

2024-2025 STUDENT HANDBOOK



COMMUNITY



LEADERSHIP



ADVANCEMENT



ASSISTANCE



DIVERSITY



EXPERIENCES



LEARNING

CONNECTIONS



SUCCESS

EDUCATION

KNOWLEDGE



OUTREACH



GOALS



Hudson County Community College

2024 – 2025 STUDENT HANDBOOK

Published by Student Affairs and Enrollment



Hudson is Home!

Hudson County Community College reserves the right to change, without notice, any of the materials published in this handbook. Revisions and updates can be found on the MyHudson Student Portal.

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WELCOME MESSAGE FROM THE SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT

Dear HCCC Students,

We are delighted to welcome you to the 2024-2025 academic year at Hudson County Community College (HCCC)! Our campuses are bustling with activity inside and outside the classroom. We continue to offer classes and services both on campus and remotely, offering students greater flexibility. As a reminder, the best way to stay connected with the College is by checking your HCCC email daily and following the College on social media.

This handbook was created to provide you with valuable information about the people, programs, and services that support the academic, personal, and professional development of all HCCC students. The handbook also introduces you to or reminds you of our College community standards. HCCC is a special place – the diversity of cultures, ethnicities, and traditions of the county are reflected at our College, making the HCCC experience a rich and rewarding one.

From enrollment to graduation and everything in between, we are here to support you in your academic endeavors. Take advantage of all of the support services the college has to offer you. Get involved in co-curricular activities – it will make your experience here more enjoyable and memorable.

Finally, I want you to know that my door is always open. I welcome your feedback, suggestions, and questions about your student experience. You will find my contact information below. On behalf of the entire HCCC community, I wish you much success this academic year!

Yours truly,

Lisa Dougherty, Ed.D.
Senior Vice President for Student Affairs and Enrollment
studentaffairs@hccc.edu
(201) 360-4160

ABOUT THE COLLEGE

MISSION STATEMENT:

Hudson County Community College provides its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

VISION STATEMENT:

As one of the nation's leading and most diverse urban community colleges, we aspire to offer best-practice, transformative, educational, and economic opportunities for our students and all residents of Hudson County.

VALUES STATEMENT:

Hudson County Community College is committed to these values:

- Holistic Services
- Understanding through Data
- Diversity, Equity, and Inclusion
- Student Success
- Open to All
- National Distinction

- Collaboration and Engagement
- Academic Excellence
- Responsible Stewardship of Resources
- Ethical Behavior, Integrity, and Transparency
- Support of Innovation and Leadership



LEADERSHIP & GOVERNANCE

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Officers of the College

Christopher M. Reber, Ph.D., *College President*
Nicholas A. Chiaravalloti, J.D., Ed.D., *Vice President for Vice President for External Affairs and Strategic Initiatives, and Senior Counsel to the President*
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Yeury A. Pujols, Ed.D., *Vice President for Diversity, Equity, and Inclusion*

County Executive and Board of County Commissioners

Craig Guy, *County Executive*
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Jerry Walker, *Vice-Chairperson*
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Yraida Aponte-Lipski
Robert P. Baselice
Albert J. Cifelli, Esq.
Kenneth Kopacz
William P. O'Dea
Caridad Rodriguez

GENERAL INFORMATION

COLLEGE CATALOG

Copies of the College Catalog are available to students to familiarize themselves with curriculum requirements, course descriptions, complete policies, procedures, etc. It is the student's responsibility to educate themselves with the College Catalog. The College Catalog is also available on the College website at [hccc-college-catalog.pdf](#)

PARKING

The College **does not** have student parking lots. There are, however, several paid parking lots in the Journal Square area that offer discounted rates at the following Journal Square locations:

- **Bergen Avenue Parking** (871 Bergen Avenue)
- **Impark** (130 Sip Avenue – across the street from Culinary Conference Center)

For a detailed list and more information on discounted rates, please visit the Front Information Desk inside each College building on the Journal Square campus.

SCHOOL CLOSINGS

The College also provides students and employees with a free emergency alert system called Connect-ED. Rest assured, the personal information you enter into the Connect-ED system is confidential. Signing up is also free; however, mobile-service providers may charge a fee for incoming messages, depending upon one's plan. Please visit [Emergency Notifications \(hccc.edu\)](#) for more information.

SHUTTLE SERVICE

Shuttle service is provided on a first-come-first-serve to facilitate students' travel between Jersey City and North Hudson campuses: [Shuttle Schedule \(hccc.edu\)](#). The shuttle service between the North Hudson Campus and Journal Square Campus is available Monday through Friday during the fall and spring semesters (no service during summer.) The shuttle service is open to HCCC students, staff, and faculty with a current HCCC ID. The shuttle departs from 81 Sip Ave., directly in front of the Student Center and North Hudson Campus entrance. The Safety and Security Office can be reached at (201) 360-4080. The shuttle makes absolutely no unscheduled stops.

WEB SITE

Visit the Hudson County Community College website at [Home \(hccc.edu\)](#)

CAMPUS LOCATIONS

JOURNAL SQUARE CAMPUS

70 Sip Avenue
Jersey City, NJ 07306
Phone: (201) 714-7100
Directions: [Driving Instructions](#)

The facilities at the Journal Square Campus include our Administrative and Student Services Building at 70 Sip Avenue; the Student Center at 81 Sip Avenue; the STEM Building at 263 Academy Street; the Culinary Conference Center at 161 Newkirk Street; and Gabert Library at 71 Sip Avenue. Classrooms, administrative and faculty offices are located at 870 Bergen Avenue, 81 Sip Avenue, 870 Bergen Avenue, and 162-168 Sip Avenue. (See map below)

NORTH HUDSON CAMPUS

4800 Kennedy Boulevard
Union City, NJ 07087
Phone: (201) 360-4627
Directions: [Driving Instructions](#)

Located at 4800 Kennedy Boulevard in Union City, the North Hudson Campus is an entire campus under one roof. The NHC offers a broad range of credit and non-credit courses in a state-of-the-art facility, which includes smart classrooms, a one-stop enrollment center, a library, a bookstore, computer labs and media center, science labs, art studios, large common spaces, student lounge with an outdoor courtyard, and a rooftop terrace. The facility was designed to be ecologically sound with sustainable features throughout. A glass-enclosed pedestrian bridge connects the North Hudson Campus to the Light Rail Transit Station (Bergenline Avenue stop).

SECAUCUS CENTER

Frank J. Gargiulo Campus of the Hudson County Schools of Technology
One High-Tech Way
Secaucus, NJ 07094
(201) 360-4388
Directions: [Driving Instructions](#)

Located at the Frank J. Gargiulo Campus of the Hudson County Schools of Technology, the Secaucus Center provides opportunities for Early College, non-matriculated, and matriculated students to take courses for college credit on-site. The location has full-time staff members to assist with almost all the needs of a Hudson County Community College student, from admissions to advisement to registration. The Secaucus Center also provides free and accessible parking on location.

The College offers classes taught by talented and dedicated faculty in several locations around the county. Classes offered by the College provide the flexibility and diversity needed to address the varied educational needs of a rapidly changing community and workplace. All

courses taught at off-campus locations are for HCCC programs. HCCC exercises complete academic oversight of all its programs and grants all college credits, degrees, and certificates, whether classes are taught on- or off-campus.

[FYI – link to map has changed to [Locations](#)]

BUILDING LOCATIONS AND CODES (SEE MAP)

JOURNAL SQUARE CAMPUS

<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;">A 70 Sip Avenue</td> <td style="width: 50%; padding: 5px;">J 2 Enos Place</td> </tr> <tr> <td style="padding: 5px;">C/D 162-168 Sip Avenue</td> <td style="padding: 5px;">L Gabert Library - 71 Sip Avenue</td> </tr> <tr> <td style="padding: 5px;">E Culinary Conference Center 161 Newkirk Street</td> <td style="padding: 5px;">S STEM (Science, Technology, Engineering & Mathematics) Building 263 Academy Street</td> </tr> <tr> <td style="padding: 5px;">F 870 Bergen Avenue</td> <td style="padding: 5px;">X 26 Journal Square</td> </tr> <tr> <td style="padding: 5px;">G Student Center - 81 Sip Ave.</td> <td></td> </tr> </table>	A 70 Sip Avenue	J 2 Enos Place	C/D 162-168 Sip Avenue	L Gabert Library - 71 Sip Avenue	E Culinary Conference Center 161 Newkirk Street	S STEM (Science, Technology, Engineering & Mathematics) Building 263 Academy Street	F 870 Bergen Avenue	X 26 Journal Square	G Student Center - 81 Sip Ave.		
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F 870 Bergen Avenue	X 26 Journal Square										
G Student Center - 81 Sip Ave.											

NORTH HUDSON CAMPUS



N 4800 Kennedy Blvd., Union City, NJ

SECAUCUS CENTER



One High Tech Way, Secaucus, NJ
Located at the Frank J. Gargiulo Campus of the Hudson County Schools of Technology

OFF-SITE LOCATIONS

For your convenience, the College also offers classes at various offsite locations, including:

BHS – Bayonne High School
669 Ave. A & 29th Street
Bayonne, NJ

UCHS – Union City High School
2500 Kennedy Blvd.
Union City, NJ

HOSPITALS

JCMC – Jersey City Medical Center Barnabas Health Systems
355 Grand Street
Jersey City, NJ

COLLEGE COMMUNITY STANDARDS

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY:

The College and its Board of Trustees (“Board”) are committed to providing a working and learning environment free from discrimination and unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person’s spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers (collectively the “protected classifications”).

The College will not tolerate discrimination or unlawful harassment in admissions to, access to, treatment, or employment in all programs and activities for students and employees, as outlined under *Title VII of the Civil Rights Act of 1964*; *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on race, color, or national origin (including language); *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on disability; *Title II of the Civil Rights Act on Public Accommodations*, *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on sex in education programs or activities; *Age Discrimination Act of 1975*, which prohibits discrimination based on age; and *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on religion in social service programs, including any federal, state, and county regulations and guidelines as may be amended from time to time. Acts or incidents of unlawful harassment should be promptly reported. To contact designated compliance officers, please refer to the information listed below.

Title IX Coordinator:

Yeury Pujols, Vice President for Diversity, Equity, and Inclusion, Ed.D.
201-360-4628 or ypujols@hccc.edu

Section 504/Title II Facilities Coordinator:

Danielle Lopez, Director of Diversity, Equity, and Inclusion for Accessibility Services
201-360-5337 or dlopez@hccc.edu

The College will investigate all reports of unlawful harassment. Retaliation against anyone who takes action to oppose discrimination, files a report grievance or participates in the investigation of a grievance is prohibited. Violation of this Policy will be subject to disciplinary action up to and including termination from employment or removal from campus. Those who violate this Policy also risk personal legal liability.

The Board delegates to the President the responsibility of developing procedures and guidelines for implementing this policy. The Office of Human Resources will ensure compliance with this policy in all personnel actions.

POLICY ON STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES

Hudson County Community College is a community of scholars whose ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The College is committed to preserving the exercise of any right guaranteed to individuals by the constitution. However, practicing and preserving these freedoms and rights requires respect for all in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly operation of the College or with the rights of other members of the College cannot be tolerated.

Within the framework of this commitment, the College grants certain rights to and requires specific responsibilities from each student in the educational community. The statement of rights and responsibilities ensures that all students may pursue their academic goals in an environment free from unreasonable constraints. The review and judicial process that supports this statement of rights and responsibilities protect the students' due process.

- The rights listed in this document shall not be construed to deny or lessen other fundamental constitutional guarantees.
- All students shall enjoy the same fundamental rights and shall be bound by the same responsibility to respect the rights of others.
- Among these fundamental rights are freedom of speech, freedom of the press, freedom of assembly, freedom of association, freedom of religion, freedom of political beliefs, freedom from personal force, violence, and personal abuse, and freedom from unreasonable searches and seizures.
- Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the power to

maintain order within the College and exclude those disruptive to the educational process.

POLICY ON STUDENT GRIEVANCE PROCEDURES

Under present student grievance procedures, students are free to take their concerns to a variety of College and student groups to be heard, but specific steps should be followed:

- A.** Complaints related to the academic experience - e.g., instructor methods, grades, class requirements, etc. (refer students to catalog for grade appeal procedure):
 - 1. Faculty Member
 - 2. School Dean
 - 3. Vice President for Academic Affairs
 - 4. President

- B.** Complaints related to College employees (faculty/staff) regarding sexual, racial, religious, and homophobic harassment:
 - 1. Title IX Coordinator(s) [Title IX Compliance](#)
 - 2. Vice President for Diversity, Equity, and Inclusion
 - 3. President

- C.** Administrative decisions related to payment (e.g., refunds, outstanding obligations, fees, deferred charges, etc.)
 - 1. Bursar/Director of Student Accounts
 - 2. Controller
 - 3. Vice President for Business and Finance/CFO
 - 4. President

- D.** Complaints related to support services for students with disabilities:
 - 1. Director of Diversity, Equity, and Inclusion for Accessibility Services
 - 2. Vice President for Diversity, Equity, and Inclusion
 - 3. President

- E.** Security issues (e.g., property damage, thefts, etc.)
 - 1. Executive Director of Security & Security
 - 2. Controller
 - 3. Vice President for Business and Finance/CFO
 - 4. President

PROHIBITED CONDUCT

- 1. Engaging in any abusive or demeaning conduct or obscene gestures directed toward

- another individual or group creates a hostile environment, disrupts the educational process, or impedes the rights or privileges of other College community members.
2. You are demeaning the race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of individuals.
 3. Obstructing or disrupting teaching, learning, research, administration, discipline procedures, or other college-authorized events.
 4. Directly threatening, verbally assaulting, or harassing an employee (administrator, faculty, and staff), student, or guest(s) of the College.
 5. Failing to comply with directives from a College official (e.g., asked to leave a classroom, vacate an area, produce an I.D. card, etc.).
 6. Engaging in gambling while on College premises or at functions sponsored by the College.
 7. Inappropriate language, disorderly conduct, or lewd, indecent, obscene conduct or expression on campus.
 8. Acts of **dishonesty**, including but not limited to the following:
 - Forgery, alteration, or misuse of any College document, record, or identification instrument.
 - Alteration of College records, documents, or identification instruments or using the same with the intent to defraud.
 - Providing false information to any College official, faculty member, or office.
 - Tampering with the election of any College recognized student organization.
 9. Setting a fire on the campus or campus-related premises without proper authority. Inappropriate use of any explosive, chemical, or flammable substance may present a fire hazard, annoyance, threat, or danger to property, person, and persons on College premises.
 10. Theft, larceny, embezzlement, fraud, or the temporary taking of property or possession of stolen goods without permission.
 11. Theft, sale, and possession of stolen books.
 12. The intentional making of a false report of a bomb, fire, or other emergencies in any building, structure, or facility on College premises or College-related premises by activating a fire alarm or any other manner.
 13. Physical assault, rape, or sexual harassment of an employee (administrator, faculty, staff), student, or guest(s) of the College.
 14. Vandalism, malicious destruction, damage, defacing, or misuse of College, public or private property, including library materials and all computers/equipment.
 15. Unauthorized occupation, entry, or use of any College or College-related facilities or premises.
 16. Participation in a demonstration, riot, or activity that disrupts the normal operations of the College and infringes on the rights of other members of the College community, leading or inciting others to disrupt scheduled and normal activities within any College building or area.
 17. Unauthorized use or possession of any firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials on the campus.
 18. Violation of the College's smoking policy.
 19. Use, possess, manufacture, or distribute any illegal drugs, controlled substances, narcotics, or alcoholic beverages or being under the same influence.
 20. Abuse of the disciplinary process, including but not limited to:

- Failure to obey the summons of the Student Conduct Board or College official.
- Falsification, distortion, or misrepresentation of information before the Student Conduct Board.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Attempting to discourage an individual's proper participation in or use of the judicial system.
- Attempting to influence the impartiality of a member of the Student Conduct Board before and during a judicial proceeding.
- Harassment (verbal or physical) and intimidation of a member of the Student Conduct Board before, during, and after a judicial proceeding.
- Failure to comply with the Student Conduct Code's sanction(s) imposed.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.
- Any other violation of existing local, state, or federal law.
 - The College reserves the right to amend and expand the list of infractions. The College reserves the right to immediately address disciplinary matters through the Office of Student Affairs and Enrollment office.

ANTI-BULLYING POLICY

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment conducive to learning and protecting the rights of individuals. Hudson County Community College defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication or a physical act or gesture exclusion directed at another individual. Bullying may cause physical or emotional harm, create a hostile environment, infringe on a person’s rights, and disrupt the campus environment.

Individuals who believe they are the subject of bullying or know about bullying behavior should immediately report such conduct to the Office of Student Services and the Office of Public Safety & Security. Complaints of bullying will be investigated promptly and in as impartial and confidential a manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies.

The College has a zero-tolerance for any form of cyber-stalking, cyber-bullying, or cyber-sexual harassment.

THE JUDICIAL PROCESS

PHILOSOPHY

Individuals assume specific responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to

comply with civil laws and College regulations. Student conduct that violates these laws and regulations may result in College disciplinary action. The judicial process assumes that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, foster respect for the rights of others, and protect the rights, freedoms, and safety of campus community members.

The purposes of the judicial process are to provide a fair, educational process for accountability of student conduct, to promote the development of individual integrity, to protect the rights of members of the College community, and to uphold the non-academic rules and regulations of the College.

PROCEDURAL REQUIREMENTS: COMPLAINT AND INITIAL INVESTIGATION

Any college community member may file complaints about alleged code of conduct violations against any student. The complaint shall be a written statement citing the code(s) allegedly violated provisions and providing a summary of the facts that constitute a violation.

Complaints shall be filed with the Office of Student Services. The Dean of Student Affairs or designee shall promptly consider and investigate the complaint.

Following the investigation, the Dean of Student Affairs or designee shall determine whether sufficient grounds exist to believe a code violation occurred. When the Dean of Student Affairs or designee has determined insufficient grounds to believe a breach of the code of conduct occurred, the complaint shall be dismissed. In writing, all involved individuals shall be informed of this action. When the Dean of Student Affairs or designee has determined that there are sufficient grounds to believe that a violation of the code of conduct occurred, the Dean of Student Affairs or designee shall either hold an informal hearing or refer the case to the Student Conduct Board, depending on the severity of the alleged violations.

RIGHT TO A HEARING

The accused student shall be entitled to an expeditious hearing of the case. In hearings involving more than one accused student, the Case Manager, at their discretion, may permit the hearings concerning each student to be conducted separately.

NOTICE AND RESPONSE

All charges shall be presented to the accused student in written form. The right to written notice of the charges will be delivered no less than 72 hours before the hearing, except when faced with the end of a semester. In such cases, the student may waive their right to 72 hours' notification to expedite the timely conclusion of a pending hearing. All written notices will be mailed to the student's address as they appear in the official college records. Students are responsible for keeping the Enrollment Services office informed of a current address.

INFORMAL HEARING

In some cases of student misconduct, a formal hearing may not be necessary. It is often true when the student admits responsibility and the violation is less severe. In this case, the

student attends an informal hearing with the Case Manager to discuss the incident, the student's involvement, and any steps that must be taken or sanctions imposed to resolve the matter. An official letter summarizing this discussion will follow this meeting. The letter becomes a part of a student's judicial file.

STUDENT CONDUCT BOARD

In cases where the alleged violation is of such nature that, in the opinion of the case manager, a sanction of suspension or expulsion could be imposed, the matter will be referred to the Student Conduct Board. This authority and responsibility remain with the case manager, who is informed of all proceedings and reviews the determination and recommendations on sanctions. Some matters, such as cases involving student sexual misconduct, are referred to the College's Title IX Officer.

Structure of the Student Conduct Board

- The Student Conduct Board comprises trained College community members, students, faculty, and staff.
- The Dean of Student Affairs appoints an executive chair as a non-voting member. The chair is responsible for keeping notes during the hearing, providing a written summary of the reasoning of the Board, and distributing copies of the charges, decisions, and recommended sanctions.

Members of the Student Conduct Board must disqualify themselves from hearing cases arising out of matters relating to them or concerning persons about whom they are unduly prejudiced.

EVIDENCE, TESTIMONY, AND WITNESSES

The hearing shall be informal and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.

- The student shall be entitled to appear in person to present a defense to the judicial body and call witnesses. The student shall be entitled to refuse to answer questions or may elect not to appear before the judicial body. Should the student elect not to appear, the hearing shall be held in the student's absence. The student shall be entitled to ask questions of the judicial body or witnesses.

RIGHT TO AN ADVISOR

Students may be assisted at hearings by an advisor. The advisor cannot speak for the accused student but can only advise the student. Students must notify the case manager if they intend to bring an advisor and provide the advisor's name 24 hours before the hearing.

BURDEN OF PROOF

After the hearing, the judicial body shall determine, by majority vote (if the judicial body consists of more than one person), whether the student has violated each section of the code of student conduct that the student is charged with violating. The judicial body's determination shall be based on whether it is "more likely than not" that the accused student violated the code of conduct.

PRIVACY AND RECORDS OF THE PROCEEDINGS

Hearings are held in private to protect the confidential nature of the proceedings. There shall be a record of all hearings, such as a tape recording. The record shall be the property of the College.

THE DECISION

The student is notified in writing of the adjudicating body's decision and method of appeal within five school days of the final hearing.

SANCTIONS

Any student found responsible for violating any of the regulations or policies of Hudson CountyCommunity College may be subject to one or more of the following sanctions:

- Verbal Warning
- Formal Written Warning
- Fines and restitution
- Mandatory participation in mental health counseling or an educational program
- Disciplinary Probation: Such status indicates that future policy violations may result in more severe sanctions and suspension or expulsion from the College.
- **Suspension:** The student is prohibited from enrolling in classes or being on College premises for a specified time.
- **Expulsion:** The student is permanently prohibited from enrolling in classes or being on College premises.

EMERGENCY SUSPENSION

If a student's actions pose an immediate threat or danger to any member of the College, the Dean of Student Affairs (in consultation with the Senior Vice President for Student Affairs and Enrollment and Executive Director of Safety and Security) may immediately suspend or alter a student's rights pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude the resolution of the matter through mediation or any other dispute-resolution process. The decision is based on whether the student's continued presence on the College campus reasonably threatens the physical or emotional well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property or any College function.

APPEALS

In writing, the adjudicating body's decision may be appealed by the charged student to the Senior Vice President for Student Affairs and Enrollment within ten school days of the decision's release. Appeals should specify the nature of and reasons for the appeal. The Senior Vice President for Student Affairs and Enrollment may hear the appeal. Appeals shall be based only upon the following grounds:

- Procedural conduct by the adjudicating body may have been prejudicial to the accused student.
- The imposition of sanctions that are disproportionate to the offense.
- The emergence of new evidence that the exercise of due diligence could not have previously been discovered and that, had it been presented at the initial hearing, it would have affected the original decision of the adjudicating body.

The original decisions, including sanctions, on appeal may be sustained, reversed, or modified. The matter may also be returned to the Conduct Board for reconsideration and further findings of fact or determinations. It is at the discretion of the person handling the appeal to refer the matter to another appropriate college body. Appeal decisions generally will be released within 21 business days of receipt of the request. Appeal decisions are final.

SEXUAL HARASSMENT AND TITLE IX POLICY

INTRODUCTION

Link to updated policy: <https://www.hccc.edu/abouthccc/policies/dept/sexual-harassment/index.html>

SEX NON-DISCRIMINATION AND TITLE IX PROCEDURE

Introduction

The College and its Board of Trustees (“Board”) seek to foster a safe and healthy learning and working environment built on mutual respect and trust as outlined in the Sex Non-Discrimination and Title IX Policy. This procedure outlines the process for students, nonstudents, employees, and nonemployees to follow as they experience and respond to sex discrimination and other sexual misconduct occurrences. It also highlights the rights and responsibilities of all parties involved in the process defines important related terms as outlined in Appendix A: Definitions, and provides additional resources and references.

Commitment to an Inclusive and Welcoming Campus Environment

Hudson County Community College (HCCC) aspires to maintain an organizational culture in which all constituent groups acknowledge their differences and identify commonalities while celebrating both. Our shared experiences inspire and inform our commitment to ensuring all communities are served with inclusive, high-quality educational programs that promote student success and upward social and economic mobility. The foundation of the College's mission is recognizing every person's equal and inviolable worth and dignity, independent of their situation, background, or lived experiences. The College is committed to an environment where every person is welcomed and empowered to contribute to shaping HCCC's institutional climate. Sex discrimination is an unacceptable practice in which these principles are compromised. Sex discrimination is unbecoming of HCCC's core principles and aspirations. As such, this behavior is prohibited and not tolerated in any of its forms.

Sex discrimination may include sex stereotypes, sex characteristics, pregnancy or related conditions, and gender identity; sexual exploitation; sex-based harassment, including quid pro quo harassment, hostile environment harassment, and specific offenses such as sexual assault, stalking, and relationship violence of a sexual nature. Sex discrimination follows no patterns as it can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Additionally, sexual misconduct can be committed by any individual regardless of their sex/gender identity or expression, and it can occur between

people of the same or different sex/gender identities or expressions. For additional information about these and other terms, please see *APPENDIX A: DEFINITIONS*.

Any member of the College community who encourages, aids, assists, or participates in any act of sex discrimination against another violates established policy. While this procedure does not fully cover non-sexual violence or discrimination based on a protected class, these conditions are addressed by other policies and procedures governing incidents of that nature.

Training and Education

The College provides educational and prevention programs and information about valuable resources regarding sex non-discrimination and reporting incidents or perceived incidents through regular training of employees. Trainings are offered for new employees, and regular and updated training opportunities are offered for existing employees throughout the academic year. The College also implements prevention and awareness campaigns and offers programs to reduce the risk of non-compliant behavior in the College community. The College encourages students, faculty, administrative and staff employees to learn about sex discrimination.

The Title IX Coordinator and Deputy Coordinators are valuable resources for students, faculty, administrative, and staff employees who have experienced sex discrimination or are interested in learning more about how it affects the campus and society. Additionally, all members of the Title IX team receive external training on issues related to sex discrimination, which includes domestic violence, dating violence, sexual assault, and stalking. For additional information about the Title IX Team, please see *APPENDIX B: TITLE IX TEAM*.

Reporting Incidents

If you have experienced sex discrimination off-campus, you can call local police by dialing 911. You should go to a safe location as soon as possible and seek immediate medical attention if you are injured. If you need immediate assistance on campus, please see the contact information and location of the Title IX Team and Resources in APPENDIX C. ADDITIONAL RESOURCES.

HCCC's proactive prevention of sex discrimination affects all members of the College community, including visitors, non-students, and non-employees. Community members can report incidents of sex discrimination or perceived sex discrimination online by completing a [Care and Concern Form](#) or by email, mail, phone call, or in-person through direct contact with the College's Title IX Coordinator, Deputy Coordinator(s), or designee. For additional information about the Title IX Team, please see APPENDIX B: TITLE IX TEAM. This type of global engagement in responding to sex discrimination incidents, violations, and misconduct is instrumental in fostering a safe and welcoming environment for all.

Responsible employees, such as those employees who have authority to take corrective action or have responsibility for administrative leadership, teaching, or advising, include

faculty members, instructors, adjunct faculty, advisors, administration, and staff, who are required to immediately report any incidents or perceived incidents of such conduct involving any member of the College community or third party. Even if the person making the report requests confidentiality, the employee must report the incident to the Title IX Coordinator, Deputy Title IX Coordinator(s), or designee(s). Please see the section below titled “Confidentiality” for additional information.

Some employees not included above are required to either notify the Title IX Coordinator or provide the contact information of the Title IX Coordinator and information about how to report a complaint of sex discrimination online by submitting a Care and Concern Form. Licensed Mental Health Counselors and Social Workers are not required to immediately report incidents without permission or consent from Complainant, as they are considered confidential employees under the terms of Title IX based on their obligations to maintain patient confidentiality.

A report may be considered a formal complaint when provided as a physical document or an electronic submission containing the Complainant’s physical or digital signature or otherwise indicating that the Complainant is the person filing the complaint.

The College Title IX Coordinator may also sign the formal complaint, or in the absence of a complaint or withdrawal of any or all of the allegations in a complaint, may make a determination whether to initiate a complaint if the alleged is perceived to present an imminent and serious threat to the health or safety of a Complainant or another person, or prevent the College from ensuring equal access based on sex. In that case, the Title IX Coordinator is not a Complainant or a party to the complaint. The Title IX Coordinator may take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur. The College is required by New Jersey state law to report alleged incidents of sexual assault to the appropriate law enforcement agencies.

When a student, employee, or third party seeks to make a complaint but perceives a conflict of interest or bias with the Title IX team members, they may contact the Title IX Coordinator, a Deputy Title IX Coordinator, or any other members of the Title IX team.

Investigation and Disciplinary Process

Preliminary Determination

Following the receipt of a complaint, the Title IX Coordinator or designee will make a preliminary determination as to whether the complaint falls within the purview of the Sex Non-Discrimination and Title IX Policy and whether there appears to be a sufficient basis to conduct a full investigation. Upon the direction of the Title IX Coordinator, the Deputy Title IX Coordinator, designee, or trained investigators may schedule initial meetings with both the Complainant(s) and Respondent(s) to gather additional details about the incident in order to arrive at the case’s preliminary determination. The burden of proof and gathering sufficient evidence to determine responsibility rests on the investigators, not the parties. For more information about the preliminary determination, please read the section titled “Initial Assessment.”

Written Notice

Upon receiving a formal complaint of sex discrimination and determination of Title IX applicability and jurisdiction, the Title IX Coordinator or designee will provide written notice to all known parties. This notice will include:

- Notice of the College's grievance process that complies with this section, including any informal resolution process.
- Notice of the allegations of sex discrimination as defined in this procedure, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview, including:
 - The identities of the parties involved in the incident, if known;
 - The conduct allegedly constituting sexual harassment as defined in this policy;
 - The date and location of the alleged incident, if known;
 - A statement noting that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made after the grievance process;
 - A notice informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, who may inspect and review evidence;
 - A notice informing the parties of any provision in the HCCC Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process; and,
 - A notice informing the parties of any additional allegations added after the initial notice to the parties whose identities are known.

Investigation

The Title IX Coordinator and designees will adhere to the following guidelines during the investigatory process:

- Equitable treatment of Complainants and Respondents.
- Conflict-of-interest and bias free Title IX Coordinators, investigators, and decisionmakers.
- Presumption that the Respondent is not responsible until a determination is made.
- Reasonably prompt timeframe for all stages.
- Reasonable steps to protect privacy of all parties and witnesses.
- Objective evaluation of relevant evidence and the exclusion of impermissible evidence.
- Securing the party's voluntary written consent for accessing their records made or maintained by a physician, psychiatrist, psychologist, or other recognized professionals or paraprofessionals acting or assisting in their professional or paraprofessional capacity.
- Obtaining written permission from a minor's parent or guardian to access privileged records if a party is a minor.

- Providing equal opportunity for the parties to present witnesses, including facts, expert witnesses, and other evidence; and to access the relevant and not otherwise impermissible evidence.
- Implementation of a policy that does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence; and to assess credibility when credibility is in dispute and relevant, including questioning a party or witness during meetings, or in a live hearing.
- Use of preponderance of the evidence standard of proof to determine whether sex discrimination occurred.
- Providing the parties with the same opportunities to have an advisor of choice present during any grievance proceeding, for complaints involving a student(s):
 - The advisor is not permitted to speak on behalf of the parties or actively participate in the investigation beyond providing advice directly to the party.
 - Advisors who continuously violate this stipulation may be barred from participating further, upon which the party may select another advisor.
- When there is a determination of sex discrimination, ensuring remedies for the Complainant or others and disciplinary sanctions for those responsible, and other appropriate prompt and effective steps to ensure that sex discrimination does not occur or recur.

Investigative Report

After the investigation, the investigative team will prepare a draft report summarizing the relevant evidence obtained.

Before completing the investigative report, the Title IX Coordinator or designees will send to each party and the party's advisor, if any, all evidence obtained that is directly related to the complaint to review in an electronic format or a hard copy. The document submitted may also include evidence upon which the College does not intend to rely in reaching a determination regarding responsibility.

Opportunity to Respond

The parties will have ten (10) calendar days to submit a written response that the investigator will consider before finalizing the investigative report. All the evidence, independent of whether it is relevant to the investigation, will be available for the parties' inspection and review. The report will also be available to each party at the hearing to provide an equal opportunity to reference the evidence during the hearing, including for purposes of cross-examination.

Final Report

After allowing the parties to respond and considering any comments received, the investigator may amend the draft report or conduct further investigation. At least ten (10) calendar days before a hearing (if there is a hearing), or at least ten (10) calendar days prior to a determination regarding responsibility, the investigator will send to each party and the party's advisor, if any, the draft investigative report, in an electronic format or a hard copy,

for their review and submission of any formal written response(s) or objections. Any such formal written objections will be added to the final report. The final report shall fairly summarize all relevant evidence.

Initial Assessment

The Title IX Coordinator or designee may assist the Complainant with understanding the procedure, their options, and accessing resources. If the Complainant chooses to file a complaint and move forward with a formal or informal resolution process, the next step is an Initial Assessment. The Title IX Coordinator assesses the allegations to determine appropriate jurisdiction and applicable policies/procedures.

Under the federal Title IX regulations, the Title IX Coordinator is required to dismiss any formal complaint if one or more of the following is true:

- The alleged conduct would not constitute sex discrimination as defined within the Sex Non-Discrimination Policy and Procedure, even if proved;
- The alleged conduct did not occur in HCCC's education program or activity;
- The alleged conduct did not occur against a person in the United States; or
- The Complainant is not participating or attempting to join in HCCC's education program or activities when filing the complaint.

The Title IX Coordinator may dismiss any formal complaint if one or more of the following is true:

- At any time during the investigation or hearing, a Complainant notifies the Title IX Coordinator in writing that he or she would like to withdraw the formal complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by HCCC; or
- Specific circumstances prevent HCCC from gathering sufficient evidence to determine the formal complaint or allegations.

Upon a dismissal required or permitted under the federal Title IX regulations, the Title IX Coordinator will simultaneously send the parties written notice of the decision with the rationale. The parties can appeal this decision by following the procedures outlined below. If dismissal occurs, the Title IX Coordinator may refer or reinstate the allegations for resolution under an alternative campus process, policy, or procedure, if appropriate.

Supportive Measures

Upon filing an incident report of any alleged violations of the College's Sex Non-Discrimination Policy, the Title IX Coordinator may take specific measures. They may include reaching out and providing support to the person filing the complaint, providing supportive and interim measures, as outlined below, and explaining the overall process and how to file a formal complaint if one has not been filed.

Supportive measures will be provided equitably to the Complainant and the Respondent continuously throughout the process. Supportive measures are non-disciplinary, non-

punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after filing a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment or to deter sexual harassment. Supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations;
- Leaves of absence or paid administrative leave;
- Increased security and monitoring of certain areas of the campus; and
- Other similar measures that may be required.

The College will maintain the confidentiality of any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability to provide the support.

Student respondents may be removed from the College's education program or activity on an emergency basis. Emergency removal may be undertaken after an individualized safety and risk analysis and a determination of an immediate threat to the physical health or safety of any student or another individual arising from the allegations of sex discrimination justifying removal. This process will be respectful of all rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, as may be applicable. An employee Respondent may be placed on paid administrative leave during the investigation or grievance process. Upon removal, Respondents will be provided an immediate decision notice and all pertinent details highlighting the opportunity and steps to challenging the decision.

Informal and Formal Mechanisms for Complaint Resolution

Informal Resolution Process

After a formal complaint has been filed, before a written determination of responsibility, and upon all parties' voluntary, informed, written consent (except when the respondent is an employee), the College will offer the opportunity to engage in an informal resolution process. The informal resolution provides the Complainant the opportunity to address the respondent in the presence of a well-trained facilitator and communicate their feelings and perceptions regarding the alleged incident, the impact of the incident, and expectations regarding protection in the future. The Respondent will have an equal opportunity to respond and address any concerns as well.

The Complainant and the Respondent may select an advisor to accompany them throughout the informal resolution process. During the informal resolution stage, the advisor may not speak on behalf of the Complainant or Respondent nor question the other parties involved. Informal resolution cannot result in the formal sanctions of suspension or expulsion from the College of the Respondent. Informal resolution may result in imposing protective actions agreed upon by the parties. Either party may elect to end such proceedings and initiate the formal grievance process prior to the conclusion of the informal resolution. In such cases, statements of the parties elicited during the informal resolution process may be used as evidence in the formal grievance process. The Title IX Coordinator or designee may determine that additional supportive measures are necessary until all formal College grievance procedures are completed, including the appeals process.

In order to promote honest and direct communication, information disclosed during informal resolution will remain confidential while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College. The investigation informal resolution process should conclude within sixty (60) calendar days with a written resolution.

Formal Grievance Process

Upon the conclusion of the investigation, if the formal complaint is not dismissed or the informal resolution does not result in a mutual agreement, the complaint will progress to a formal live hearing.

Live Hearings

The Title IX Coordinator may require a live hearing during the investigation process. The hearing will be led by a trained individual or individuals (hereafter referred to as the decision-maker(s) separate from the Title IX Coordinator or designee and any individuals involved in the investigation). All parties will have the opportunity to have others present, including an advisor of their choice.

At the request of either party, the College will arrange for the live hearing to occur virtually, with the parties located in separate rooms equipped with technology that enables the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Hearings may be conducted with all parties physically present in the same geographic location, or all parties, witnesses, and other participants may appear at the live virtual hearing. An audio or audiovisual recording, or transcript, of any live hearing will be made available to the parties for inspection and review.

At the live hearing, the parties can present statements, witnesses, and evidence supporting those statements. Both parties, as well as their designated advisor, will be permitted to address statements made by the other party and any witnesses under the following conditions:

- Only relevant questions, including in the cross-examination, may be asked of a party or witness;

- Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as inappropriate;
- Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior concerning the Respondent and are offered to prove consent.
- Such questioning at the live hearing must be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally.

Written Determination and Appeals

Within 14 calendar days of the conclusion of formal live hearings, the decision maker(s) will simultaneously issue a written determination to the parties. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- Description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the College's Code of Conduct (policies) to the facts; and
- Statement of, and rationale for, the result as to each allegation, including:
 - Any disciplinary sanctions imposed on the respondent.
 - Whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the Complainant.

All parties are permitted to file an appeal from a determination regarding responsibility or dismissal of a formal complaint or individual allegations on the following basis:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
- Title IX Coordinator, the investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Appeals must be received, in writing, by the Title IX Coordinator(s) within one week (7 calendar days) of the date of the notice of dismissal or the determination. Appeals may be submitted by email, mail, or in person.

The determination regarding responsibility becomes final on the date that the College

provides the parties with the written decision of the result of the appeal, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Disciplinary Measures

The College will cooperate with Complainants who seek criminal prosecution under New Jersey State Penal Law to the permitted level. Any student Respondent under investigation for violating the Sex Non-Discrimination and Title IX Policy may face disciplinary action under the College's Student Conduct process.

Any faculty, staff, or third party accused of sex discrimination may also be prosecuted under New Jersey State criminal statutes. Any faculty, administrative, or staff employee charged with such an offense will also be subject to the rules and procedures outlined in the Sex Non-Discrimination Policy and/or provisions of other applicable College policies or procedures, including those outlined in the Employee Handbook or Faculty Handbook, as amended from time to time, irrespective of collective bargaining agreements, which apply independently of any legal proceedings.

The College has the right and obligation to report instances of alleged sex discrimination to criminal authorities without the express consent of the complainant, and where a legal obligation mandates such reporting (e.g., if there is suspected assault and/or abuse or neglect of a minor).

Confidentiality

The resolution and investigative process is confidential. The College will protect the confidentiality of all parties throughout the resolution process, consistent with state and federal law provisions. Any required release of information about a resolution will be accomplished without including identifying information about the Complainant. Information about the Respondent will only be released to the extent permitted by law.

To protect the safety and inclusion of the individuals involved in the incident, the Title IX Coordinator or designee will make every effort to maintain the confidentiality of all parties involved during the inquiry or investigation into allegations of sex discrimination. If a Complainant or Respondent requests confidentiality of name(s), the Title IX Coordinator or designee will weigh that person's request with the College's obligation to provide a safe learning and working environment. Although the College will try to honor those requests, there may be instances where disclosure on an as-needed basis is necessary to ensure the safety and security of the College community.

Retaliation

The College prohibits retaliation including peer retaliation. No member of the College community may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. The College will

respond to conduct that reasonably may constitute retaliation using the same process it uses for other forms of sex discrimination. The exercise of rights protected under the First Amendment does not constitute retaliation.

Approved: November 2018; Amended November 2019; October 2022; August 2024

Approved by: President's Cabinet

Category: Sex Discrimination

Responsible Department: Diversity, Equity and Inclusion, Human Resources, Student Affairs

Scheduled for Review: October 2026

APPENDIX A: DEFINITIONS

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities operated by recipients of federal financial assistance. Sex Discrimination jeopardizes equal access to education, and Hudson County Community College's Sex Non-Discrimination and Title IX Procedure provides guidelines for addressing alleged acts of sex discrimination. The procedure may be applied to handle sex discrimination that includes the definitions outlined below:

Sex-based harassment: a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, that may be:

- 1) Quid pro quo harassment;
- 2) Hostile environment harassment; and/or
- 3) Specific offenses.

Student with a disability means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, 29 U.S.C. 705(9)(B), (20)(B).

Supportive measures mean individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- 1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
- 2) Provide support during the recipient's grievance procedures under § 106.45, and if applicable § 106.46, or during the informal resolution process under § 106.44(k).

Sexual Harassment: Unwanted conduct that is based on an individual's sex, sexual orientation, gender identity, or gender expression and that:

- Conditions the provision of an educational or employment aid, benefit, or service on an individual's participation in unwelcome sexual conduct (otherwise known as "quid pro quo");
- A reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity (otherwise known as "hostile environment").

Complainant: A student or employee or a non-student or non-employee who was participating or attempting to participate at the time of the alleged sex discrimination. The Complainant may be treated as a party even if the Complainant chooses not to participate in the grievance process.

Complaint: an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX.

Formal Complaint: A formal complaint means a written and signed document filed by the Complainant or signed by the Title IX Coordinator or designee alleging sex discrimination against a respondent and requesting that HCCC investigate the allegation of sex discrimination. An investigation may include at a minimum an initial assessment.

Respondent: A person who is alleged to have violated HCCC's prohibition on sex discrimination. The Respondent is a party for the purposes of this procedure.

Party: A Complainant or Respondent

Actual knowledge: Notice of sex discrimination or allegations of sex discrimination to the College's Title IX Coordinator(s) or any College official who has authority to institute corrective measures on behalf of the College. This would include personal observation of sexual harassment conduct by an employee or student.

Officials with Authority: Includes Title IX Coordinator(s) or any College official who has authority to institute corrective measures on behalf of the College. Upon actual knowledge, officials with authority must take immediate and appropriate steps to investigate and take prompt and effective action to stop sex discrimination, prevent its recurrence, and remedy the effects.

Responsible employees: An employee who has authority to take action to redress the discrimination; has the duty to report sex discrimination or other types of misconduct to appropriate officials; or someone a student could reasonably believe has this authority or responsibility. The College requires all responsible employees to report sex discrimination to the Title IX Coordinator.

Confidential Employee: An employee, such as a Licensed Mental Health Counselor or Social Worker, whose communications are privileged or confidential under Federal or State law. The employee's confidential status, for purposes of this procedure, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies.

Remedy(ies): Where a determination of responsibility for sex discrimination has been made against the Respondent, the College may provide remedies to the Complainant. The remedy(ies) may be designed to restore or preserve equal access to the College's educational program or activity. Remedies may include individualized services and supportive measures, and can be disciplinary or punitive, and need not avoid burdening the

respondent.

Standard of Evidence: The College uses a “preponderance of the evidence” standard for all formal complaints of sex discrimination, which means that the evidence more likely than not supports or does not support the allegations made. The same standard of evidence is used for complaints against students and employees, including faculty.

Discrimination: The unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex. Under Title IX, discrimination may include allegations of sex or gender discrimination, or program equity.

Harassment: Under Title IX, sexual harassment may include quid pro quo, hostile environment, or retaliation.

Sexual Assault:

- Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - *Rape* is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of any individual, regardless of their sex or gender identity/expression.
 - Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent.
 - *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation: Occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her/their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include but are not limited to making public sexual activity with another person without that other person’s consent; prostituting another person; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of consent (such as letting someone hide in the closet to watch you having consensual sex); viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent; and/or knowingly transmitting HIV or an STI (Sexually Transmitted Infection) to another member of the campus community.

Sex-Based Harassment: Includes sexual harassment and gender-based harassment.

Gender-Based Harassment: Includes unwelcomed conduct of a nonsexual nature based on a person's actual or perceived sex, including behavior based on gender identity, gender expression, and gender nonconforming behavior that creates a hostile environment for the student or employee.

Quid Pro Quo Sexual Harassment or Request for Sexual Favors: Unwanted conduct of a sexual nature in which submission to such conduct is made either explicitly or implicitly (or a factor affecting) a term of condition of an individual's education, living environment, employment, or participation in a school activity or program.

Hostile Environment: A "hostile environment" exists when sex-based harassment is so severe, pervasive, and objectively offensive to deny or limit the person's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in a College's program or activity (e.g., administrators, faculty members, students, and campus visitors). In determining whether sex-based harassment has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the person who was harassed. However, the College will also need to find that a reasonable person in the person's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for any member of the College community, the College considers a variety of factors related to the severity, pervasiveness, objectively offensiveness of the sex-based harassment including:

- 1) The type, frequency, and duration of the conduct;
- 2) The identity and relationships of persons involved;
- 3) The number of individuals involved;
- 4) The location of the conduct and the context in which it occurred; and,
- 5) The degree to which the conduct affected a student's education, an employee's employment and/or a visitor's purpose on campus. The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Violence is committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- To be categorized as an incident of domestic violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress. For the purposes of this definition:
 - "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.
 - "Substantial emotional distress" means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Cyberstalking: Is a non-physical form of stalking and is a violation of this policy. Therefore, using electronic media such as the internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the Sexual Harassment Policy.

Pregnancy or related conditions: Includes pregnancy, childbirth, termination of pregnancy, or lactation; medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related. Basis for discrimination may be against any student or by exclusion of any student from the education program or activity, including any class or extracurricular activity based on such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Consent: With all cases of a sexual nature, consent is granted only when a person freely,

actively, and knowingly agrees at the time to participate in a particular sexual act with another person. Consent exists when mutually understandable words and/or actions demonstrate a willingness to participate in a mutually agreed upon activity at every stage of that sexual activity. Either party can verbally or non-verbally withdraw consent at any stage. Consent cannot be assumed from partner silence, manner of dress, or be based on a previous or ongoing sexual relationship.

Incapacity: A person is considered incapable of giving consent if he/she/they is:

- Under the age of consent, which is 16 in New Jersey;
- Asleep, unconscious, and/or losing and regaining consciousness;
- Under threat of physical force or coercion, intimidation, or duress; or
- Mentally or physically incapacitated; for example, by medication, alcohol and/or other drugs. Evidence of physical or mental incapacity will be determined by assessing context clues such as:
 - A witness or the respondent may know how much the other party has consumed.
 - Slurred speech.
 - Bloodshot eyes.
 - The smell of alcohol on the breath.
 - Shaky equilibrium.
 - Vomiting.
 - Outrageous or unusual behavior.
- Lack of protest does not imply consent. Under no circumstance does a current or previous dating relationship constitute consent.

Program or activity and program: includes all of the operations of HCCC.

Retaliation means intimidation, threats, coercion, or discrimination against any person by HCCC, a student, or an employee or other person authorized by HCCC to provide aid, benefit, or service under HCCC's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part, including in an informal resolution process.

Peer Retaliation: means retaliation by a student against another student.

Relevant means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

APPENDIX B: TITLE IX TEAM

Title IX Coordinator:
Yeury Pujols, Ed.D.

Diversity, Equity, and Inclusion

Vice President for Diversity, Equity, and Inclusion
71 Sip Avenue - 6th Floor
Jersey City, NJ 07306
(201) 360-4628
ypujols@hccc.edu

In addition, incidents or perceived incidents of Sexual Harassment may also be reported to any of the following College's Deputy Title IX Coordinators:

Human Resources

Vice President for Human Resources
70 Sip Avenue – 1st Floor
Jersey City, NJ 07306
(201) 360-4071

Lisa Dougherty, Ed.D., MHRM

Student Affairs and Enrollment

Senior Vice President for Student Affairs and Enrollment
70 Sip Avenue – 1st Floor
Jersey City, NJ 07306
(201) 360-4111
ldougherty@hccc.edu

David D. Clark, Ph.D.

Student Affairs and Enrollment

Dean of Student Affairs
81 Sip Avenue – 2nd Floor
Jersey City NJ 07306
(201) 360-4189
dclark@hccc.edu

Christopher Conzen, Ed.D.

Student Affairs and Enrollment

Executive Director of the Secaucus Center
1 High Tech Way
Secaucus, NJ 07094
(201) 360-4386
cconzen@hccc.edu

John Quigley, B.A.

Office of Safety and Security

Executive Director of Safety and Security
81 Sip Avenue – 2nd Floor - 2R
Jersey City, NJ 07306
(201) 360-4081
jquigley@hccc.edu

Joseph Caniglia, M.A.
North Hudson Campus
Executive Director of the North Hudson Campus
4800 Kennedy Blvd. – 7th Floor
Union City, NJ 07087
(201) 360-5346
jcaniglia@hccc.edu

Suppose the incident, policy, or procedure about which a student, employee, faculty member, or third party seeks to file a report or complaint creates the appearance of a conflict of interest with any of the Title IX compliance team members. In that case, complainants may contact any other team member directly.

APPENDIX C: ADDITIONAL RESOURCES

OFFICES AND EMERGENCY RESOURCES:

ON-CAMPUS

Office of Student Affairs
81 Sip Avenue – 2nd Floor
Jersey City, NJ 07306
(201) 360-4602

Executive Director North Hudson Campus
4800 Kennedy Blvd. – 7th Floor
Union City, NJ 07087
(201) 360-5346

Executive Director of Secaucus Center
1 High Tech Way
Secaucus, NJ 07094
(201) 360-4386

Office of Human Resources
70 Sip Avenue – 3rd Floor
Jersey City NJ 07306
(201) 360-4073

Safety and Security Coordinator - JSQ
Journal Square Campus
81 Sip Avenue – 2nd Floor 2R
Jersey City NJ 07306
(201) 360-4080

Safety and Security Coordinator - NHC

North Hudson Campus
4800 Kennedy Blvd. – 2nd Floor
Union City NJ 07087
(201) 360-4777

OFF-CAMPUS RESOURCES

Jersey City Police – West District Office

1 Jackson Street
Jersey City, NJ 07304
Office: (201) 547-5450
Fax: (201) 547-5077

Union City Police Department

3715 Palisade Ave.
Union City, NJ 07087
Office: (201) 348-5790
Fax: (201) 319-0456
<http://unioncitypd.org>

Jersey City Medical Center

355 Grand Street
Jersey City, NJ 07302
Office: (201) 915-2000
<http://www.libertyhealth.org>

Hackensack Meridian, Palisades Medical Center

7600 River Road
North Bergen, NJ, 07047
Office: (201) 854-5000
<http://www.palisadesmedical.org>

Hudson SPEAKS

(Supports Prevents, Educates Advocates to Keep Strong)

Formerly Hudson County Rape Crisis Center

Christ Hospital and CarePoint Health

179 Palisades Avenue
Jersey City, NJ 07306
24 Hr. Hotline: (201) 795-5757
Office: (201) 795-8741 or (201) 795-5816
Fax: (201) 795-8761 or (201) 418-7017

Newark Beth Israel Medical Center

(201) Lyons Avenue
Newark, NJ 07112
(973) 926-7000

Saint Barnabas Medical Center

94 Old Short Hills Road
Livingston, NJ 07039
(973) 322-5000

Mountainside Hospital

1 Bay Avenue
Glen Ridge, NJ 07028
(973) 429-6000

EDUCATIONAL RESOURCES AND INFORMATION

Bystander Intervention Information

Suppose someone suspects that another individual may be in a high-risk situation to become a victim of any form of Sexual Harassment. Deciding whether there is a safe and reasonable way to intervene effectively as a bystander is essential.

New Jersey State has no legal obligation for a bystander of a potentially violent situation or crime to intervene or act. Bystanders are encouraged to act if there are safe and reasonable ways to intervene and discourage people from being uncivil towards each other to foster a safer environment for everyone.

Bystander Tips:

- Remind others that “consent” is the difference between sex and sexual assault and that someone can be too intoxicated or otherwise physically or mentally incapacitated to consent.
- Take the initiative to help others who are not thinking clearly from becoming targets of violence (or) take steps to stop a friend who chooses to use violence.
- Prevent an intoxicated person from going to a private location with a stranger or an acquaintance.
- Do not leave anyone, whether a friend or an acquaintance, alone at a party or a bar.
- Ask anyone, whether an acquaintance or stranger, who is attempting to engage in Sexual Harassment to stop and leave the location.
- Recognize dating or domestic partners who cause fear or physical pain to their partner and voice your concerns where appropriate; one suggestion is referring the student to the proper counselors and faculty, administrators, or staff to Human Resources.
- Contact Campus Security, Human Resources, Dean of Student Affairs, and Executive Directors of the North Hudson Campus and Secaucus Center or another person of authority who can assist.

Contact Information or Questions about Bystander Intervention:

- Office of Human Resources: (201) 360-4073
- Office of Diversity, Equity, and Inclusion: (201) 360- 5399

- Dean of Student Affairs: (201) 360-4602
- Executive Director North Hudson Campus: (201) 360-5346
- Executive Director of Secaucus Center: (201) 360-4386
- Office of Safety and Security Department (Journal Square Campus): (201) 360-4080
- Office of Safety and Security Department (North Hudson Campus): (201) 360-4777
- Counseling Center: (201) 360-4155

What You Can Do if You Have Experienced Sexual Assault

The College is committed to providing confidential, nonjudgmental, and appropriate support services for all sexual assault survivors, regardless of gender, ethnicity, race, sexual orientation, age, ability, immigration status, or whether or not they are reluctant to report the crime. It is essential to understand that you are not at fault for the assault in any way. No one ever deserves to be assaulted, and persons who commit sexual assault do so out of a need to control, dominate, abuse, and humiliate.

Get to a Safe Space Immediately

It would help to find a place where you feel comfortable and safe from harm. It could be your home, a hospital, the police station, a friend's room, or their home. If you are on campus and need assistance, you can call Safety and Security at (201) 360-4080 (Jersey City) or (201) 360-4777 (North Hudson). If you are off campus, you can call **911**.

Seek Medical Attention As Soon As Possible

Even if you do not want to report the sexual assault to the police, or if it has been a while since the assault, you may still benefit from medical attention. Evidence collection may be possible through a "rape kit" if you have been sexually assaulted in the past 96 hours/4 days. The hospitals listed in this policy have Sexual Assault Nurse Examiner (SANE) programs, which utilize specially trained nurses to collect evidence and administer care. In addition to gathering evidence, health concerns such as sexually transmitted infections (STI), pregnancy, and treatment of injuries will be addressed. It is crucial to have the evidence collected. Although you may not want to pursue criminal action immediately, you may change your mind in the future.

If you want evidence to be collected at the hospital, do not shower, bathe, douche, wash your hands, brush your teeth, or comb your hair. Even though you may desperately want to clean yourself, you may destroy necessary evidence if you do so. If you have done any of the things mentioned, it is okay, and finding evidence may still be possible. You are encouraged to bring a change of clothing if you choose to have medical personnel collect evidence.

Report the Incident

The College encourages individuals to report all cases of Sexual Assault. Reporting an incident to the College is different from legal prosecution. You are not obligated after reporting an incident to cooperate in a criminal investigation; however, the College is obligated to report the incident to appropriate law enforcement agencies.

To Report an Assault, Contact Any One of the Following Offices:

- Office of Diversity, Equity, and Inclusion: (201) 360-5399

- Office of Human Resources: (201) 360-4073
- Dean of Student Affairs: (201) 360-4602
- Executive Director of North Hudson Campus: (201) 360-5346
- Executive Director of Secaucus Center: (201) 360-4386
- Office of Safety and Security (Journal Square Campus): (201) 360-4080
- Office of Safety and Security (North Hudson Campus): (201) 360-4777
- Counseling Center: (201) 360-4155

COLLEGE POLICIES, PROCEDURES AND GUIDELINES

ACADEMIC INTEGRITY POLICY

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value. Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course, without discussing this first with instructors.
- Submitting *plagiarized work*. *Plagiarism* is the use of another writer's or an application's words or ideas without properly crediting that source. This unacknowledged use may be from published books or articles, the Internet, or another student's work.
- Using artificial intelligence and/or machine learning tools/aides to complete an assignment (e.g., essay, research paper, discussion forum, exam, quiz, etc.) and represent the work entirely as one's own.

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the college's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. Serious cases may be reported to a division dean or director for further disciplinary action, including suspension or dismissal from HCCC.

VIOLATIONS OF ACADEMIC INTEGRITY

When students dishonestly meet their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects or for the entire course. In some cases,

severe academic integrity violations may warrant further disciplinary action.

VIOLATIONS REPORTED TO THE SCHOOL DEAN OR DEAN OF STUDENT AFFAIRS

Depending on the severity of the violation(s), the School dean will determine whether further disciplinary action is warranted. The Dean of Student Affairs assists Academic Affairs in maintaining an elevated level of academic integrity on campus. The Dean of Student Affairs works with the faculty and School deans to educate students about academic dishonesty and adjudicate disciplinary cases where there are suspected violations of college policies. Should a breach of HCCC's academic integrity standards warrant a disciplinary hearing with the Dean of Student Affairs, sanctions may include suspension, expulsion, or other appropriate measures.

ACCESSIBILITY SERVICES GRIEVANCE PROCEDURE FOR STUDENTS

The College has implemented this procedure for students with documented disabilities who have requested accommodations in compliance with the steps outlined in the College's Student Process for Requesting Accommodations but believe they have not been granted appropriate or have been denied reasonable accommodations, approved accommodations have not been effectively implemented; or have been the subject of possible discriminatory treatment based on their disability.

I. Internal Grievance Procedure

For complaints specifically related to services and accommodations for students with disabilities at Hudson County Community College through the Office of Accessibility Services, the following procedure should be observed:

- A. Students experiencing difficulty or issues with academic accommodations, auxiliary aids, and services offered by the Office of Accessibility Services are encouraged to discuss their concerns informally with the Coordinator of Accessibility Services, who initially makes the recommendations.
- B. If a consensus cannot be reached with the Coordinator, the student is encouraged to:
- C. Send a written complaint via email to the Director of Diversity, Equity, and Inclusion for Accessibility Services (Section 504/Title II Facilities Coordinator) within 30 business days of the discussion with the Coordinator of Accessibility Services.
- D. The written complaint should include the student's name, identification number, and details of the alleged violation.
- E. This notice will serve as an official complaint.
- F. The Director will conduct a thorough investigation as may be appropriate. All involved persons will be asked to submit evidence relevant to the complaint.

- G. After the investigation is completed, the Director will provide a written determination providing validity of the complaint and resolution, which will be forwarded to the student within 30 business days after the filing.

II. Appeal Process

After completing the investigation, unsatisfied students may request that their accommodation(s), complaint denial, or implementation plan be reviewed and reconsidered by the Vice President for Diversity, Equity, and Inclusion.

- A. The student should submit a written appeal via email to the Vice President for Diversity, Equity, and Inclusion detailing the alleged violation and including their name and student identification number.
- B. The Vice President for Diversity, Equity and Inclusion will:
- C. Review the request and related documentation.
- D. Meet with the student to discuss the specifics of the case.
- E. Submit a written determination to the student within thirty (30) business days of receipt of the appeal.
- F. The outcome of this appeal will be considered final.

III. Grievance Against the Office of Accessibility Services

Students seeking to file a complaint against the Office of Accessibility Services will follow the Appeal Process outlined above by submitting their complaints directly to the Vice President for Diversity, Equity, and Inclusion.

IV. Accessibility Resources for Students

Below are the names and roles of relevant College officials who serve as Accessibility Services resources for students seeking guidance or support:

Danielle Lopez
Director of Diversity, Equity, and Inclusion for Accessibility Services
Section 504/Title II Facilities Coordinator

Office of Accessibility Services
71 Sip Avenue (L011)
Jersey City, NJ, 07306
(201) 360-5337
dlopez@hccc.edu

Karine Davis
Coordinator of Accessibility Services
Office of Accessibility Services
71 Sip Avenue (L011)
Jersey City, NJ, 07306
(201) 360-4163
kdavis@hccc.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student records are protected following the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Student academic records are maintained in the Registrar's Office.

College officials may view them with a legitimate educational interest and others as authorized by law. To protect the privacy of the student, the student's grades and other non-directory information will be released only to the student and not to family members without written release. For protection, the student must present valid identification when requesting any information relating to their record. Contact the Registrar's Office at (201) 360-4120 for more details.

Student records are protected following the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Student records will only be released upon written authorization from the student. Under FERPA, Hudson County Community College may release "directory information" without the student's consent. Directory information may include name, address, telephone listing, electronic mail address, date and place of birth, photographs, the field of study, enrollment status (full and part-time), degrees and awards given, dates of attendance, most recent previous school attended, and grade level. A student who wishes to prevent the disclosure of directory information must submit a written request to the Registrar's Office no later than the tenth day of the start of each semester. FERPA applies to high school students taking courses with HCCC.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after Hudson County Community College receives an access request. A student should submit a written request to the registrar, dean, head of the academic department, or another appropriate official identifying the record(s) the student wishes to inspect. The school official will make access arrangements, notify the student of the time, and place the documents that may be reviewed. Suppose the school does not maintain the records of the official to whom the request was submitted. In that case, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise violate the student's privacy rights under FERPA. A student who wishes to ask the school to amend a

record should write the school official responsible for it, clearly identify the part of the record the student wants to be changed, and specify why it should be changed. Suppose the school decides not to amend the record as requested. In that case, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. When informed of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.

- The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hudson County Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

STUDENT CORRESPONDENCE

Individual students may not write to anyone in the name of Hudson County Community College unless done officially by a student organization or with approval from an official office of the college.

STUDENT E-MAIL PROCEDURE

Please refer to the [Acceptable Use for Information Technology Systems Procedure](#) Hudson County Community College Email Procedure, excerpted here for convenience.

Individuals with access to the College's IT Systems are responsible for using them professionally, ethically, legally, and following applicable College policies and procedures. Users should maintain an academic and work environment conducive to efficiently and productively carrying out the College's mission.

Electronic communications whose meaning, transmission, or distribution are illegal, unethical, fraudulent, defamatory, harassing, irresponsible, or violate College policies or procedures are prohibited. Electronic communications should not contain anything that could not be posted on a bulletin board, seen by unintended viewers, or appear in a College publication. Material considered inappropriate, offensive, or disrespectful to others should not be sent or received as electronic communications using College facilities. The CIO will oversee the enforcement of this procedure.

A. Actions Considered Violations of this email procedure are as follows:

1. Sending unauthorized bulk email messages (“junk mail” or “spam”).
2. Using email for harassment, whether through language, frequency, content, or size of messages.
3. Forwarding or otherwise propagating chain letters and pyramid schemes, whether or not the recipient wishes to receive such mailings.
4. Malicious emails, such as “mail-bombing” or flooding a user site with very large or numerous pieces of email.
5. Forging of sender information other than accountname@hccc.edu or another preapproved header address.
6. Sending emails for commercial purposes or personal financial gain.

The College can remove access to accounts that violate this procedure.

B. Email Rules and Controls:

1. The College does not archive email.
2. The College does filter email for spam and malicious content.
3. The College blocks email accounts that send spam and malicious content.

Procedures

The Office of Information Technology Services will review this policy as needed. Students with questions or comments about this policy should contact the ITS office.

STUDENT E-MAIL POLICY

Purpose of the Policy

Hudson County Community College increasingly relies on electronic communication among students, faculty, staff, and administration. It is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of e-mail rather than printed communication. Because of this increasing reliance on and acceptance of electronic communication, e-mail is considered an official communication method within HCCC.

[Acceptable Use Policy \(hccc.edu\)](#)

Procedures

The Office of Information Technology Services will review this policy as needed. Students with questions or comments about this policy should contact this office. The College can remove access to accounts that violate this policy.

COLLEGE-WIDE IDENTIFICATION CARDS

Students must always carry an official HCCC CWID card (Campus Wide Identification). The presentation of a CWID card may be necessary to fulfill certain student services (shuttle service, trips, events, library, computer labs, etc.) and is required upon entering all of the college’s facilities. Students may obtain a new or replacement (fees may apply for replacements) CWID card at the Safety & Security Department, 81 Sip Avenue (G Building), Journal Square Campus (201) 360-4080, or the North Hudson Campus at 4800 Kennedy

Boulevard (N Building), North Hudson Campus, (201) 360- 4777.

****Documents needed to obtain a CWID card are a state-issued ID and a current valid class schedule. Mobile schedules must have real-time access to Canvas. Still, photos will not be accepted****

ADVERTISING AND NOTICES

ALL Posters and Notices not created by the HCCC Department of Communications and placed on non-departmental Bulletin Boards must be brought to the Office of Student Life & Leadership for approval. Once approved, the flyer or poster may be placed only in designated areas. Posting in spaces other than those specified (bulletin boards) is prohibited. **No posters are allowed on doors, windows, walls, bathrooms, etc. No notices regarding the sale of personal items or services will be approved.** No book sales, babysitting services, or other outside “for-profit” organizations will be approved for posting.

PETITIONS

Before a petition can be circulated, one copy must be filed with the Vice President for Student Affairs and Enrollment. Each copy must bear the name of the student or student organization sponsoring the petition and the topic of the petition.

SOLICITATION

To minimize personal inconvenience and interference with College activities, no persons shall sell, solicit, or promote anything, including subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property.

Distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is prohibited during working hours or work areas unless authorized by the President or the President’s designated representative.

STUDENT DEMONSTRATIONS POLICY

The intention to hold a demonstration and the names of all its participants must be filed with the Office of the Senior Vice President for Student Affairs and Enrollment at least 72 hours before the event. No public demonstration shall occur on College property without prior authorization. The statement of intention must include the date, time, location, and purpose, an approximate number of people expected to participate, the type of activity involved (e.g., picketing, distributing leaflets, etc.), and the names of at least three persons responsible for maintaining a proper order. The College will use content-neutral criteria and safety considerations to confirm registration, generally within one business day. The College campus is not a public forum, and outside parties are not permitted to organize demonstrations on campus.

The College is committed to academic freedom and civil discourse. A public demonstration may be permitted if it is peaceful, non-obstructive, and respectful of other students, faculty, employees, and College guests. Therefore, no action may endanger the safety or security of the College community, infringe upon the rights of community members, obstruct access to College facilities or spaces, damage property, disrupt normal College operations, or otherwise violate applicable laws or College policies.

In general, a protest or other public demonstration inside College buildings would be disruptive to the occupants of the building and thus will not be permitted.

The Culinary Plaza Park will be available to students, faculty, staff, and College-recognized student groups for approved demonstrations during its operating hours, from dawn to dusk on Mondays through Fridays when classes are in session (excluding exam periods and College holidays). Any persons engaging in disruptive or disorderly conduct or otherwise violating this Policy, the Student Code of Conduct, or any other College policy will be subject to disciplinary action, up to and including immediate, interim suspension pending a hearing, and/or expulsion from the College, and/or criminal charges.

Participation in a protest or other public demonstration is restricted to College community members. Individuals who are not college community members will be instructed to leave campus and subject to criminal charges.

STUDENT CENTER AND LOUNGES

Our Journal Square Campus is the home to the **Student Center!** The Student Center, located adjacent to the Library Building at 81 Sip Ave., accommodates a Student Lounge, Dining Location, Veteran Student Lounge, Student Life and Leadership & Student Affairs offices, SGA & Club Room, a Multipurpose Room, and a Conference Room.

The J Building Gaming Lounge is on the Lower Level of 2 Enos Place. Get access to smart televisions and gaming systems.

There are also two other lounges on the Journal Square campus. The Culinary Student Lounge is on the 4th Floor of the Culinary Conference Center at 161 Newkirk Street and on the 1st Floor of the Nursing and Health Professions Building, 870 Bergen Avenue.

The North Hudson Campus Student Lounge on the 2nd Floor features plenty of lounging and access to a beautiful courtyard to enjoy sunny days with your friends or homework and a new Café.

GUIDELINES FOR STUDENT LOUNGE CONDUCT

Hudson County Community College has established itself as an institution of higher learning that welcomes and embraces people from all ethnic, social, religious, and economic backgrounds. The diversity of our college community fosters opportunities for sharing different ideas and opinions. It promotes tolerance, respect, and understanding for others who may be different.

The proper function of the Student Lounges is based on the premise that no one activity interferes with another. Thus, if your activities do not interfere with or impede the activities of others, you are entitled to enjoy yourself.

Student conduct that shows good intentions, mature consideration for all reasonable and foreseeable consequences, and respect for the rights of others should not conflict with the standards of the College. We expect HCCC students to abide by the Guidelines of Student Conduct and be responsible citizens.

- Loud, obscene, lewd, and offensive language, photos, videos, or behavior will not be tolerated.
- Loud movies, music, or video games will not be tolerated from a personal device.
- Any inappropriate physical contact will not be tolerated.
- Dispose of all refuse in the proper receptacle. **Clean up after Yourself!**
- Possession and consumption of alcoholic beverages are strictly prohibited.
- Possession and use of dangerous controlled substances is strictly prohibited.
- Engaging in any form of gambling is strictly prohibited.
- Respect all College property.

Students must comply with the reasonable request or direction of an HCCC College Official.

Failure to comply can result in removal from facilities and exclusion from participation in any events held in lounges.

All lounges close at 10:00 p.m. unless otherwise noted.

HEALTH AND WELLNESS POLICIES

DRUG AND ALCOHOL-FREE ENVIRONMENT

The College is committed to promoting its students' wellness and positive self-development. The unauthorized use or abuse of alcohol and the illegal use and abuse of drugs impede students from gaining the full benefit of their learning experience. It exposes them to severe illness and health risks. Unauthorized or illegal use and abuse of drugs or alcohol are prohibited at the College. The College will try to provide its students with an environment free of unauthorized use and abuse of alcohol and illegal drugs. Violations of this policy may lead to severe disciplinary action.

ALCOHOL

HCCC is an educational institution committed to maintaining an environment that allows students to fully benefit from their learning experience and understand the negative consequences of illicit alcohol and drugs on their lives. Following the policy approved by the Board of Trustees of HCCC and Public Law 101-226, the College will try to provide its students with an environment free of the problems associated with the unauthorized use

and abuse of alcohol and illegal drugs.

The College is committed to promoting its students' health and positive self-development. The unauthorized use or abuse of alcohol and drugs inhibits students from attaining the full measure of their learning experience, exposes them to serious illnesses and health risks, and, therefore, is prohibited. The College wishes to comply with the Drug-Free Workplace Act of 1988, 41 USC-701 et seq., and other relevant substance-abuse laws.

HEALTH RISKS OF SUBSTANCE ABUSE

We live in a drug-oriented society. Drugs have saved lives, significantly reduced human suffering, and improved the quality of life. Sometimes, drugs are misused or abused. Psychoactive drugs act on the central nervous system. They may increase activity (stimulants), decrease activity (depressants), or cause hallucinations (hallucinogens).

Every drug has multiple effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together or sequentially, their effects may be more potent than their additive sum.

The effects of drug use are highly individualized. Drug use or abuse can affect physical, emotional, and social health. It can cause accidents, illnesses, drug dependence, overdose, and even death. It can cause legal problems, economic problems, school or work problems, and relationship problems. Drug use and abuse can cause serious harm.

Listed below are some common health effects of alcohol and drug use and abuse:

Alcohol

- * Accidents
- * Blackouts
- * Cirrhosis of the liver
- * Fetal Alcohol Syndrome (congenital disability)
- * Gastritis
- * Heart disease
- * Mouth, throat, and liver cancer

Marijuana

- * Confusion and distortion of time perception
- * Damaged lung tissue
- * A decrease in male sexual capacity
- * Increased heart rate
- * Loss of motivation
- * Short-term memory loss
- * Tolerance and psychological dependence

Amphetamines

- * Acute psychosis
- * Death
- * Elevated blood pressure

- * Insomnia
- * Malnutrition
- * Nervousness/panic attacks

Mental Health, Counseling, and Wellness support is available, and referrals for alcohol and drug support services as well. Mental Health, Counseling, and Wellness staff can provide confidential support to HCCC students with educational information and referral services for alcohol and drug abuse. Mental Health Counselors are available to help students understand and identify factors that may point to an abuse of alcohol or drugs by themselves, family, or friends. Counseling is offered to students who must take the first step in acknowledging a problem. Counselors provide referrals to treatment programs and support to students as they contact outside agencies.

Lifeline 988 - [Lifeline 988](#)

STANDARDS OF CONDUCT

HCCC's rules and regulations expressly prohibit the following:

- The consumption, possession, or sale of alcoholic beverages on campus.
- The illegal possession, sale, use, or exchange of any drug, narcotic, hallucinogen, or chemical agent.

Local, state, and federal laws that apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at HCCC. Examples of maximum penalties for specific offenses are: **Driving while under the influence of alcohol or drugs** - (jurisdiction: State of New Jersey) - the third offense can result in the loss of a driver's license for ten years, a \$1,000 fine, and 180 days in jail. **Heroin/cocaine distribution** - (jurisdiction: State of New Jersey) - 1/2 ounce to one ounce can result in a fine of up to \$100,000 and five to ten years in prison.

SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is always prohibited on the College campus, including in all of its buildings, laboratories, classrooms, lounges, private offices, balconies, vestibules, loading docks, outdoor terraces/courtyards, and or any other campus property as well as within proximity to or obstructing any building entrance, covered walkway or ventilation system.

Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is the shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all campus community members.

CHILDREN ON CAMPUS POLICY

Purpose

Hudson County Community College (“College”) and its Board of Trustees (“Board”) recognize that our students, faculty, and staff shoulder many responsibilities in their lives, including, for some, the responsibility of caring for children. We work to foster a positive relationship with families by hosting family-friendly events throughout the school year.

When an extenuating circumstance occurs that would require parents or guardians to stay home to attend to their child(ren), they may be confronted with the difficult decision of whether to come to campus in the absence of a policy that provides discretion to instructors and supervisors to permit them to bring their child(ren) to campus. In adopting the below policy, the College is attempting to meet the needs of parents or guardians while at the same time assuring that there will be little to no disruption to other members of the College community.

Policy

This policy applies to all actively enrolled College students, as well as College faculty and staff. The term “Child(ren),” or any other variation of that term as used herein, is defined as a person under the age of eighteen (18). Children and their parent or guardian may visit college offices and facilities, other than classrooms, for limited periods when conducting routine business at the college (e.g., registering for classes, etc.). Children will not be permitted in or around areas where potential hazards exist, including but not limited to food, biological, and chemical laboratories. It is required that children are always under the supervision of their parent or guardian, and it is the sole responsibility of the parent or guardian to ensure that their child(ren) is correctly supervised at all times. This requirement stems from concerns for the safety and well-being of the child(ren). The College is not responsible for caring for or supervising children on campus.

Students, faculty, and staff who are parents or guardians with emergency childcare needs requiring their child(ren) to accompany them to class or work must first request and receive permission from their instructor or supervisor within a reasonable timeframe. The instructor or supervisor should exercise discretion in granting this permission by considering the following factors: frequency of requests; age and/or behavior of the child; duration of the visit; nature of the classroom/work environment; and whether the environment offers a quiet and safe area in which the parent or guardian can supervise the child without interrupting or impeding on others' workspace, attention, or time.

The instructor/supervisor is not obligated to grant permission, and their decision is final. Suppose the instructor/supervisor approves the parent or guardian's request. In that case, the request must first be discussed with the Office of Public Safety and Security to inform them of this approval as provided in the procedures offered by the appropriate offices and/or departments.

In matters related to College employees, the supervisor may work with the employee, when deemed appropriate, to offer an alternative working arrangement if the child is not permitted to be in the work environment, such as working alternative hours or remotely.

The College is committed to working with students who are parents or guardians of children who may face challenges that could impact their ability to achieve their educational goals. Students with ongoing childcare concerns are encouraged to utilize the support provided by the college, such as the Hudson Helps Resource Center or the Single Stop Center. Suppose students cannot attend class because their child cannot be there. In that case, they are encouraged to meet with their applicable instructor during in-person or virtual office hours to discuss their present situation. Students should proactively contact their instructor to minimize disruptions to their education, such as missed classroom work or assignments.

The Board delegates to the President the responsibility of developing procedures and guidelines for implementing this policy. The Office of Human Resources, in consultation with the Office of Student Affairs and Enrollment, will ensure compliance with this policy in all student and personnel matters.

LACTATION POLICY

Purpose

This Lactation Policy ensures that Hudson County Community College (“College”) gives nursing parents the appropriate time and space to express milk while on campus. This policy applies to all students, faculty, and staff at the College.

Policy

Hudson County Community College (“College”) and its Board of Trustees (“Board”) welcome and support students, faculty, and staff who are parents. The College recognizes that students, faculty, and staff may need to express milk while on campus and require an appropriate space. This policy applies to all students who need to express milk during their studies and staff and faculty who need it during working hours. The College will provide nursing individuals with reasonable break times and appropriate space to express breast milk while on campus to provide equal educational and employment opportunities while meeting their health needs.

STUDENT AFFAIRS AND ENROLLMENT

70 Sip Avenue – 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4160

FAX: (201) 653-9479

Senior Vice President for Student Affairs and Enrollment: *Lisa Dougherty, Ed.D.*

Hours: 9:00 am-5:00 pm, Monday-Friday

E-mail: studentaffairs@hccc.edu

The mission of the Office of Student Affairs and Enrollment is to empower students throughout their educational journey by providing inclusive and holistic support services that lead to personal, social, and academic success.

The Offices of Student Affairs and Enrollment include Admissions, Advisement, Career and

Transfer Pathways, Dean of Students, Early College, Educational Opportunity Fund (EOF), Enrollment Services, Financial Aid, Hudson Helps Resource Center, Mental Health Counseling and Wellness, Registrar, Student Life and Leadership, and Testing and Assessment. Our office doors are open, and everyone is committed to providing you with the best student experience possible during your time at HCCC. We hope you will take advantage of all we offer regarding student support and opportunities to engage in student life.

Students are encouraged to stop by our offices to discuss any issue that affects the quality of student life at the College or any matter that is of general concern to the College community.

ENROLLMENT SERVICES

70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
Phone: (201) 360-4112
FAX: (201) 714-2136
Dean: *Matthew Fessler*
Hours: 9:00 am - 5:00 pm, Monday-Friday
E-mail: mfessler@hccc.edu

The Enrollment Services Center contains the Admissions and the Registrar's offices. It provides enrollment services (registration, schedule changes, enrollment verification) and student records (grades, transcripts, address change, major/minor, course substitutions). Enrollment Services is also the location where you can apply for graduation. Please call (201) 714-7200 or email enrollment@hccc.edu for more information about our services.

ADMISSIONS OFFICE

70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
Phone: (201) 714-7200
Fax: (201) 714-2136
Hours: 9:00 am - 5:00 pm, Monday-Friday
E-mail: admissions@hccc.edu

[Admissions \(hccc.edu\)](http://admissions.hccc.edu)

The Admissions Office represents the College and promotes the institution within the community while actively recruiting new students and assisting students in the first enrollment phase. The Admissions Office also allows prospective students to tour the campus and speak with Admissions Representatives. If you want to learn more about HCCC's programs and admissions information, please e-mail admissions@hccc.edu.

TESTING AND ASSESSMENT CENTER

71 Sip Ave., Lower Level
Jersey City, NJ 07306
Phone: (201) 360-4190
Assistant Dean: *Darlery Franco*
E-mail: testing@hccc.edu

The Testing & Assessment Centers provide many testing services to support students' academic journey at HCCC. All students must adhere to HCCC's Academic Integrity Policy when taking any exam or assessment at the Testing Center.

Following admission to HCCC, all new students must be evaluated for placement into English, English as a Second Language, and Mathematics coursework. Students pursuing certificate programs may need to participate in or take all placement tests.

Students must complete one of the following placement methods:

Test Exemption/Waiver Criteria

Before taking the College Placement Test (CPT) or Directed Self-Placement, students are encouraged to review our test exemption waiver criteria:

- Overall High School GPA of 3.0
- SAT
- ACT
- AP
- TOEFL
- GED
- HiSET
- TASC
- NJ STARS
- Accuplacer scores from another institution
- College credits from another Institution

For more information on placement test exemption/waiver criteria, please visit www.hccc.edu/testing

College Placement Test (Accuplacer)

Students not meeting the College placement/waiver criteria can take the College Placement Test or complete the Directed Self-Placement questionnaires.

Students who require special testing accommodations for placement testing are encouraged to visit the Accessibility Services Office or email at@hccc.edu.

ESL Placement

Students who have not completed four years of high school in the U.S. may be required to take the ESL placement test. The results determine whether students require the English as a Second Language (ESL) program or the Academic Foundations program to strengthen basic skills before taking college-level courses.

Directed Self-Placement

The directed-self placement process allows students to select their course placement in English, English as a Second Language, and Math without taking a test. Students are provided with course descriptions followed by a questionnaire where they are asked to

reflect on their prior and current academic skills and abilities.

CLEP

As part of HCCC's transfer policy, the College-Level Examination Program (CLEP) allows students to receive college credit for their knowledge by earning qualifying scores on any thirty-three examinations. Students can also earn credit for knowledge acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships.

ATI TEAS

The ATI TEAS is a standardized entrance exam for students applying to HCCC's Nursing and Radiography programs. Students are tested in four primary areas: Reading, Math, Science, and English/language usage.

CENTER FOR ACADEMIC & STUDENT SUCCESS (C.A.S.S.)

70 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
Phone: (201) 360-4150
Dean: *Dr. Bernadette So*
E-mail: bs0@hccc.edu
Hours: 9:00 am - 5:00 pm, Monday-Friday

The Center for Academic & Student Success (C.A.S.S.) enhances and supports the mission of HCCC. It provides the student access to an integrated, seamless, and holistic system of support services. These services are provided by the offices of [Advisement](#), [Career and Transfer Pathways](#), and [Educational Opportunity Fund \(EOF\)](#), which help the student navigate opportunities and challenges to achieve academic and career goals. We empower students to identify their strengths, develop strategies, and make informed decisions to be successful. Ultimately, using C.A.S.S. services, students receive valuable tools to succeed in the classroom and beyond.

ADVISEMENT

Journal Square Campus

70 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
Phone: (201) 360-4150
Director: *Dr. Gretchen Schulthes*
E-mail: advising@live.hccc.edu
Hours: 9:00 am - 5:00 pm, Monday-Friday

North Hudson Campus

4800 Kennedy Boulevard, 1st Floor
Union City, NJ 07087
Phone: (201) 360-4627

[Advisement \(hccc.edu\)](http://hccc.edu)

In support of the College's mission, the Advisement Department provides guidance and Support to HCCC students by assisting them with identifying and achieving their educational, career, and personal goals. Services include academic advising, major selection, course planning and registration, goal setting, and transfer planning.

Academic counselors and advisors provide accurate and up-to-date information about educational programs and college policies. While course registration is a priority for all in the weeks leading to the start of each semester, students are strongly encouraged to meet with staff throughout the academic year to create and update individualized plans to outline their continued path to graduation. Students are encouraged to schedule an appointment online, but walk-in assistance is also available. All matriculated students are assigned a professional advisor to support them at the College.

Within the Advisement department is also the Hudson Scholars program. Hudson Scholars offers a broad range of one-on-one support to aid students in transitioning to college and life at HCCC. Students can receive personalized advisement and support and connect with other students through campus activities and events, all while earning some extra money – up to \$625 per semester just for participating. Eligible incoming students receive invitations to join before their first term at the College.

CAREER AND TRANSFER PATHWAYS

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4184

Associate Dean of Career and Transfer Pathways: *Jennifer Valcarcel*

Career and Transfer Coach: *Rimsha Bazaid*

Career and Transfer Coach: *Diana Sanchez*

Career and Transfer Specialist: *Imane Zehaf*

Career and Transfer Specialist: *Connie Sillitti-Cafaro*

Hours: 9:00 am - 5:00 pm, Monday-Friday

E-mail: ctpathways@hccc.edu

Career and Transfer Pathways Homepage: [Career and Transfer Pathways \(hccc.edu\)](https://www.hccc.edu/career-transfer-pathways)

To schedule an appointment with our team– please visit [Make an Appointment \(hccc.edu\)](https://www.hccc.edu/career-transfer-pathways/Make-an-Appointment)

Connect with us on Instagram: [Career and Transfer IG.](https://www.instagram.com/hccc_career_transfer)

The Career and Transfer Pathways office is dedicated to supporting your journey, whether you're aiming to transfer to a four-year university or enter the workforce directly. We offer ample services to help you prepare for the next steps in your academic and professional life. For those seeking career support, we offer individual and group counseling, resume writing assistance, job search strategies, and interview techniques. We also provide guidance on career exploration, college majors, occupational fields, and employment trends, along with opportunities for employer visits to ensure you're fully equipped for success. We facilitate

connections with 13 four-year partner institutions if you plan to transfer. We provide onsite visits from transfer representatives, instant decision days, campus tours, workshops, and transfer fairs. Our active transfer partnerships include Fairleigh Dickinson University, Felician University, Kean University, LIM College, Montclair State University, New Jersey City University/CONNECT Program, New Jersey Institute of Technology, Ramapo College, Rutgers University-Newark, Saint Peter's University, Stockton University, Thomas Edison State University, and University of Phoenix.

EDUCATIONAL OPPORTUNITY FUND PROGRAM (EOF)

2 Enos Place - Room J008

Jersey City, NJ 07306

Phone: (201) 360-4180

Fax: (201) 714-7118

Director: *Dr. Jose Lowe*

Hours: 9:00 am - 5:00 pm, Monday-Friday

E-mail: eof@hccc.edu

[Educational Opportunity Fund \(hccc.edu\)](http://hccc.edu)

For over 55 years, the Educational Opportunity Fund (EOF) program has provided access to higher education for New Jersey students from educationally and economically disadvantaged backgrounds. EOF provides support services to assist students in developing the skills needed to navigate and master the transition into college successfully. EOF students are assigned a personal advisor to help them reach their academic, career, and personal goals from enrollment through graduation.

Support services include academic advisement, transfer and career advisement, tutorial services, supplemental instruction, mentoring, social activities, and enrichment workshops. During the summer, EOF offers first-time, first-year students an intensive summer program that aids in exiting developmental courses and entering degree-earning classes in the fall semester.

While EOF is **NOT** a financial aid entitlement, eligible EOF students also receive additional financial assistance ranging from \$100-\$800 per semester. To qualify for consideration, an HCCC student must enroll with at least six credits during their first semester applying. EOF students must be residents of New Jersey for at least one year before enrollment and meet the state's income eligibility criteria (as defined by the NJ Office of the Secretary of Higher Education). Interested students must complete an EOF application and interview during the selection process.

FINANCIAL AID OFFICE

Journal Square Campus

70 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
Phone: (201) 360-4200
Text: (201) 744-2767
Dean: *Sylvia Mendoza*
Hours: 9:00 am - 5:00 pm, Monday-Friday
E-mail: financial_aid@hccc.edu

North Hudson Campus

4800 Kennedy Boulevard, 1st Floor
Union City, NJ 07087
Phone: (201) 360-4214
Text: (201) 744-2767
Hours: 9:00 am - 5:00 pm, Monday-Friday
E-mail: financial_aid@hccc.edu

[Financial Aid \(hccc.edu\)](http://hccc.edu/financial-aid)

The College's Financial Aid Office's primary purpose is to assist those students who, without such aid, could not attend HCCC. Many options exist to help students pay for their college education. Federal and state programs are administered through the office. If you have any questions regarding financial aid, please call (201) 360-4200, and a staff member will gladly assist you. As new federal and state financial aid regulations are established, the College will make the information available through an addendum to the College Catalog.

Scholarships

HCCC offers many merits and scholarships that are need-based. Some of the scholarships include HCCC Foundation scholarships and Hudson County Government scholarships. For a complete listing of available scholarships, visit [Scholarships](#); for more information on the HCCC Foundation and Government scholarship descriptions, see [Scholarships](#). Contact the Development Office at (201) 360-4002 for additional information on the Government Scholarship.

REGISTRAR

70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
Phone: (201) 360-4121
FAX: (201) 714-2136
Registrar: *Victoria Orellana*
Hours: 9:00 am - 5:00 pm, Monday-Friday;
Summer Hours: 8:30 am-5:30 pm Monday-Thursday; Closed on Fridays.
E-mail: registrar@hccc.edu

[Registrar \(hccc.edu\)](http://hccc.edu/registrar)

The Registrar's Office is located within Enrollment Services. The Registrar's Office is the custodian of student academic records and is responsible for the integrity of these records. The Registrar's Office maintains grades, processes grade changes, and schedules class space and time. This office issues the appropriate diploma representing the degree earned upon completing all requirements. The Registrar is responsible for disseminating transcripts and certificates to local, state, and federal agencies, employers, and others entitled to receive this information.

DEAN OF STUDENTS

81 Sip Avenue – 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4602

FAX: (201) 714-7180

Dean of Student Affairs: *Dr. David Clark*

Hours: 9:00 am-5:00 pm, Monday-Friday

E-mail: deanofstudents@hccc.edu

HUDSON HELPS RESOURCE CENTER

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4188

Director: *Katherine Morales, MSW, LSW*

Email: kmorales@hccc.edu

E-mail: HUDSONHELPS@HCCC.EDU

[Hudson Helps \(hccc.edu\)](http://HudsonHelps(hccc.edu))

“The greatness of a community is most accurately measured
by the compassionate actions of its members.” – Coretta Scott King

Hudson Helps' mission is to provide thoughtful, caring, and comprehensive information on access to services, programs, and resources to address basic needs beyond the classroom, resulting in tremendous student success.

Hudson Helps seeks to provide a thorough list of services, programs, and resources that address many basic needs of our HCCC community members beyond the classroom.

Addressing Food Insecurity at HCCC

HCCC Food Pantries

The United States Government Accountability Office (GAO) recently conducted research. They found that increasing evidence indicates that some college students are experiencing food insecurity, which could negatively affect their academic success.

Hudson County Community College established food pantries on both campuses to address hunger and food insecurity that may exist among the campus population. We welcome the opportunity to work with volunteers throughout the year. Volunteers will receive and

distribute donations, sort food items, check expiration dates, discard expired items, and keep the pantry area clean and organized.

The HCCC Food Pantries are located on the lower level at 2 Enos Place (Journal Square Campus, Room J002, (201) 360-4109) and 4800 Kennedy Blvd, Room N513A (North Hudson Campus, (201)360-4709). Please check the website at [Food Pantry \(hccc.edu\)](http://FoodPantry(hccc.edu)) for hours of operation and other helpful food pantry information.

New Jersey Supplemental Nutritional Assistance Program (Snap)Benefits for College Students

What is NJ SNAP?

Sometimes, people feel they should not need help putting food on the table, but sometimes, making ends meet is a struggle. If you are not sure how or if you can pay for your next meal or next week's groceries, NJ SNAP may be able to help.

NJ SNAP, formerly Food Stamps, is New Jersey's Supplemental Nutrition Assistance Program that can help low-income families buy the groceries they need to eat healthier.

Do I qualify for NJ SNAP?

Are you a student between 18 and 49, enrolled at least half-time in a college, university, community college, business, technical, trade, or vocational school requiring a high school diploma?

If so, you may be eligible for food assistance through New Jersey's Supplemental Nutrition Assistance Program (SNAP). SNAP is a federal program that can help low-income individuals and families buy groceries to eat more healthily. Eligibility depends on factors like income, household size, resources, etc.

In addition to income eligibility factors, students must also meet other requirements. For additional information on NJ SNAP and detailed requirements, please visit [NJHelps](#).

Transportation Discounts

Full-Time HCCC Students: Enjoy a 25% discount on NJ Transit Monthly Passes. The Hudson County Community College and NJ TRANSIT partnership gives students more transportation options and opportunities! **Full-Time and Part-Time** Hudson County Community College students can receive a rail, bus, or light rail monthly pass at 25% off the regular monthly pass price when they enroll online through NJ TRANSIT's Quik-Tik program. For more information, please visit [NJ Transit Quik-Tik Home \(hccc.edu\)](http://NJTransitQuik-TikHome(hccc.edu))

HCCC Career Closet

The Career Closet strives to serve Hudson County Community College students by providing business professional wear to students for internships, job interviews, and other professional opportunities. We have a variety of sizes and items, including full suits, shirts, blouses, dresses, skirts, pants/slacks, and accessories appropriate for the workplace. All items are free and meant for students to keep.

The Career Closet is located at the Journal Square Campus and inside the Hudson Helps office. Please check the [Career Closet | Hudson Helps \(hccc.edu\)](#) for hours of operation and how to book an appointment.

Comprehensive County and State Resources

Hudson County and State Resource Guides

The College has collected and produced a repository of specific services outside the academic assistance we currently provide. We have collected various resource guides throughout Hudson County and the state of New Jersey that provide a list of mental health, homelessness, childcare, alcoholism, drug treatment, and other health-related resources.

Please check the website at [Hudson Helps \(hccc.edu\)](#) for a detailed list of resources.

- Hudson County Alliance to End Homelessness
- Hudson County Resource Guide for Homeless Veterans
- Hudson County Resources to Prevent and End Homelessness
- Hudson County Childcare Resources
- Hudson County Community Agencies Resource Guide
- State of New Jersey Department of Human Services
- NJHelps.org
- Immigration Resources

Emergency Assistance

Unexpected emergencies may arise amid educational endeavors. Hudson County Community College is committed to alleviating any unnecessary burdens that could potentially disrupt a student's academic and student success. For additional information on possible alternatives to assist in an emergency, please email us at emergencyfund@hccc.edu.

MENTAL HEALTH COUNSELING & WELLNESS

Journal Square Campus

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4229

Director: *Doreen Marie Pontius, M.S.W., L.C.S.W.*

Email: dpontius-molos@hccc.edu

Hours of operation: Monday – Friday, 9:00 am – 5:00 pm

(With flexibility for evening appointments via Telehealth)

North Hudson Campus

4800 Kennedy Blvd, 7th Floor

Union City, NJ 07087

Phone: (201) 360-4611

Assistant Associate Director: *TBA*

Hours of operation: Monday – Friday: 9:00 am – 5:00 pm

(With flexibility for evening appointments via telehealth)

MHCW Team:

Alexa Yacker, M.S.W., L.S.W., - ayacker@hccc.edu

Thomas Larson, M.S.W., L.C.S.W. (remote) - tlarson@hccc.edu

Jose Rivera, Intake Specialist - jrivera3@hccc.edu

[Mental Health Counseling and Wellness Center \(hccc.edu\)](https://www.hccc.edu/mental-health-counseling)

[HCCC Mental Health Counseling \(@hcccmentalhealthcounseling\) • Instagram photos and videos](https://www.instagram.com/hcccmentalhealthcounseling)
[HCCC Mental Health Counseling & Wellness - Involved](#)

At Mental Health Counseling & Wellness (MHCW), we are dedicated to supporting the college's mission and helping you achieve your goals. We are here if you feel stressed, anxious, sad, or need someone to talk to. We value diversity and recognize that each of you is unique and special. Our commitment to treating everyone with respect and dignity is unwavering. We provide FREE mental health counseling services to all HCCC students, in-person and remotely; our counselors are licensed mental health professionals. All interactions are strictly confidential, ensuring your privacy and comfort. To get started, please complete the [General Care and Concern Form](#), and we will get in touch within 24 hours. Alternatively, call (201) 360-4229 to speak directly.

At MHCW, we provide comprehensive resources to support mental health. These include support groups, workshops, Mental Health First Aid Training, and suicide prevention training. We also offer the presence of community providers on campus during the Fall & Spring semesters to conduct wellness checks and facilitate support groups specifically for the LGBTQ community.

Additionally, we have an Active Minds Club available for students to join. If you are passionate about promoting mental health or organizing events, we invite you to join our Active Minds Club. This is a great opportunity for you to participate actively in mental health promotion. Please get in touch with Jose Rivera at (201) 360-4229 to get started.

After-hours support: 24/7 nights, weekends, and holiday support.

TalkCampus:

[Sign Up Now - TalkCampus](#)

It is a global, peer-to-peer support community that will provide support at any time of the day. Bilingual assistance is also available through Talk Campus.

Uwill - [Uwill](#)

Free telehealth weekend and after-hours mental health counseling. 24-hour access to free mindfulness videos.

STUDENT LIFE & LEADERSHIP

Journal Square Campus

81 Sip Avenue, Suite 212

Jersey City, NJ 07306

Phone: (201) 360-4195

Assistant Dean: *Veronica Gerosimo*

Hours: Monday-Friday, 9:00 am - 5:00 pm

E-mail: studentlife@hccc.edu

North Hudson Campus

4800 John F. Kennedy Blvd, Room 204

Union City, NJ 07087

Phone: (201) 360-4653

[Student Life and Leadership \(hccc.edu\)](#)

Become involved: [Explore Involved \(hccc.edu\)](#)

The Office of Student Life & Leadership seeks to educate and engage the whole student through high-quality co-curricular activities that complement and enhance the academic experience, learning-centered leadership opportunities that support educational excellence, and programming that promotes diversity and civic engagement.

The office oversees all clubs and organizations, provides leadership development and community service opportunities, and operates the Student Lounges. Get Involved by logging onto involved.hccc.edu, HCCC's Student Engagement Platform, where you can join clubs, find events, and track your involvement. Additional ways to stay informed about upcoming events and opportunities are by checking out the Student Life Weekly e-newsletter, sent to student e-mail, campus bulletin boards, or the Student Life Guide found at various locations around the College.

Clubs and Organizations

Phone: (201) 360-4197

Associate Director: *Angela Tuzzo*

E-mail: studentlife@hccc.edu

[Explore Clubs and Organizations \(hccc.edu\)](#)

Many opportunities are available for students to organize and lead activities at the College. One of the most popular ways is through the many student clubs. The Student Activity Fee supports these clubs fiscally. Since every student pays this fee, every student should take advantage of the opportunity to become involved.

Organized student clubs represent the student body's various interests, including cultural, academic, vocational, and artistic interests. Clubs are organized and run by students and supported by at least one faculty or staff advisor who guides students in developing ideas and planning activities for the club. Students are strongly encouraged to participate in clubs

and organizations to further their development as responsible members and leaders of the College community. New clubs can be formed as new interests are identified.

For a complete list of current clubs and organizations, visit [Explore - Involved \(hccc.edu\)](#).

If you want to join or start a new club, please email Angela Tuzzo, Associate Director, Student Life & Leadership, at atuzzo@hccc.edu.

Student Government Association

81 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
Phone: (201) 360-4742
E-mail: sga@hccc.edu

Involved SGA (hccc.edu)

One of the college's most significant aspects of student life is the Student Government Association (SGA). The Student Government Association is the voice and governing body for Hudson County Community College students. The SGA Executive Committee consists of an Executive Board and Senators. The SGA also oversees the Inter-Club Council, where a representative from each student club and organization comes together to discuss programs, collaborations, and other campus topics. All enrolled students are members of the SGA. The SGA, through the Executive Board, is responsible for advocating student issues and serving as a communication link between the student body and the College Administration.

Student Publications

The Orator, Student Newspaper

The student newspaper is the forum where students express their journalism, photography, and artistic talents. The Orator's strength comes from the student body; therefore, HCCC strongly encourages all students interested in journalism to become members of The Orator staff.

Crossroads, Literary Magazine

An outlet for any student who wishes to have their artistic expression, either through the written word or through the art of painting/drawing, published and referenced by the entire HCCC community.

Diversity

Diversity Magazine is a collection of writing from HCCC's ESL program, with pieces written by students at various levels of their education.

Honors Rhapsody

The Honors Rhapsody Newsletter features news and spotlights within the Honors Program, including student writings, Honors Program event recaps, student spotlights, and more.

Clubs and Organization Procedures Manual

This manual outlines Hudson County's administrative policy and procedure in student programming and club recognition. The Office of Student Life and Leadership with the hope that student organizations or officers will find such a compilation an aid to their work prepares it. All clubs and organizations are issued a copy at the beginning of the academic year and can be found on Involved.

[Student Publications \(hccc.edu\)](http://hccc.edu)

ACADEMIC AFFAIRS

70 Sip Avenue, 4th Floor
Jersey City, NJ 07306
Phone: (201) 360-4287
FAX: (201) 635-2425
Vice President for Academic Affairs: *Dr. Darryl Jones*
E-mail: djones@hccc.edu

70 Sip Avenue, 4th Floor
Jersey City, NJ 07306
Phone: (201) 360-4011
FAX: (201) 635-2425
Associate Vice President for Academic Affairs: *Dr. Heather Devries*
E-mail: hdevries@hccc.edu

70 Sip Avenue, 4th Floor
Jersey City, NJ 07306
Phone: (201) 360-4186
Associate Dean for Academic Affairs: *Dr. Pamela Bandyopadhyay*
E-mail: pbandyopadhyay@hccc.edu

2 Enos Place – 4th Floor
Jersey City, NJ 07306
Phone: (201) 360-4377
Director of Academic Affairs: *Kenny Fabara*
E-mail: kfabara@hccc.edu

The Office of Academic Affairs oversees the planning, development, organization, administration, and operation of not-for-credit and for-credit, academic, career-oriented, and transfer programs, courses, activities, and personnel.

The programs are organized under schools and offices:

- School of Business, Culinary Arts & Hospitality Management
- School of Nursing and Health Sciences
- School of Science, Technology, Engineering & Mathematics (STEM)

- School of Humanities and Social Sciences
- Academic Support Services
- Instructional Support Services

Each Academic School offers programs for Associate of Arts, Fine Arts, Associate of Science, and Associate of Applied Science degrees or certificates. The Academic Schools and the programs they offer are listed below:

SCHOOL OF BUSINESS, CULINARY ARTS AND HOSPITALITY MANAGEMENT

(Business Administration, Accounting, Supply Chain Management, Cannabis Studies, Culinary Arts, Baking & Pastry & Hospitality Management)

161 Newkirk Street – 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4631

FAX: (201) 795-7641

Dean: *Dr. Ara Karakashian*

E-mail: akarakashian@hccc.edu

[Business, Culinary, and Hospitality Management \(hccc.edu\)](http://hccc.edu)

The School of Business, Culinary Arts, & Hospitality Management offers A.A.S., A.A. & A.S. degree programs and certificates designed to prepare students for immediate employment and transfer opportunities to four-year institutions in Culinary Arts, Baking & Pastry, Business Administration, Accounting, Hospitality Management, Supply Chain Management (Transportation, Logistics, & Distribution), and Cannabis Studies.

The Culinary Arts Institute has maintained continuous accreditation from the American Culinary Federation Educational Foundation since 1997. The culinary arts and baking & pastry programs recently received Exemplary Accreditation from the ACFEF.

The institute offers specialized proficiency certificates in Culinary Arts and Baking & Pastry and one-year certificates in Culinary Arts and Hospitality Management. Additionally, there are three specialized degree options in Hospitality Management: Entrepreneurship, Hotel Restaurant Management, & Travel and Tourism.

The School also offers the Certificate-Supply Chain Management (Transportation, Logistics, & Distribution), preparing students for careers in the industry. Newer programs include the Certificate-Accounting, where students can enhance their skills and employability within two semesters.

The AS Business Administration-Cannabis Studies, Certificate-Cannabis Business Management, and Certificate-Cannabis Business Agent are all emerging credentials preparing graduates for success in this growing industry. Graduates with any cannabis credentials may obtain immediate employment in manufacturing, wholesale, retail, and delivery, with the option of working within one of ten local dispensaries.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

870 Bergen Avenue, 3rd Floor
Jersey City, NJ 07306
Phone: (201) 360-4338
FAX: (201) 420-7674
Dean: *Dr. Catherine Sirangelo-Elbadawy*
E-mail: healthprograms@hccc.edu

[Nursing and Health Professions \(hccc.edu\)](#)

The School of Nursing and Health Professions offers A.S. degree programs to prepare students to transfer to four-year institutions and A.A.S. and certificate programs to prepare students for careers immediately upon graduation or to develop technical skills in specialized areas geared towards the health sciences. The faculty members have diverse academic and professional backgrounds, including years of practical clinical experience in medical and health-related fields.

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

263 Academy Street, 2nd Floor - Room S204A
Jersey City, NJ 07306
Phone: (201) 360-4265
FAX: (201) 714-4308
Dean: *Dr. Burl Yearwood*
E-mail: byearwood@hccc.edu

The STEM School offers A.S. degree programs to prepare students to transfer to four-year institutions and A.A.S. and certificate programs to prepare students for entry-level careers upon graduation or to develop technical skills in specialized areas. The faculty members have diverse academic and professional backgrounds, including years of practical/industry experience in science, mathematics, and technology-related fields.

[STEM \(hccc.edu\)](#)

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

71 Sip Avenue, 4th Floor - L420
Jersey City, NJ 07306
Phone: (201) 360-4750
Dean: *Dr. Alison Wakefield*
E-mail: awakefield@hccc.edu

For assistance with Humanities and Social Sciences – hum-ss@hccc.edu
For assistance with English or Academic Foundations English – english@hccc.edu
For assistance with English as a Second Language – esl@hccc.edu

Humanities, including Studio Arts, Computer Arts, Liberal Arts, Humanities, English, Communications, Modern Languages, Speech, Music, Philosophy, and Theatre Arts.

Social Sciences, including Criminal Justice, Human Services, Social Justice, Psychology, Sociology, Elementary/Secondary Education, Early Childhood Education, and History

The School of Humanities and Social Science offers A.A., A.S., and A.F.A. degree programs transferable to four-year institutions. Our academic and proficiency certificate programs also help prepare students for immediate employment upon graduation.

Office of English as a Second Language (ESL) and Academic Foundations English (AFE)

Journal Square Campus

71 Sip Avenue, 3rd Floor – L320

Jersey City, NJ 07306

Phone: (201) 360-4362

North Hudson Campus

4800 Kennedy Blvd – 7th Floor (N703Q)

Union City, NJ 07087

Phone: (201)360-4362

English as a Second Language (ESL)

All levels of ESL are designed to prepare students for academic writing, reading, grammar, and discussion. Placement evaluations are made at the end of each semester, enabling students to continue their ESL studies in the skills areas and levels most appropriate for them. ESL students who attain sufficient proficiency in English (as demonstrated by satisfactory completion of coursework and college placement examination scores) move directly into English language academic courses.

Academic Foundation English (AFE)

All levels of developmental English are designed to assist students in learning the skills that will provide the foundation for their future college work success. Faculty treat students with the respect they deserve as adults in college and create motivating classroom environments. Classes are designed to meet the particular academic needs of each student. HCCC employs a testing and placement system and a full range of Academic Foundations courses in English to allow underprepared students to develop academic skills.

CENTER FOR TEACHING, LEARNING, AND INNOVATION

71 Sip Avenue, Lower Level - L206

Jersey City, NJ 07306

Phone: (201) 360-4775

Director: *Dr. Paula Roberson*

E-mail: proberson@hccc.edu

Mission: The Center's mission is to enhance teaching effectiveness, thereby improving student learning

The Center for Teaching, Learning, and Innovation (CTLI) is dedicated to enhancing our faculty's professional and intellectual development through various professional development opportunities, collaborations, and discussions. We endeavor to remain

relevant and engaging in our offerings and promote a culturally responsive, inclusive, and diverse platform of teaching and learning opportunities.

The CTLI is linked with other institutions of higher learning in the pursuit of best practices, sound guidance, and collaborative inquiry as we aspire to be dynamic in our growth and offerings. Moreover, the CTLI partners with internal Schools and programs across the College to enhance the student and faculty teaching and learning experience and encourage a collegial and scholarly environment that advances the mission of Hudson County Community College.

[CTLI \(hccc.edu\)](http://hccc.edu)

HUDSON ONLINE

Center for Online Learning
71 Sip Avenue, 6th Floor
Jersey City, NJ
Phone: (201) 360-4038
Executive Director: *Matthew LaBrake*
Email: col@hccc.edu

Welcome to Online Learning

Hudson County Community College provides students with an alternative to traditional on-campus courses in online, remote, and hybrid courses. You can complete a whole degree online or mix online courses with your on-campus courses to create a custom learning experience. See our website for more information about instructional modalities and what it takes to be a successful online learner.

[Online Learning](#)

How do I access my courses in Canvas?

We use Canvas as our platform for delivering online courses. To access Canvas via the College's website (www.hccc.edu), click Menu (upper right corner), then scroll down the options until you see Canvas. Alternatively, bookmark the direct link (<http://hccc.instructure.com>) in your web browser. When using Canvas, we strongly recommend using Firefox or Chrome as your web browser, not Safari or Internet Explorer.

You can use the Canvas for Students mobile app on a smartphone. **Note: Do not use the mobile app to take quizzes. Download the app on [iOS](#) or [Android](#).**

Canvas support is available 24/7

Canvas support is available online and by phone any time you get stuck. Call (833-225-1548) or use [Canvas live chat](#) to get help when needed!

Is there an orientation to Canvas?

Our highly recommended [Video Guide to Online Learning at HCCC](#) consists of six brief videos overviewing Canvas functions and navigation. We encourage you to watch it whether you are

in an online, hybrid, remote, or face-to-face course.

Suppose (and only if) you are enrolled in a Hudson Online course. In that case, you have also been automatically enrolled in a self-paced [Hudson Online Student Orientation](#). It should appear in your course list in Canvas. The Orientation is free, non-credit, and mandatory for online students. The Orientation provides tips and best practices for online success and introduces Canvas and related tools.

Workshops

The Center for Online Learning offers Getting Started with Canvas workshops! View the schedule and register here:

[Workshops \(hccc.edu\)](#)

Is there accessibility assistance within Canvas?

Accessibility is available in each course through [Blackboard Ally](#). If you need any help, please contact us at col@hccc.edu.

Academic Support:

Online tutoring is available 24/7, either from in-house tutors or through *Brainfuse*. Find out more on the [Academic Support Services \(hccc.edu\)](#).

HCCC also offers online advising through Zoom to help with academic planning. Find out more and make an appointment online at [Advisement \(hccc.edu\)](#).

Financial Tips:

For fully online programs, we offer in-county tuition no matter where you are, and the fees are well below the average college costs per credit. [Financial Aid \(hccc.edu\)](#).

Questions

If you have questions regarding online learning, contact us at the Center for Online Learning via email at col@hccc.edu or 201-360-4038.

HUDSON ONLINE POLICIES

Course Content

Students are responsible for checking all course content on time.

Attendance

Attendance is recorded for online courses. Good attendance is a requirement for providing financial aid to students. In an online course, students are recorded as present for the week if they have posted to a graded discussion or submitted an assignment or quiz; simply logging in is insufficient.

Technology Requirements

To have an excellent online course experience, you will need the following:

- Suppose you are taking an online, hybrid, or remote course. In that case, you must have ready access to an up-to-date computer and reliable, fast internet access. Always use the latest Firefox or Chrome browser version to access Canvas. Ensure pop-ups are allowed in your browser.
- You should have a recent version of Microsoft Office on your computer.
- If you use a program other than Microsoft Word to create documents, save or export it as a Word (.docx) file before submitting.
- *Camera/Mic:* You may need the ability to join interactive video discussions or participate in web-camera-enabled proctoring (for online exams, you may have to have a secure environment and be prepared to show your face and place)
- In general, we do not require a specific platform; however, Macs do not work with Microsoft Access, so you will need access to a PC for courses that require Microsoft Access.
- If a student has technical issues, they must contact their Instructors and inform them of the situation. This, however, is not a valid excuse for not participating in a discussion or submitting an assignment on time.

[Online Proctoring \(hccc.edu\)](https://hccc.edu)

Instructors may utilize an online proctoring service to support academic integrity in remote and online courses by monitoring and recording exam sessions. A browser extension in Chrome uses your computer's screen, webcam, and microphone to create a remote-proctored environment. It enables you to take exams via Canvas in the location of your choice. Our current online proctoring solution is Honorlock.

To find out more, [Honorlock Policy](#)

[Online plagiarism detection](#)

Instructors may utilize software that checks assignments submitted through Canvas for plagiarism and other violations of academic integrity. Student writing is scanned for matched text by comparing the work to an extensive database of other student submissions, publications, websites, and other materials on the Internet. A report is provided to instructors that give insight into how much material may have been cited or borrowed from different sources. [Turnitin Originality](#) is our current online plagiarism detection solution. Learn more about the associated privacy policy here:

[Privacy Policy](#)

HUDSON COUNTY COMMUNITY COLLEGE CLASSROOM RECORDING POLICY

Student Classroom Recording Policy

- Hudson County Community College prohibits the audio-visual recording, transmission, and distribution of classroom sessions. Classes may only be recorded with the

instructor's advance written permission. The Hudson County Community College classroom recording policy must be listed in all syllabi.

- All classroom recordings can only be used by students in that class for academic purposes. Recordings may not be shared, reproduced, or uploaded to public websites or other mediums, and these recordings may contain copyrighted material and are prohibited from commercial use.
- All students and guests must be informed that the class may be recorded. Due to issues related to privacy and the possible inhibition of student participation, instructors should be mindful of the effects of permitting classroom recording.
- Instructors should retain electronic or paper copies of their written consent to grant classroom recordings.
- Students must destroy their recordings at the end of the semester.
- Students granted permission to record their class by the Office of Disability Support Services should inform the instructor beforehand and are subject to the policies outlined in this document.
- Violation of this policy is subject to disciplinary action listed under the code of conduct as included in the Student Handbook.

Instructor Classroom Recording Policy

- Instructors may record their classes if students are informed in writing beforehand that recording will occur. Instructors may distribute their lectures, but this must be limited to the lecture portion of the class. Recordings of student presentations or activities may be used in the class if the students are notified beforehand of the recording. Recordings of student presentations or activities may not be distributed in any way without the students' advance written consent.

If you have questions regarding online learning, contact us at the Center for Online Learning via email at col@hccc.edu or 201-360-4038.

ACADEMIC SUPPORT SERVICES

2 Enos Place, 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4377

Director of Academic Affairs: *Kenny Fabara*

E-mail: kfabara@hccc.edu

Administrative Assistant: *Chris Liebl*

Phone: (201) 360-4187

Email: academicsupport@hccc.edu

[Academic Support Services \(hccc.edu\)](http://hccc.edu)

Abegail Douglas-Johnson (ADJ) ACADEMIC SUPPORT SERVICES DEPARTMENT

The ADJ Academic Support Services Department comprises three locations:

- STEM and Business Tutorial Center
- The Writing Center

- Academic Support Center

Academic support is available to all HCCC students to help scholars achieve their educational goals and become autonomous and efficient learners. Tutors and students work collaboratively in one-on-one, small group, and workshop settings to reinforce course material, develop confidence, and foster independence. We provide face-to-face and remote tutoring. Additionally, academic coaches are assigned to specific classes, work collaboratively with instructors inside the classroom, and assist students both inside and outside of the classroom during designated times. Academic workshops are also offered throughout the academic year to supplement what students are learning in their courses.

Students can either walk in (on a first-come, first-served basis) or schedule an appointment using WOnline (<https://hccc.mywconline.com>). WOnline is accessible on cell phones, tablets, or personal computers.

Hours of Operation

During the fall and spring semesters, all centers are open Monday through Friday, 10:00 am - 7:00 pm, and Saturday, 10:00 am - 3:00 pm.

Locations

The Writing Center

2 Enos Place – J 204

Phone: (201) 360-4370

STEM and Business Tutorial Center

71 Sip Avenue - Lower Level

Jersey City, NJ 07306

Phone: (201) 360-4187

Coordinator: *Rodrigo Romea*

Phone: (201) 360-4036

Email: rromea@hccc.edu

Academic Support Center (North Hudson Campus)

4800 Kennedy Boulevard, 7th Floor - Room N704

Coordinator: *Carlos Dunn-Fernandez*

Phone: (201) 360-4779

Email: cdunnfernandez@hccc.edu

Main Campus (Jersey City)

Director, Academic Affairs: *Kenny Fabara*

Phone: (201) 360-4377

E-mail: kfabara@hccc.edu

The mission of the Academic Support Services Centers is to promote academic success by meeting students where they are, building on their strengths, and providing encouragement

to increase motivation and perseverance.

Our tutors work with students enrolled in developmental courses, emerging bilinguals, first-year writing courses, social sciences and humanities courses, and STEM and Business courses, providing students with personalized and equitable tutoring assistance that helps students achieve and maintain academic success.

The centers provide expert tutoring in state-of-the-art facilities that readily meet the individual needs of the College's diverse student population. Some of the services and programming offered are as follows:

- Tutoring for writing across the disciplines/curriculum
- Individualized tutoring for students with accommodations
- Small Group Tutoring: Students work collaboratively with tutors and peers to develop and reinforce content knowledge
- Academic Workshops
 - ESL Conversation & Pronunciation
 - ESL Grammar
 - MyMathLab: How to Graph
 - College Composition I: Essay Building Strategies
 - Typing for Speed and Accuracy
 - Workshops by Request
- Special events
 - National Poetry Month
 - National Novel Writing Month (NaNoWriMo)
 - *Crossroads* (HCCC's Literary and Art Magazine)
 - Writing Contests
 - ESL and math exam preparation workshops

Brainfuse Online Tutoring

Brainfuse is an Online Tutoring service made available to students through the online portal Learning Management System (LMS) Canvas, giving students direct access to synchronous and asynchronous online tutoring at no extra cost.

Brainfuse offers the following features:

- **Live Help:** Connect with a live tutor on-demand
- **Writing Lab:** Submit academic papers or career documents for review
- **Submit a Question:** Ask a question to be answered offline, usually within 24 hours
- **Review previous sessions and submissions:** Review recordings of past tutoring sessions
- **Academic Tools:** Students can access supplementary resources, such as practice exercises and study tools for math, writing, and science.

All of our services are free, and students, staff, and faculty are encouraged to contact the department for more information regarding any of our services at academicsupport@hccc.edu.

HCCC HONORS PROGRAM

71 Sip Avenue – L009

Jersey City, NJ

Associate Director: *Jenny Henriquez*

Phone: (201) 360-4249

E-mail: jhenriquez@hccc.edu
honors@hccc.edu

[Honors Program \(hccc.edu\)](http://hccc.edu)

Each semester, Hudson County Community College offers several courses with an “Honors Only” designation. To register for one of these courses, students must meet specified academic criteria established to guarantee their ability to benefit from the rigor of the Honors Program sections. In these courses, students should expect a smaller class size, more one-to-one instructor contact, greater complexity and breadth assignments, and the opportunity to work alongside other students with similarly exceptional initiative and ability. Honors students must complete a capstone project for every Honors course, attend the Honors Showcase at the end of the semester, and participate in college-wide and Honors Program-sponsored events.

Members of the College’s Honors Program are provided with many unique opportunities. Some of the benefits include the designation of Honors courses on students’ transcripts, priority registration, access to the private Honors Lounge, a chance to meet, work, and socialize with other Honors students, stimulating smaller classes that provide challenging coursework and exciting class discussions, and milestone recognition upon completion of three and five Honors courses. Honors students also have leadership opportunities through participation in the Honors Newsletter and the Honors Student Council, as well as numerous events sponsored by the Honors Program and partner 4-year universities.

To find out more, visit the [Honors Program \(hccc.edu\)](http://hccc.edu)

Dean’s List

Associate Dean: *Dr. Pamela Bandyopadhyay*

E-mail: pbandyopadhyay@hccc.edu

Full-time degree students who have a G.P.A. of 3.5 or higher and no “F” grades in the current semester are eligible. Students with a grade of “I” on their records shall be evaluated after the period allowed for the completion of coursework. Part-time degree students earning twelve credits who meet requisite criteria during a calendar year are also eligible for the Dean’s List.

HONOR SOCIETIES

[Organizations - Involved \(hccc.edu\)](#)

Alpha Alpha Alpha (Tri-Alpha)

Chapter Advisors: *Dr. Jose Lowe & Angela Tuzzo*

E-mail: jlowe@hccc.edu or atuzzo@hccc.edu

Alpha Alpha Alpha (Tri-Alpha) is a national leadership and honors organization that recognizes academic achievements in first-generation college students, creates enthusiasm for scholarship, promotes leadership, and provides support networks for first-generation students within and across college chapters. HCCC's Chapter was chartered in November 2021. To be inducted, which occurs once a year in the fall semester, students must have earned at least 30 credits towards an associate degree, earned a minimum of a 3.2 GPA, and neither of the student's parents, stepparents, nor legal guardians completed an associate's degree.

National Society of Leadership Success (NSLS)

Chapter Co-Advisors: *Veronica Gerosimo, Angela Tuzzo, Keischa Taylor*

E-mail: vgerosimo@hccc.edu or atuzzo@hccc.edu

The National Society of Leadership and Success (NSLS) is the nation's largest leadership honor society. NSLS aims to build leaders of tomorrow by helping people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. It also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. HCCC's chapter of NSLS was founded in December 2013. Eligible students must have completed at least 12 semester hours of college credit, passed CSS-100, and have a minimum GPA of 2.5 or higher. To find out more: www.NSLS.org

Phi Theta Kappa (PTK)

Chapter Advisor: *Theodore Lai*

E-mail: tlai@hccc.edu

www.ptk.org

Phi Theta Kappa (PTK) is the internationally acclaimed honor society for students in the community and junior colleges. The organization provides members opportunities to develop character, leadership, and service, exchange ideas and ideals, and stimulate interest in continuing to achieve academic excellence. Scholarship opportunities exist for members continuing at HCCC and those preparing to transfer to four-year colleges. Approximately eight hundred four-year colleges have Phi Theta Kappa scholarships.

Beta Alpha Phi, HCCC's Chapter of Phi Theta Kappa, was established at Hudson County Community College in 1995. Scholarship opportunities exist for members continuing at HCCC and those preparing to transfer to four-year colleges. Full and part-time students who

have completed at least twelve semester hours of college credit at HCCC and have a cumulative GPA of 3.5 or higher are eligible for membership in Beta Alpha Phi, HCCC's chapter of Phi Theta Kappa.

[Phi Theta Kappa \(PTK\) | Hudson County Community College \(hccc.edu\)](#)

Psi Beta

Phone: (201) 360-4734

Faculty Advisors: *Salvador E. Cuellar*

E-mail: scuellar@hccc.edu

Psi Beta is the National Honor Society in Psychology for Community and Junior Colleges. Membership offers many benefits. In addition to recognizing outstanding academic performance, Psi Beta provides opportunities for members to learn more about the field, meet and interact with professionals working in various areas of psychology, acquire leadership skills, participate in community service, and work with peers with similar interests. To qualify for Psi Beta membership, students must have a genuine interest in studying psychology, have a GPA of at least 3.25, a "B" average or above in psychology courses, and have completed at least twelve semester hours of college credit.

SALUTE

Chapter Advisor: *Willie Malone*

E-mail: wmalone@hccc.edu

SALUTE is the first national honor society established for recognizing high-achieving student veterans and military in two-year and four-year institutions of higher education. It offers a unique opportunity of a four-tier system. The honor society encourages students to improve their GPA and move to higher tiers within the society during their academic careers, earning more opportunities for scholarships as they advance. Eligible veteran students have earned at least twelve semester hours of college credits and have at least a 3.0 GPA.

Sigma Kappa Delta (SKD)

Chapter Advisor: *Heather Connors*

E-mail: hconnors@hccc.edu

Sigma Kappa Delta (SKD) is the National English Honor Society for Two-Year Colleges. The society recognizes outstanding academic achievement and promotes the study of English literature and language. Members organize and participate in literary events and fundraising activities and are eligible for scholarships and awards. To qualify for membership, students must have completed at least twelve college credits with a GPA of 3.0 in general scholarship and at least one college-level course in English language and literature (excluding developmental courses) with no grade lower than "B" in all such classes.

COLLEGE LIBRARIES

Dean of College Libraries: *John Hernandez*

E-mail: library@hccc.edu

Website: library.hccc.edu

Journal Square Campus

71 Sip Avenue – 1st & 2nd Floors

Phone: (201) 360-4360

North Hudson Campus

4800 Kennedy Blvd., 3rd Floor

Union City, NJ 07087

Phone: (201) 360-4605

The Journal Square and North Hudson Campuses Libraries support students, faculty research, and curricular needs. The Libraries' website (library.hccc.edu) is a guide to our resources and services. A current HCCC ID card with a semester sticker is required to borrow library materials. Online resources can be accessed on or off-campus with the proper HCCC username and password. Group study rooms are available for student use and may be reserved in advance. Textbooks for most courses are on reserve and available to students in either library. Librarians can instruct classes and provide individualized research help (in-person, online, and via chat and phone).

Computers, scanners, printers, and charging stations are available for student use. The library hosts many events and workshops online and, in our Makerspace, equipped with 3D printers, Virtual Reality headsets, and art materials. Visit the library at library.hccc.edu to learn more.

DIVERSITY, EQUITY, AND INCLUSION

71 Sip Ave, 6th Floor

Jersey City, NJ 07036

Phone: (201) 360-4628

Vice President: *Dr. Yeurys Pujols*

Email: ypujols@hccc.edu

[PACDEI \(hccc.edu\)](http://hccc.edu)

[President's Advisory Council on Diversity, Equity, and Inclusion - HCCC](#)

The Hudson County Community College (HCCC) President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) provides leadership, support, and counsel in fostering a welcoming, diverse, equitable, and inclusive environment that embraces our shared values among all HCCC constituencies. PACDEI contributes to achieving and continuously improving policies, procedures, and programs.

www.hccc.edu

ACCESSIBILITY SERVICES

71 Sip Avenue, Lower Level - L010 & L011

Jersey City, NJ 07306

Phone: (201) 360-4157

Fax: (201) 714-7265

Director: *Danielle Lopez*

Coordinator: *Karine Davis*

(Please get in touch with us for North Hudson and evening hours)

E-mail: as@hccc.edu

Hours: 9:00 am-5:00 pm, Monday – Friday

[Accessibility Services \(hccc.edu\)](http://hccc.edu/AccessibilityServices)

In compliance with the Americans with Disabilities Act (ADA) of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973 (Section 504), Hudson County Community College is committed to providing reasonable accommodations to students with disabilities.

Students with disabilities must self-identify with the College by completing an accommodation request form and submitting documentation to the Office of Accessibility Services (AS). Documentation provided by students is kept confidential. Once the documentation is reviewed and the student completes the initial meeting, eligibility for accommodations is determined. AS prepares the Accommodation Letter and emails it to the student at their HCCC email address before the beginning of the semester or as soon as their eligibility has been determined if requesting accommodations after the semester has already begun. The student is responsible for providing a copy of their Accommodation Letter to all their professors and discussing the accommodations' implementation.

CULTURAL AFFAIRS AND HCCC ART GALLERIES

71 Sip Ave, 6th Floor

Jersey City, NJ 07306

Phone: (201) 360-4182

Director: *Michelle Vitale*

Email: gallery@hccc.edu

[The Arts at HCCC \(hccc.edu\)](http://hccc.edu/TheArts)

The HCCC Department of Cultural Affairs (DOCA) celebrates diversity year-round with various programs and exhibitions at Dineen Hull Gallery. DOCA's mission is to provide supplementary programs to stimulate awareness of the arts and foster creativity. Our goal is to transcend the understanding of visual and performing arts by closing the distance between the experience of art and everyday life in the community we serve.

DOCA hosts several exhibitions in the College's nearly 3,000-square-foot gallery and welcomes thousands of guests each semester. The biannual student art exhibition features graduating Computer Arts and Studio Arts majors, Teacher as Artist exhibits (displayed in both College Libraries) celebrating the creativity of Hudson County educators, and pop-up exhibitions held on the sixth-floor atrium, allow DOCA to partner with and highlight various

HCCC academic departments. Featured exhibitions include Out on Broadway: A Visual Legacy, Hip Hop Utopia, and Urban Crossroads.

The gallery exhibitions expose students to local and international artists of various disciplines and provide educational programming relevant to the constituents of Hudson County. Through the DOCA Docent Program, students learn the daily operations of running a gallery while shadowing our staff; they interact with artists and understand all aspects of running multidisciplinary programs and art exhibitions. Additional DOCA programs include Art Café, Collectors Club, Gallery Tours, and HCCC Spotlights. The department's past programs have included the New Jersey Symphony Orchestra's presentation of classic Bollywood music, Indie Female Filmmakers Screenings presented by Tribeca Film Festival star Delaney Buffet, a variety of NJPAC satellite educational presentations, the Ladybugs jazz performance and broadcast with WBGO and community artist residencies with Thinking in Full Color and Jersey City Writers. All programs are **FREE** and open to the public.

VETERANS AFFAIRS AND INTERNATIONAL STUDENT SERVICES

71 Sip Ave, Lower Level
Jersey City, NJ 07306
Director: *Jamilah Moudaib*
Phone: (201) 360-5395
Email: jmoudaib@hccc.edu

INTERNATIONAL STUDENT SERVICES

70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
Phone: (201) 360-4136
FAX: (201) 714-2136
Hours: 9:00 am - 5:00 pm, Monday-Friday
E-mail: internationalstudent@hccc.edu

[International Students \(hccc.edu\)](http://hccc.edu)

The United States Immigration and Naturalization Service U.S. Department of Justice has approved international students' enrollment at HCCC. The issuance of I-20 forms is handled through the Office of Enrollment Services (70 Sip Ave, 1st Floor). Please contact International Student Services for more information and the deadlines for submitting international student applications (201) 360-4136. International students requiring an I-20 student visa must also complete an International Student Application, available as a separate packet.

VETERANS' INFORMATION

70 Sip Avenue - First Floor
Jersey City, NJ 07306
Phone: (201) 360-4135
E-Mail: veterans@hccc.edu

All Veterans Affairs issues should be referred to the HCCC Veterans Certification Official in the Office of Enrollment Services. The Certification Official assists students who are veterans

(or family members of veterans) in the areas of benefits, enrollment certification, and record maintenance.

[Veteran Services \(hccc.edu\)](http://hccc.edu)

FINANCE

26 Journal Square, 14th Floor
Jersey City, NJ 07306
Phone: (201) 360-5400
FAX: (201) 656-8961
Email: finance@hccc.edu

Vice President for Business and Finance/CFO: *Veronica D'Alessandro-Zeichner*
Phone: (201) 360-4043
E-mail: vzeichner@hccc.edu

Controller: *Geoffrey Sims*
Phone: (201) 360-4045
Email: gsims@hccc.edu

This School is responsible for the financial and business affairs of the College, including the Student Accounts/Bursar, the Controller's Office, and Budget & Purchasing.

PURCHASING DEPARTMENT

26 Journal Square, 14th Floor
Jersey City, NJ 07306
Phone: (201) 360-4047
Director of Contracts & Procurement: *Jeff Roberson, Jr.*
Email: jrobersonjr@hccc.edu

BOOKSTORE

(Managed by Follett Higher Education Group)

[Bookstore \(hccc.edu\)](http://hccc.edu)

Journal Square Campus

162 Sip Avenue – Store Front
Jersey City, NJ 07306
Phone: (201) 360-4390
FAX: (201) 653-0597 – No Fax available
Manager: *Jose Ortiz*
E-mail: 0188mgr@follett.com

Hours of Operations: (Extended hours during the First two weeks of the semester.)

Monday: 9 am – 4 pm

Tuesday, Wednesday, and Thursday: 9 am – 4 pm

Friday: 10 am – 3 pm

North Hudson Campus

4800 Kennedy Boulevard – Store Front

Union City, NJ 07087

Phone: (201) 360-4397

FAX: (201) 653-0597 – No Fax available

Manager: *Jose Ortiz*

E-mail: 1271mgr@follett.com

Hours of Operations: (Extended hours during the First two weeks of the semester.)

Monday - Thursday: 9 am – 4 pm

Friday: 10 am – 2 pm

CUSTOMER SERVICE/MAILROOM & COPY CENTER

162 Sip Avenue, 1st Floor

Jersey City, NJ 07306

Phone: (201) 360-4690

Customer Service Manager: *Frederick Medina*

E-mail: fmedina@hccc.edu

We aim to produce quality goods and services in a timely and cost-effective way. The Customer Service Center provides faculty and staff with various services such as quality printing, stapling, and binding services, including but not limited to newsletters, catalogs, postcards, letterheads, envelopes, and ads, to the Communications Department and College community. We collect and distribute inter-office and outgoing mail, prepare and make copies, and provide stationery supplies to College faculty and staff. We strive to ensure that the Mail Room/Copy Center services fulfill our College's needs.

FACILITIES, ENGINEERING AND CONSTRUCTION DEPARTMENT

81 Sip Avenue – Lower Level

Jersey City, NJ 07306

Phone: (201) 360-4099

Executive Director: *Ilya Ashmyan*

E-mail: iashmyan@hccc.edu

In partnership with students, faculty, and staff, we provide a learning environment supporting academic excellence and community engagement. As innovative professionals, we respond to the needs of the College community with dignity and respect toward all. We are dedicated to safe, high-quality work as a team of highly skilled individuals. We attain this through training and education in all the construction trades and building codes.

Anticipate and respond – As dependable partners, we listen and learn how our services are used for the educational mission. We are flexible and available to provide service in an organized and timely manner.

Dignity and respect – At the core of our ability to work together is the recognition that each of us has a personal need for self-worth, attained through valued work and ideas that are heard.

INFORMATION TECHNOLOGY SERVICES

Journal Square Campus

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4310

Associate Vice President and Chief Information Officer: *Patricia Clay*

E-mail: pclay@hccc.edu

North Hudson Campus

4800 John F. Kennedy Blvd - 3rd Floor

Union City, NJ 07087

Phone: (201) 360-4309

[Information Technology Services \(hccc.edu\)](#)

Information Technology Services

The Information Technology Service Department is at 70 Sip Avenue in Jersey City. The department is led by the Associate Vice President Chief Information Officer (CIO), who reports to the Vice President for Business and Finance/Chief Financial Officer. The ITS staff is responsible for network support and operations, academic computer labs, telecommunications, web services, and PC technical support. The office is also responsible for administrative computing and computer operations, supported by the Ellucian Colleague software products.

ITS Department Mission Statement:

"The mission of the Information Technology Services Office at Hudson County Community College is to provide students, faculty, and administration with the highest level of technological services, support, and customer service to promote student success."

Hudson County Community College (HCCC) continues to make considerable investments and advancements in deploying and using its technological resources. HCCC has implemented several significant initiatives and steps towards achieving its goal of supporting the College's mission. In addition to striving toward the most effective use of technology, ITS provides excellent customer service to the College.

Portable Technology Accountability Procedure

[Portable Technology \(hccc.edu\)](#)

Academic Computer Labs

70 Sip Avenue, 3rd Floor

Jersey City, NJ 07306

Phone: (201) 360-4356

FAX: (201) 792-9448

Academic Lab Manager: *Diana Perez*

E-mail: dperez@hccc.edu

Mission Statement:

“The mission of the Academic Computer Labs is to provide students and faculty with adequate computing facilities and services so they may complete their projects.”

The Computer labs are located at the Jersey City and North Hudson campuses.

The Academic Computer Labs provide supported software and hardware for daily use for the students, faculty, and staff. All Academic Computer Labs have educational software installed and have USB connectors, HP printers, scanners, iMacs, MS Office, and Internet access. Trained lab assistants are available to assist walk-in students in Open Computer Labs. They are occasionally assigned to classes to help with software and equipment use.

The department dean should request software installation through the ITS Track-It system.

Computer Open Labs Locations:

Open Computer Labs are equipped with educational software, CD-ROMs, USB connectors, HP printers, scanners, iMacs, MS Office, and Internet access for all computer lab users:

- Jersey City: S217, STEM Building (282 Academy Street)
- Jersey City: L419 (71 Sip Avenue, Library 4th Floor) – Great for workgroups or projects.
- North Hudson Campus: N224 (4800 Kennedy Blvd., 2nd Floor) – Great for workgroups or projects.

MAC Open Labs Locations:

Mac Open Labs are equipped with all the software used by art classes. Students may use these MacOpen Labs to complete their assignments. Lab hours will vary every semester due to classes scheduled in these rooms:

- Jersey City: L514 (71 Sip Ave. – 5th Floor)
- North Hudson Campus: N306 (4800 Kennedy Blvd. – 2nd and 3rd Floors)

Academic Laboratory Rules and Regulations:

You have agreed to follow the Academic Laboratory Rules and Regulations using the Open Computer Labs. There are Professional Instructional Lab Assistants to help users with HCCC software and hardware. Students are encouraged to walk into computer labs. The Open Lab Schedule is posted on bulletin boards and our website.

The Instructional Lab Assistants in the Open Labs represent the College and are the first line of authority. Their judgments must be respected. The first level of appeal is to the lab coordinator or lab manager. Failure to follow Academic Lab Rules and Regulations may result in students being asked to leave the facility. Serious infractions or student misconduct in HCCC Academic Labs could result in the matter’s referral to the Office of Student Affairs.

Technology at HCCC collaborates with the curriculum. Computers and other technology equipment are tools used as part of the teaching and learning process.

In deciding the Academic Laboratory Rules and Regulations, there are two overriding principles:

- 1) The College's information technology resources exist to support the College's mission,
- 2) The College is committed to ensuring a positive learning environment for its community members.
 - All computer lab users must show an HCCC photo ID card with the current semester sticker. An ID card can be obtained from Jersey City or NHC campus security.
 - Students must use their HCCC student username and password to log in to the HCCC computer labs.
 - Students with special needs have priority at designated workstations.
 - All students are welcome to work on projects as groups in labs L419, S217, and N224. However, all computer users must maintain an appropriate and orderly area to provide an excellent environment for our users.
 - Cell phones are not permitted in the Open Labs. All electronic devices must be in silent or vibrate mode. Otherwise, you are distracting others trying to complete their academic assignments.
 - No still or video photography is permitted in the labs.
 - Intentionally viewing, sending, or retrieving pornographic, obscene, sexist, racist, abusive, or harassing information is prohibited. Viewers will be asked to stop, and if they persist, they will be told to leave the computer lab. Computer labs are monitored.
 - No open or closed food, drink, or beverage containers are permitted in the labs.
 - Minors and non-computer users are not permitted in the open labs.
 - The labs do not permit pets (or laboratory animals), skating, or bicycles. Assistive animals (seeing-eye dogs and the like) are excluded from this rule.
 - Computer workstations and printers in the computer labs are there to support schoolwork. Academic use is the priority use of workstations. Users must relinquish workstations for this purpose upon request. Computer stations and printers are not for general entertainment (games, gambling) or commercial use.
 - Users of the Open Computer Lab printers may not print course materials such as textbooks, handbooks, or extensive research articles. Users may not use printers as copy machines. The course-assigned faculty member and academic departments provide the course material required for their class. Authorization by the instructor is not valid.
 - Do not print any flyers or advertisements unless they are part of your class assignment.
 - Lab assistants can cancel any print jobs that do not comply with the lab rules.
 - Only paper supplied by the lab may be placed into the lab printers and only by lab staff.
 - The lab staff does not provide USB flash drives. Users are responsible for saving their work. Computer user files stored on local hard drives are not protected and are subject to modification and erasure. Staff is not responsible for lost or damaged information. Additionally, they highly recommend that computer users

make backup copies of all computer work to have the information in multiple places.

- Assistance for individually owned computers and software is not provided.
- Users should not leave their computers unattended for more than five (5) minutes. Unattended computers will be reassigned. Again, the Staff is not responsible for lost or damaged items.
- Users should not abuse the labs or any equipment. If users have a problem with the equipment or a software application, they should ask the lab assistant for help.
- Lab Assistants cannot provide extensive help with a particular software application. Students may request tutoring from the Tutorial Centers (201-360-4185) Journal Square or (201-360-4623) at the North Hudson Center.
- Do not change the configuration of any computer. Do not install screensavers or wallpaper.
- Users must check their work area before leaving. The lab staff is not responsible for lost, stolen, or misplaced items, including personal items and books. Do not leave anything in the computer lab unattended for any time. Sometimes, things are found, and you may check with lab supervisors or security.
- All computer users must prepare to leave the open lab ten (10) minutes before closing and vacate the open lab by closing time.

Questions/comments regarding the Academic Computer Labs can be directed to computerlabs@hccc.edu.

New Student Accounts – Questions & Answers:

- Can I log in to my account immediately after I register?
- Yes. After you apply, you can access your HCCC email and your portal page.

Returning Students

Your password has expired if you are a returning student and have not logged in within the last 245 days. To reset your password, visit <https://myaccess.hccc.edu>. If you need help, contact ITS.

Where do I get a Student ID?

Student IDs are provided by contacting the Safety and Security Department.

Have problems getting connected?

Support is available for problems accessing the HCCC network, College e-mail accounts, and the MyHudson portal. If you encounter any issues, please get in touch with the ITS Help Desk.

[Information Technology Services \(hccc.edu\)](#)

E-mail: itshelp@hccc.edu

Phone: Journal Square Campus: (201) 360-4310

North Hudson Campus: (201) 360-4309

PUBLIC SAFETY & SECURITY

81 Sip Avenue, 1st Floor – Command Center
Jersey City, NJ 07306
Phone: (201) 360-4080 / 201-360-4085
Executive Director: *John Quigley*
E-mail: jquigley@hccc.edu

[Security Home \(hccc.edu\)](http://hccc.edu)

The Safety & Security Department exists to serve all people within its jurisdiction with respect, fairness, and compassion. Our primary focus is to provide a safe and secure environment conducive to our community's education, employment, and daily activities. We maintain a vigilant and proactive approach to security concerns and continually evaluate our Security measures to implement improvement. Therefore, "Teamwork" in the collective efforts of students and staff in collaboration with local authorities and College Security are necessary. The Department provides Security services such as, but not limited to, Shuttle Service, College-Wide Photo IDs, Security Escorts for personal safety, fire safety education, parking information, and lost and found.

This office is open from 7:00 a.m. to 10:30 p.m., seven days per week, except for college-scheduled closings in observance of all recognized holidays and summer hours. However, our Security dispatch in Jersey City's Command Center is available 24/7, 365 days a year at (201) 360- 4080.

Security in North Hudson Campus is available from 7:00 a.m. to 10:30 p.m., seven days per week, except for college scheduled closings in observance of all recognized holidays and summer hours at (201) 360-4777.

STUDENT ACCOUNTS/BURSAR'S OFFICE

70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
Phone: (201) 360-4106
FAX: (201) 795-3105
Director of Student Accounts/Bursar: *Leslie Lang*
E-mail: bursar@hccc.edu

[Bursar Office \(hccc.edu\)](http://hccc.edu)

Journal Square Campus Office:

70 Sip Avenue, 1st Floor
Jersey City, NJ 07306
Phone: (201) 360-4100
FAX: (201) 795-3105

North Hudson Campus Office:

4800 Kennedy Boulevard, 1st Floor
Union City, NJ 07087
Phone: (201) 360-4735
FAX: (201) 360-4737

Upon registration of classes, the student creates a contract with the College by which HCCC commits to hold class seats for the student. This contract automatically produces a financial obligation to the College. Payment deadlines are posted online via [Tuition and Fees \(hccc.edu\)](#). The College accepts Visa, MasterCard, American Express, Discover, debit cards, cash, checks, and money orders.

Payment can be made over the phone, in-person, and online by logging onto <https://libertylink.hccc.edu/Student> >Student Finance>Make a Payment.

A Deferred Payment Plan is offered to HCCC students for the current Fall and Spring semesters to assist in paying tuition and fees and secure classes for the semester.

Students may arrange Deferred Payment Plans online at <https://libertylink.hccc.edu/Student> >Student Finance>Make a Payment>Create Payment Plan or with Bursar Offices. Students must be prepared to make their first payment before the payment plan becomes active.

Students who are approved for financial aid may be able to apply their awards toward their tuition and fee charges. However, financial assistance may not cover the entire cost of attending College, leaving a balance to be paid by the student. If financial aid is reduced or canceled, the student will be responsible for paying the College. Obligations from prior semesters must be paid before re-registration.

HUMAN RESOURCES

70 Sip Avenue – 3rd Floor
Jersey City, NJ 07306
Phone: (201) 360-4071
Vice President for Human Resources: *TBD*
E-mail: hr@hccc.edu

Phone: (201) 360-4071
Director of Faculty and Staff Development: *Amaalah Ogburn*
E-mail: aogburn@hccc.edu

Phone: (201) 360-4072
Director of Benefits and Compensation: *Josianne Payoute*
E-mail: jpayout@hccc.edu

[Human Resources \(hccc.edu\)](#)

The Human Resources Department is committed to serving the mission of Hudson County Community College by providing leadership and guidance in developing, implementing, and administering Human Resources policies, practices, and programs.

The Human Resources Department is dedicated to strategically working with the diverse College community to identify and respond to its changing needs. The Department is a resource for the College. Working as a team through shared strengths to provide the highest quality customer service while maintaining the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty, and respect.

Human Resources Services covers:

- Compliance with local, state, and federal laws
- Establishment and maintenance of accurate employee records
- Implementation and administration of benefit plans, including health and pension
- Professional Staff Development
- Recruitment and orientation of employees

EQUAL OPPORTUNITY STATEMENT

Hudson County Community College (HCCC) is an equal opportunity/affirmative action employer. Hudson County Community College is committed to affirmative action in recruiting, admitting, and retaining students, recruiting, training, tenure, assignment, and separating all faculty and staff. Following existing New Jersey statutes and Federal law, no person at the College shall be discriminated against based on race, color, class, sex, religion, creed, age, lifestyle, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran’s status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Office of Human Resources, 70 Sip Avenue, Jersey City, New Jersey 07306.

ADVANCEMENT AND COMMUNICATIONS

OFFICE OF ADVANCEMENT AND COMMUNICATIONS

162 Sip Avenue – 2nd Floor

Jersey City, NJ 07306

Phone: (201) 360-4004

FAX: (201) 656-1799

Vice President for Advancement and Communications: *Nicole Bouknight Johnson*

E-mail: nicolebjohnson@hccc.edu

THE HCCC FOUNDATION

162 Sip Avenue – 2nd Floor
Jersey City, NJ 07306
Phone: (201) 360-4778
Fax: (201) 656-1799
Development Coordinator: *Natalia Da Silva*
E-mail: ndasilva@hccc.edu

The Hudson County Community College Foundation is committed to generating financial support to benefit Hudson County Community College and its students. To this end, the Foundation will work with the community and College faculty and staff to promote the opportunity for students to attend the College and participate in its programs. Our vision is that all students should be able to have a college education.

COMMUNICATIONS

162 Sip Avenue – 2nd Floor
Jersey City, NJ 07306
Phone: (201) 360-4060
FAX (201) 653-0607
Assistant Vice President: *Jennifer Christopher*
E-mail: jchristopher@hccc.edu & communications@hccc.edu

The Communications Department is responsible for consistently communicating with the College's diverse audiences – prospective students, the general public, alums, and donors (potential and existing.) Through press releases, publications, announcements, print, audio, social media, and digital advertisements, the Communications Department carefully conveys the College's vision, enhances its image, and disseminates information about its plans and successes.

The Communications Department is entrusted with maintaining a consistent look and message portrayed in all marketing, advertising, and public relations efforts via guidelines on acceptable uses of the College's name, logo, and seal: the logo and seal are to be used with permission on official documents, in, appropriate size proportions and in authorized colors. Similarly, the Hudson County Community College name may be used only with prior written consent. It may not be used for commercial or personal gain. Further information about acceptable uses is available at [Graphic Standards \(hccc.edu\)](#). It also oversees the design, writing, and printing of all HCCC primary departmental collateral materials, including business cards, signage, brochures, programs, and flyers. It coordinates photography services for special events by request.

The Communications Department has established a social media presence for the College on Facebook, Flickr, Twitter, YouTube, Instagram, and Pinterest; these pages are accessible on the College's main page, www.hccc.edu, or the MyHudson portal:

- [Faculty and Staff Homepage Home \(hccc.edu\)](#)
- [Hudson County Community College - Home | FacebookHudsonCCC | Flickr](#)
- [Hudson County Community College \(@hcccofficial\) • Instagram photos and videos Hudson County Community College | LinkedIn](#)

- [Hudson County Community College \(hudsonccc\) - Profile | Pinteresthudsonccc \(@HudsonCCC\) / Twitter](#)
- [HudsonCountyCollege - YouTube](#)

Complete social media guidelines are available on the Communications page on the College website, [Social Media Guidelines \(hccc.edu\)](#).

EXTERNAL AFFAIRS, STRATEGIC INITIATIVES, AND SENIOR COUNSEL TO THE PRESIDENT

EXTERNAL AFFAIRS, STRATEGIC INITIATIVES, AND SENIOR COUNSEL TO THE PRESIDENT

70 Sip Avenue, 4th Floor
 Jersey City, NJ 07306
 Phone: (201) 360-4022

[Community/External Affairs \(hccc.edu\)](#)

Vice President of External Affairs, Strategic Initiatives, and Senior Counsel to the President:
Nicholas Chiaravalloti, J.D., Ed.D.
 E-mail: nchiaravalloti@hccc.edu

Assistant to Vice President: *Alexa Riano*
 E-mail: ariano@hccc.edu

The Office of External Affairs, Strategic Initiatives, and Senior Counsel to the President liaise with federal, state, and local officials and the community. It provides executive and administrative direction for the College’s legal affairs and leadership for the development, support, and execution of Presidential priorities.

The Vice President plans and directs the College’s policies and objectives for government and local community relations. The Office of External Affairs monitors federal, state, and local legislation that could impact college operations, represents and promotes the College, and facilitates collaborative relationships with various external stakeholders.

The Vice President oversees Associate Vice President Lori Margolin, who leads the Office of Continuing Education and Workforce Development.

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

161 Newkirk Street, 5th Floor - E504

Jersey City, NJ 07306

Phone: (201) 360-4224

Associate Vice President: *Lori Margolin*

Email: lmargolin@hccc.edu

The School of Continuing Education and Workforce Development is an exciting, innovative, and entrepreneurial office within the College, which offers various non-credit classes, training courses, certification programs, seminars, webinars, and pathways to a degree program for community members and businesses. These offerings focus on revitalizing careers, upgrading skills and credentials, growing companies, and pursuing pastimes and passions. The HCCC Center for Business & Industry (CBI) is the area leader in developing and delivering educational classes and programs for Hudson County's businesses, organizations, and individuals.

[Continuing Education \(hccc.edu\)](http://hccc.edu)

[Workforce Development \(hccc.edu\)](http://hccc.edu)

HCCC QUICK REFERENCE GUIDE

Information On	Whom to Contact	Location & Building	Extension (201) 360-
24 Hour Security	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Absence Due to Illness or Death in Family	Instructor or School Dean	Academic Office	---
Absence from Examinations	Instructor	Faculty Office	---
Academic Advising	Advisement	Building A - 2 nd Floor Building N - 1 st Floor	JC – 4150 NHC – 4627
Academic Calendar	Academic Affairs	Building A - 4 th Floor	4010
Academic Policies & Procedures	Academic Affairs	Building A - 4 th Floor	4010
Accidents	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Activities & Events	Student Life & Leadership	Building G - 2 nd Floor Building N - 2 nd Floor	JC – 4195 NHC – 4653
Adding and Dropping Classes	Advisement	Building A - 2 nd Floor Building N - 1 st Floor	JC – 4150 NHC – 4627
Address Change	Registrar & Enrollment Services	Building A - 1 st Floor	4121
Admissions	Admissions	Building A - 2 nd Floor Building N - 1 st Floor	JC – 4150 NHC – 4627
Alcohol/Substance Abuse	Mental Health Counseling & Wellness	Building A - 3 rd Floor	4229 or 4611
Alumni Association & Relations	Development	Building C – 2 nd Floor	4060
Archives	Library	Building L - 1 st Floor	4360
Audio Visual Equipment	Library	Building L - 1 st Floor	4360
Books and Supplies	College Bookstore	Building C – Ground Floor	4393
Bulletin Boards – Approval to Post	Student Life & Leadership	Building G - 2 nd Floor Building N - 2 nd Floor	JC – 4195 NHC – 4653
Career Planning	Career and Transfer Pathways	Building A - 3 rd Floor	4184
Change of Major	Advisement & Counseling	Building A - 2 nd Floor Building N - 1 st Floor	JC – 4150 NHC – 4627
Clubs and Organizations	Student Life & Leadership	Building G - 2 nd Floor	4197
Commencement Information	Student Life & Leadership	Building G - 2 nd Floor Building N - 2 nd Floor	JC – 4195 NHC – 4653
Complaints (Judicial) Against Students	Dean of Student Affairs	Building G - 2 nd Floor	4189 or 4602

Computer Labs	ITS Department	Various Locations	JC – 4356 NHC – 4625
Continuing Education and Workforce Development	CEWD	Building F – 5 th Floor	4224
Copy Machines	Mailroom	Building D – 1 st Floor	4685
Courses Taken at Other Schools	Transfer Evaluator	Building A – 1 st Floor	4148
Cultural Events	Cultural Affairs	Building L – 6 th Floor	4176
Diplomas	Registrar	Building A – 1 st Floor	4110
Disabled Student Concerns	Accessibility Services	Building L – Lower Level	4157
Diversity, Equity, and Inclusion	Office of DEI	Building L – 6 th Floor	4628
Educational Opportunity Fund	EOF	Building J – Lower Level	4180
Early College	Student Affairs	Building J – 1 st Floor	5330
E-Mail Issues	ITS	Building A – 3 rd Floor	4310
Emergencies (24 Hours)	Safety & Security	All College Buildings	911 JSQ – 4080 NHC – 4777
Emergency Closings	Connect-Ed: https://hccc.bbcportal.com/		
Employment – On-Campus Listings	Human Resources	Building A – 3 rd Floor	4070
Enrollment Verification	Registrar & Enrollment Services	Building A – 1 st Floor	4121
Financial Aid	Financial Aid Offices	Building A – 2 nd Floor Building N – 1 st Floor	JC – 4200 NHC – 4212
Food Pantries	Hudson Helps	Building J – Room J002 Building N – Room N513A	JC – 4109 NHC – 4709
Going to a Four-Year School & Obtaining a Scholarship	Career & Transfer Pathways	Building A – 3 rd Floor	4184
Grade Approval	Instructor or School Dean	Faculty Office	---
Graduation Audit	Registrar	Building A – 1 st Floor	4110
Health & Immunization Records	Enrollment Services	Building A – 1 st Floor	4110
Honors Program	Academic Affairs	Building L – Lower Level	4041
Hudson Helps Resource Center	Student Affairs	Building A – 3 rd Floor	4188
Identification Cards	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Illness (on-campus)	Safety & Security	All College Buildings	JC – 4080 NHC – 4777
Incidents	Safety & Security	All College Buildings	JC – 4080 NHC – 4777

Incomplete Grade	Instructor	Faculty Office	---
Judicial Affairs/Code of Conduct	Dean of Student Affairs	Building G - 2 nd Floor	4189 or 4602
Leadership Opportunities	Student Life & Leadership	Building G - 2 nd Floor	JC - 4195
Learning Communities	Academic Affairs	Building A - 4 th Floor	4012
Leave of Absence	Advisement	Building A - 2 nd Floor	JC - 4150 or 4152
Literary Magazine & Paper: Orator, Tapestry	Student Life & Leadership	Building G - 2 nd Floor	JC - 4195
Loans & Verification	Financial Aid Offices	Building A - 2 nd Floor Building N - 1 st Floor	JC - 4200 NHC - 4212
Lost & Found	Safety & Security	All College Buildings	JC - 4080 NHC - 4777
Mail Services	Mailroom	Building D - 1 st Floor	4685
Maintenance	Facilities	Building G - Lower Level	4686
Make-up Exams	Instructor	Faculty Office	---
Matriculation Requirements	Advisement	Building A - 2 nd Floor	JC - 4150 or 4152
Mental Health Counseling and Wellness	Student Affairs	Building A - 3 rd Floor	4229 or 4611
MyHudson Portal/EAP Navigate	ITS Department	Building A - 3 rd Floor	4310
Name Change	Registrar & Enrollment Services	Building A - 1 st Floor	4121
Network Services	ITS Department	Building A - 3 rd Floor	4310
Photocopying	Library	Building L - 1 st Floor	4360
President's Office	President's Office	Building A - 4 th Floor	4003
Probation (Academic)	Advisement	Building A - 2 nd Floor	JC - 4150 or 4152
Probation (Non-Academic)	Dean of Student Affairs	Building G - 2 nd Floor	4189 or 4602
Program Changes	Advisement	Building A - 2 nd Floor	JC - 4150 or 4152
Registration	Advisement	Building A - 2 nd Floor Building N - 1 st Floor	JC - 4150 NHC - 4627
Room Set-Up	Facilities	Building G - Lower Level	4686
Secaucus Center	Executive Director	Secaucus, NJ	4386
Schedule Changes	Advisement	Building A - 2 nd Floor Building N - 1 st Floor	JC - 4150 NHC - 4627
Scholarships	Development	Building B - 2 nd Floor	4069
Sexual Assault or Sexual Harassment	Office of DEI	Building L - 6 th Floor	4628
Student Center	Student Affairs	Building G - 1 st Floor	5401
Student Employment: Work Study or Part-Time	Financial Aid Office Career Services	Building A - 2 nd Floor Building A - 3 rd Floor	4210 4184

Student Organization Information (SGA & Clubs)	Student Life & Leadership	Building G - 2 nd Floor	JC - 4197
TAG Certification	Financial Aid Offices	Building A - 2 nd Floor Building N - 1 st Floor	JC - 4200 NHC - 4212
Transcript Request	Registrar & Enrollment Services	Building A - 1 st Floor	4121
Transfer Pathways	Career and Transfer Pathways	Building A - 3 rd Floor	4184
Tuition Information - Payment and Reimbursement	Bursar	Building A - 1 st Floor Building N - 1 st Floor	JC - 4102; 03; 04 NHC - 4735
Tutoring Services	Tutoring Program	Building A - Lower Level	4187
Unfair Treatment in Course	Instructor or School Dean	Academic Office	---
Veteran's Information	Enrollment Services	Building A - 1 st Floor	4135
Web Page (Home Page)	Communications	Building C - 2 nd Floor	4340
Withdraw from College	Advisement	Building A - 2 nd Floor Building N - 1 st Floor	JC - 4150 NHC - 4627

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2024

Semester Start-Up Events

Wed.	Aug.	21	College Service Day
Thurs.		22	All College Adjunct Faculty Orientation – 6 p.m.
Tues.		27	Convocation

15-Week Terms: Regular, Online Regular & Hybrid, Early College, and Culinary Evening: August 28 – December 17

Wed.	Aug.	28	Classes begin for Regular, Online Regular & Hybrid, and Culinary Evening Sessions	
Sat.	Aug.	31	<i>Labor Day Weekend – College closed</i>	*Registration should occur at least one day prior to first class meeting.
Mon.	Sept.	2		
Mon.	Sept.	9	Last Day to Add* for 15-Week Regular, ONR/Hybrid, and Culinary Evening Terms	
Mon.	Sept.	9	Classes begin for Early College sessions (“HP”)	Last day to add*: 9/15 Last day to drop***: 9/22
Wed.	Sept.	11	Last Day to Drop** for 15-Week Regular, ONR/Hybrid, and Culinary Evening Terms	
Tues.	Oct.	1	Last day to file Degree Audit Application for December 2023 Graduation	
Mon.	Oct.	14	Columbus Day – Classes in session	**For a complete list of refund dates, please consult the Summer/Fall 2024 Student Refund Calendar.
Wed.	Oct.	16	Midterm Exams/Advisement Period	
Tues.	Oct.	22		
Tues.	Oct.	29	Last day to submit Midterm Advisory Grades	
Thurs.	Oct.	31	Diwali – No classes – College closed Note: Classes normally held on this day will be held on Tuesday, December 17	
Tues.	Nov.	5	Election Day – Classes in session	
Mon.	Nov.	11	Veterans’ Day – Classes in session	
Tues.	Nov.	19	Last day to complete official withdrawal (W) for Regular, ONR & Hybrid, Early College, and Culinary Evening Classes	
Wed.	Nov.	27	No Classes; College Offices open	
Thurs.	Nov.	28	<i>Thanksgiving Recess – College closed</i>	
Sun.	Dec.	1		
Tues.	Dec.	10	Last classes and/or final exams for classes in the following 15-week terms: Regular, ONR/Hybrid, Early College, and Culinary Evening	
Tues.	Dec.	17	Note: On December 17, Thursday classes meet	
Fri.	Dec.	20	Last day to submit final grades	

Important Dates for Special Sessions

Culinary (Day) Cycles

Aug. 28 - Oct. 2	Culinary Cycle I	Last day to add*: 9/3	Last day to drop***: 9/9	Last day to W: 9/16	Grades due: 10/7
Oct. 3 - Nov. 6	Culinary Cycle II	Last day to add*: 10/7	Last day to drop***: 10/15	Last day to W: 10/22	Grades due: 11/11
Nov. 7 - Dec. 17 (On 12/17, Thursday classes meet.)	Culinary Cycle III	Last day to add*: 11/11	Last day to drop***: 11/19	Last day to W: 11/26	Grades due: 12/20

7-Week Sessions: Online and On-Ground/Remote

Aug. 28 - Oct. 16	Online Session A	Last day to add*: 8/29	Last day to drop***: 9/4	Last day to W: 10/7	Grades due: 10/21
Aug. 28 - Oct. 16	On-Ground/Remote 1	Last day to add*: 8/29	Last day to drop***: 9/4	Last day to W: 10/7	Grades due: 10/21
Oct. 24 - Dec. 17	Online Session B	Last day to add*: 10/25	Last day to drop***: 11/1	Last day to W: 12/3	Grades due: 12/20
Oct. 24 - Dec. 17 (On 12/17, Thursday classes meet.)	On-Ground/Remote 2	Last day to add*: 10/28	Last day to drop***: 11/1	Last day to W: 12/3	Grades due: 12/20

12-Week “Quick Term” & Off-Site Sections

Sept. 18 - Dec. 17 (On 12/17, Thursday classes meet.)	“Q” & Off-Site Sections (12-wk.)	Last day to add*/drop***: 9/24	Last day to W: 11/19	Grades due: 12/20
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Note: The College reserves the right to modify the calendar. Academic Affairs • ACP Endorsed 11.3.23

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ WINTER/SPRING 2025

Winter Intersession

Jan. 3 – Jan. 17 **Winter Intersession** Last day to add: 1/3 Last day to drop: 1/6 Last day to W: 1/13 Grades due: 1/23
 Mon. Jan 20 *Martin Luther King, Jr. Day – College Closed*

Semester Start-Up Events

Wed. Jan. 22 College Service Day
 Thurs. 23 All College Adjunct Faculty Orientation – 6 p.m.

15-Week Terms: Regular, Online Regular/Hybrid, Early College & Culinary Evening: January 24 – May 19

December 1, 2024	<i>Deadline to Apply for May Graduation</i>		<i>*Registration should occur at least one day prior to first class meeting.</i>
Fri. Jan. 24	Classes begin for Regular, Online Regular/Hybrid, Early College & Culinary Evening Sessions		
Thurs. Jan. 30	Last day to add* for Regular, Online Regular, Hybrid, Early College & Culinary Evening Sessions		
Thurs. Feb. 6	Last day to drop*** 15-Week Regular, Early College, Culinary Evening, and ONR/Hybrid classes		
Fri. Feb. 14	Classes in session - Administrative Offices Closed		
Mon. Feb. 17	<i>Presidents' Day – No classes - College Closed</i>		<i>**For a complete list of refund dates, please consult the Winter/Spring 2025 Student Refund Calendar.</i>
Fri. Mar. 14	Midterm Exams/Advisement Period		
Thurs. Mar. 20			
Thurs. Mar. 27	Last day to submit Midterm Advisory Grades		
Mon. Mar. 31	Eid al-Fitr – No classes – College Closed		
Mon. Mar. 31	Spring Break – No classes		
Sun. Apr. 6			
Fri. Apr. 18	Easter Break – No classes		
Sun. Apr. 20			
Mon. Apr. 21	Last day to complete official withdrawal (W) for 15-Week Regular, Early College, Culinary Evening, and ONR/Hybrid classes		
Tues. May 13	Last classes and/or final exams for 15-Week Regular, Early College, Culinary Evening, and ONR/Hybrid classes		
Mon. May 19			
Thurs. May 22	Last day to submit final grades		

Important Dates for Special Sessions

Culinary (Day) Cycles:

Jan. 24 – Feb. 27	Culinary Cycle I	Last day to add*: 1/30 Last day to drop**: 2/4 Last day to W: 2/11 Grades due: 3/4
Feb. 28 – Apr. 10	Culinary Cycle II	Last day to add*: 3/6 Last day to drop**: 3/11 Last day to W: 3/18 Grades due: 4/15
Apr. 11 – May 19	Culinary Cycle III	Last day to add*: 4/17 Last day to drop**: 4/22 Last day to W: 4/29 Grades due: 5/22

7-Week Sessions: Online and On-Ground/Remote

Jan. 24 – Mar. 14	Online Session A	Last day to add*: 1/27 Last day to drop**: 1/31 Last day to W: 3/7 Grades due: 3/19
Jan. 24 – Mar. 17	On-Ground/Remote 1	Last day to add*: 1/28 Last day to drop**: 1/31 Last day to W: 3/7 Grades due: 3/20
Mar. 22 – May 19	Online Session B	Last day to add*: 3/24 Last day to drop**: 4/2 Last day to W: 5/5 Grades due: 5/22
Mar. 22 – May 19	On-Ground/Remote 2	Last day to add*: 3/25 Last day to drop**: 4/2 Last day to W: 5/5 Grades due: 5/22

12-Week Term: "Q" Sections and Off-Site Sections

Feb. 14 – May 19	"Q" Sections & Off-Site (12-week)	Last day to add*: 2/24 Last day to drop**: 2/25 Last day to W: 4/21 Grades due: 5/22
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