel Anzaldo
720-3107

CLUB INFORMATION

Campus Activities Office
J. Victor Machuga Student Center
720-2157

COMMUTER SERVICES

Allen Williams
720-3203

COMPUTERS FOR STUDENT USE**IRT 720-2659**

Atrium, first floor
Ben Shan, second floor
Library, first floor
Science 217A & 217B

COPIERS

Hospitality Services
720-2671

COSTUME SHOP

Hunziker Hall Basement
720-2996

COUNSELING, HEALTH & WELLNESS CENTER

Eileen Lubeck, Psy.D., Director
Overlook South
720-2257

CULTURAL HOTLINE

720-ARTS

DISABILITY SERVICES

Jacqueline Safont
Speert Hall 134
720-2853

**EDUCATIONAL OPPORTUNITY FUND
(E.O.F.)**

Carmen Ortiz, Director
Raubinger Hall, Suite 140
720-2181/2182

**EMPLOYMENT, EQUITY AND DIVERSITY
OFFICE**

Richard Fields, Director
College Hall Room 110

FIELD EXPERIENCE OFFICE

Nancy Norris Bauer
1600 Valley Road, Room 3107

FINANCIAL AID OFFICE

Michael Corso, Director
Morrison Hall, Lower Level
720-2202

FIRST YEAR EXPERIENCE

Kim Daniel Robinson, Director
Raubinger Hall, Lower Level
720-3768

FOOD SERVICES

University Commons Hospitality Services
Restaurants
Center Café
University Commons Ground Floor
Food Court
University Commons First Floor
Pioneer Restaurant
University Commons Second Floor
Wayne Dining Hall
University Commons Second Floor

GRADUATE ADMISSIONS

Amo Kubeyinje, Director
Graduate School
Masters Programs
Certifications & Endorsements

GRADUATE ASSISTANTSHIPS

Raubinger Hall 139
720-3841

GREEK LIFE

J. Victor Machuga Student Center
720-2273

HONORS PROGRAMS

Susan Dinan, Director
Raubinger 126
720-3658

HOSPITALITY SERVICES

Tony Cavotto, Director
University Commons
720-2671/6200

HUMAN RESOURCES

College Hall 150
720-2123

ID CARDS

Hospitality Services
University Commons
720-2292

INFORMATION CENTER

Universtiy Commons
720-2292

INFORMATION TECHNOLOGY

Help Desk Information
<http://www.wpunj.edu/helpdesk>
720-HELP (4357)

INSTITUTIONAL RESEARCH ASSESSMENT

Jane Zeff, Director
College Hall 242
720-3115

INSURANCE

Student Enrollment Services
720-3945 or 2202

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE/STUDY ABROAD PROGRAMS

Cinzia Richardson, Director
Raubinger Hall, 2ND Floor, Room 207B
720-2976

INTRAMURALS

Rec Center
720-2777

JOB SEARCH

(See Career Development)

LANGUAGE LAB

James Miles, Atrium129
720-3039

LAUNDRY SERVICES

Contact Residence Life @ 720-2714

LIBRARY

David and Lorraine Cheng Library
720-2113
Information
720-2541
Lending Services
720-3180
Reference Desk
720-2116

LOANS

Financial Aid
Morrison Hall, Lower Level
973-720-2202

LOST AND FOUND

J. Victor Machuga Student Center
720-2292

MAIL ROOM

720-2370

MAINTENANCE

Maintenance Building
720-2142

MAPS (Campus Back Cover)

J. Victor Machuga Student Center

MEDIA SERVICES (AUDIO-VISUAL)

IRT Library
720-2984

NOTARY PUBLIC

Student Government Association
J. Victor Machuga Student Center
720-2157

NURSING LEARNING CENTER

Hunziker Wing 123

PARKING DECAL/TICKETS

(Parking Department)
720-2780, 3000, 3001
University Police

PASS/FAIL INFORMATION

Registrar's Office, College Hall
720-2714

PAYROLL

College Hall 130
720-2885

PIONEER YEARBOOK

J. Victor Machuga Student Center

PLACEMENT TESTING PROGRAM

First Year Foundations
Rachel Anzaldo, Director
Raubinger Hall Lower Level
973-720-3095

**PRAXIS
(TEACHING CERTIFICATION TEST)**

Certification Office
1600 Valley Road
720-3685
Career Development & Gloria S. Williams
Advisement Center

PURCHASING

College Hall 321
720-2101

RADIO STATION

See WPSC/WCRN

RECREATIONAL SERVICES

Kathleen Unger, Director Rec Center
720-2777

REGISTRATION SERVICES

Nina Trelisky
College Hall 140
720-2423

RESIDENCE LIFE

Joe Caffarelli, Director
720-2714
Overlook Complex Office, Overlook North D29
720-2381
Apartment Complex Office, Pioneer 106
720-2600
Hillside Hall Office
720-3580
Century Hall Office
720-5310
White & Matelson Hall Office
720-3530
High Mountain West
720-5460

ROOM RESERVATIONS

Events and Conference Services
720-2456

SCHOOL CLOSING INFORMATION

(Recorded Message)

720-2475

SCIENCE ENRICHMENT CENTER

(TUTORING)
Science Hall 421, 421A
720-3340

SHEA CENTER FOR PERFORMING ARTS

Box Office Lobby
720-2371
Cultural Hotline 720-ARTS

**SPEECH EVALUATION AND THERAPY
AND SPEECH AND HEARING CLINIC**

Christine Natalie, M.S., CCC-SLP Clinic Manager
Hunziker Wing, 11A
720-2207

SPORTS INFORMATION

Ben Shahn Center
720-2705

STAMPS

Bookstore
J. Victor Machuga Student Center

**STUDENT ACTIVITIES PROGRAMMING
BOARD**

J. Victor Machuga Student Center
720-3259

**STUDENT GOVERNMENT ASSOCIATION
OFFICE**

J. Victor Machuga Student Center
720-2157

STUDY SKILLS

Academic Support Center
Hunziker Wing, 218/219
720-3324/2563

OFFICE OF TECHNOLOGY SERVICES

Pamela Fueshko, Director
College Hall 220
720-2597

TICKETS

Theater Productions, Shea and Hunziker Box
Other Campus Events, Student Center
Information & Referral Desk, Main Floor

Ticket Master, Rec Center
720-2777

TRANSFER STUDENT INFORMATION

Admissions Office, Morrison Hall
720-2312

TRANSCRIPTS

Student Services
Morrison Hall
720-3945

TUTORING

Science Enrichment Center
Science 4023, 973-720-3340
Donna R. Potacco, Director

UNIVERSITY PHONE NUMBER

720-2000

UNIVERSITY POLICE

Robert Fulleman, Director of Safety
& University Police
University Police Building
720-2301
Other Information 720-2300

VENDING

J. Victor Machuga Student Center
720-2671

VERIFICATION OF ENROLLMENT

Office of Registrar
College Hall, Room 140
720-2749

VETERANS AFFAIRS OFFICE

Lynette Butler
720-2323

VICE PRESIDENT/ADMINISTRATION AND FINANCE

Steve Bolyai, College Hall, 3rd Floor
720-2233

VICE PRESIDENT INSTITUTIONAL ADVANCEMENT

Pamela Ferguson
Hobart Manor, 2nd Floor
720-2615

VICE PRESIDENT FOR STUDENT DEVELOPMENT OFFICE

J. Victor Machuga Student Center, Room 117720-2179

John A. Martone, Vice President for Student Development

Glen Sherman, Ph.D., Associate Vice President & Dean of Student Development

Francisco Diaz
Assistant Vice President for Campus Life

VOCATIONAL TESTING

Career Development Center & Gloria S. Williams
Academic Advisement Center
J. Victor Machuga Student Center
720-2440

WPSC RADIO STATION (REQUEST LINE)

Hobart Hall
720-2738

WRITING CENTER

Atrium 128
Maureen Martin Ph.D., Director
720-2633

HOW TO REACH US

From Route 23:

Take Alps Road exit (Wayne). (From Route 23 North: exit directly onto Alps Road. From Route 23 South: proceed to stop sign; make a right onto Alps Road.) Proceed approximately 2 miles to the traffic light at intersection of Alps and Ratzer Roads. Turn extreme right onto Ratzer and proceed approximately 2 miles to the traffic light at the intersection of Ratzer Road and Hamburg Turnpike. After crossing intersection, Ratzer becomes Pompton Road. Proceed about 200 yards. University entry gates 4 through 1 are on left along Pompton Road.

From Northern New Jersey via Garden State Parkway:

Take the Garden State Parkway South to exit 159, Route 80 West. Proceed to Route 23 North. *See directions from Route 23.

From New York City via George Washington Bridge or Lincoln Tunnel, or from Eastern New Jersey:

Take either Route 46 West, 80 West or 3 West. Proceed to Route 23 North. *See directions from Route 23.

From Southern or Central New Jersey via Garden State Parkway:

Take Garden State Parkway North to Exit 153B (on left), marked Route 3 and 46, West Paterson. Take Route 3 to Route 46 West. Proceed to Route 23 North. *See directions from Route 23.

From Western New Jersey:

Take Route 46 East to Route 23 North. Or, take Route 80 East to Route 287 North to Route 23 South (Exit 52A). *See directions from Route 23.

From Route 208:

Take Ewing Ave./Franklin Lakes exit. (From 208 North: proceed to stop sign, make a left onto Ewing. From 208 South: proceed to stop sign, make a right onto Ewing.) Proceed to end of Ewing Avenue. Turn left onto High Mountain Road. Continue approximately one mile to fork. Take right fork onto Belmont Avenue and proceed approximately two miles to second traffic light. Turn right onto Pompton Road. Proceed up hill approximately one-half mile. University entry gates 1 through 4 are on right along Pompton Road.