



# STUDENT HANDBOOK

2022-2023

NJIT

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The information contained in this handbook includes information about policies and procedures, academics, and details about the services and facilities at New Jersey Institute of Technology (NJIT). Furthermore, it is subject to change as specified by statements by NJIT. Students are responsible for observing the procedures, regulations, and requirements of NJIT as they are set forth here and in other official NJIT publications.

The staff at NJIT will gladly provide students with detailed information concerning their academic program or academic problems, but this does not relieve any student of individual responsibility for meeting the University's requirements and observing University regulations. This handbook applies to graduate and undergraduate students enrolled at the New Jersey Institute of Technology (NJIT). The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

## MESSAGE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

It is my honor to serve as the Vice President of Student Affairs and Dean of Students at NJIT. Student Affairs supports the mission of NJIT by fostering an inclusive campus and a sense of belonging for all. Through quality innovative programs and services, the division develops supportive environments and enriching experiences that promote student success, engagement, wellbeing, healthy relationships, and personal responsibility.

NJIT is uniquely positioned to attract a diverse intersection of the brightest minds to participate in solving the world's most challenging problems. Our students have the capacity to innovate, to bring rich new perspectives to important endeavors. Student Affairs has a crucial role to play in mobilizing the resources of the campus and broader community to help our students to achieve success and fulfill their vast potential.

Please contact us if you are having difficulties, if you have a great idea for improving student life on campus or if you are simply unsure about where to turn for help. I encourage you to explore our webpage to learn more about the many services we provide.



A handwritten signature in black ink that reads "Dr. Marybeth Boger".

Dr. Marybeth Boger  
Vice President of Student Affairs and Dean of Students



# ACCREDITATION & APPROVALS

The New Jersey Institute of Technology is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Most of NJIT's eligible professional programs, both graduate and undergraduate, are accredited by the respective accrediting agency for their field. Addresses and telephone numbers for all of these accrediting agencies are listed below.

Details about the accreditation of specific programs are included in the descriptions of those degrees.

## **ABET**

(CAC of ABET) Computing Accreditation Commission of ABET

(EAC of ABET) Engineering Accreditation Commission of ABET

(TAC of ABET) Technology Accreditation Commission of ABET

111 Market Place, Suite 1050

Baltimore, MD 21202

Tel. (410) 347-7700

## **AACSB International**

777 South Harbour Island Boulevard

Suite 750

Tampa, FL 33602-5730

Tel. (813) 769-6500

## **Middle States Commission on Higher Education**

3624 Market Street

Philadelphia, PA 19104

Tel. (267) 284-5000

## **National Architectural Accrediting Board, Inc. (NAAB)**

1735 New York Avenue, NW

Washington, DC 20006

Tel. (202) 783-2007



# INSTITUTIONAL MISSION AND VISION

## **Vision**

To be a preeminent public polytechnic research university with local and global impact.

## **Mission**

NJIT, the state's public polytechnic research university, is committed to excellence and global impact through:

- Education—preparing diverse students for positions of leadership as professionals and as citizens through innovative curricula, committed faculty, and expansive learning opportunities
- Research—advancing knowledge to address issues of local, national, and global importance with an emphasis on high impact basic, applied, and transdisciplinary scholarship
- Economic development—anticipating the needs of business, government, and civic organizations to foster growth, innovation, and entrepreneurship
- Engagement—applying our expertise to build partnerships, serve our community, and benefit society as a whole

These four elements guide NJIT in contributing solutions for the grand challenges of the future and improving the quality of life today.

## **Core Values**

Our core values reflect our beliefs, guide our behavior, shape our culture, and in so doing establish a sense of community, common purpose, and student focus.

### **Excellence**

We innovate in the pursuit of excellence in all that we do and continue to improve in order to meet and sustain the highest standards of performance.

### **Integrity**

We are honest and ethical in all we do, keep our promises, and acknowledge our mistakes.

### **Civility**

We treat each other with respect and with dignity.

### **Sustainability**

We develop responsibly and respect the needs of future generations.

### **Social Responsibility**

We pride ourselves on engagement and partnerships to enhance the communities in which we live.

### **Diversity**

We celebrate the inclusiveness of our university community and are sensitive to cultural and personal differences. We do not tolerate discrimination in any form.

### **Communication**

We strive to share information and understand each other's perspectives.

# OUR HISTORY

## A Brief History

Like many of the port cities around the world, the Newark of the late 19th century was a thriving industrial center. Its factories churned out thread, metals, paints and leather goods. In Newark, Thomas Edison set the www at his Ward Street factory for his later astounding achievements, and Edison rival Edward Weston established the first factory in the United States for commercial production of dynamo electric machines. On March 24, 1880, the Essex County Assemblyman in the state Legislature introduced "An Act to Provide for the Establishment of Schools of Industrial Education." The Newark Board of Trade sponsored the bill. The Act established three schools of industrial education: one in Newark, one in Trenton and one in Hoboken. The first Board of Trustees met July 1, 1884. The Newark Technical School opened Monday, February 9, 1885, with 88 students who attended despite a terrible snowstorm. The New Jersey Institute of Technology that we know today has a rich history with its beginnings in the Industrial Age. Learn more about NJIT's rich history [online](#).

## The NJIT Highlander

On May 26, 1949, a vote was made at the Newark College of Engineering (NCE). The school paper was called "The Technician", and the NJIT campus we know today was a distant dream. There were only 700 students at NCE, and 333 of those students voted for naming the athletics teams. They chose THE HIGHLANDERS, a name created by Robert Skettini. Other possible names included the "WESTONIANS", the "RED DEVILS", and the "RED ROCKETS". This was chosen because NCE was located on the Highlands of Newark, where 19th and 20th centuries homes on High Street looked east upon the rivers and watched as boats came in from all over the world. Today, our mascot shows his bravery at all home events and appears at many University events. He always walks around in his signature kilt and NJIT gear. He wields his sword and a shield at all times, revealing the vigor and readiness of the Highlander athletes.

## Alma Mater

To Alma Mater fair and great,  
our voices now we raise,  
Our gratitude we demonstrate,  
Her steady voice we praise.  
Her challenge on us never fails,  
a world of knowledge calls.  
In heart and mind,  
our trust we'll bind  
to our NJIT.  
We'll hold her memory ever dear,  
her spirit we'll revere.  
To her we'll promise loyalty,  
our own NJIT.



# THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs consists of the following departments: Dean of Students, Student Life, Residence Life, Counseling and Psychological Services (CCAPS) and Student Health Services. Our liaisons and campus partners are: The Follett Bookstore, Gourmet Dining, the Office of the Vice Provost for Undergraduate Studies which includes the Office of Accessibility Resources and Services (OARS) and the Norma Clayton J. Clayton Learning Center (TLC).

## **Vision Statement**

To cultivate opportunities for every student to engage, lead, and contribute to the betterment of the world as responsible and socially just citizens.

## **Mission Statement**

Student Affairs supports the mission of NJIT by fostering an inclusive campus and a sense of belonging for all. Through quality innovative programs and services, the division develops supportive environments and enriching experiences that promote student success, engagement, wellbeing, healthy relationships, and personal responsibility.

## **Core Values**

- **Student Success & Wellness**

We believe students are central to our mission and strive to promote academic success, personal development, and wellness.

- **Collaboration**

We believe our community thrives when people work together to actively share programs, services, and resources that benefit the student experience.

- **Inclusion**

We foster an inclusive community that values diverse people and perspectives.

- **Integrity**

We aim for high ethical standards through our actions and decisions to positively impact our community.

- **Leadership**

We promote and model positive effective leadership and offer opportunities for students to enhance their academic experiences and become change agents.



## Academic Calendar

Located under the Registrar's [website](#), information includes the first day of class, the last day to drop/add a course, the last day to withdraw from a course, university closures, refund deadline dates, reading day, final exams, etc.

## Academic Policies/Services

NJIT has an advanced self-registration system that permits all students currently enrolled in undergraduate degree programs to register in advance for their courses. Registration is required each semester for courses offered in the next academic session (fall, winter, spring, summer). Students are advised according to the curriculum for their major, as outlined in the degree program listing in the undergraduate catalog. Students are required to meet with their academic advisor prior to registration; an advisor hold on registration will be removed with advisor authorization only.

All students register online via [Highlander Pipeline](#). An approved registration guarantees class seats only until the first class meeting. Students who do not attend the first class meeting may lose their place in class.

All [academic policies and procedures](#) can be found in the [Undergraduate](#) and [Graduate](#) Catalogs.

## Academic Dishonesty

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. The university expects that its graduates will assume positions of leadership within their professions and communities. Within this context, the university strives to develop and maintain a high level of ethics and honesty among all members of its community. Imperative to this goal is the commitment to truth and academic integrity. This commitment is confirmed in the NJIT University Policy on Academic Integrity. The essential quality of this policy is that each student shall demonstrate honesty and integrity in the completion of all assignments and in the participation of the learning process. Adherence to the University Policy on Academic Integrity promotes the level of integrity required within the university and professional communities and assures students that their work is being judged fairly with the work of others. The policy defines those behaviors which violate the principles of academic integrity, describes a range of appropriate sanctions for offenses, and identifies a method for promoting the principle of academic integrity on campus. These concepts are explained more fully in the [University Policy on Academic Integrity](#).

## **Amnesty Policy for Alcohol or Other Drug-Related Emergencies**

NJIT recognizes that a student may be deterred from requesting assistance for themselves or others in the event of an alcohol or other drug-related medical or safety emergency out of concern that the student may become subject to disciplinary action under the Code of Student Conduct. As NJIT considers the safety and well-being of its student body to be a priority, this Amnesty Policy is designed to support students to obtain professional medical treatment for themselves or others when dangerously intoxicated or impaired without the threat of disciplinary action in certain circumstances.

[View the full policy.](#)

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. It affords eligible students certain rights with respect to their education records (an “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution).

<https://www.njit.edu/registrar/privacy.php>

Students may submit an [Information Release Consent Form](#) if one wishes to designate another individual as authorized to receive information about your records.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day New Jersey Institute of Technology receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall coordinate access to inspect those records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the New Jersey Institute of Technology to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If New Jersey Institute of Technology decides not to amend the record as requested, New Jersey Institute of Technology will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before New Jersey Institute of Technology discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. See "Additional Disclosure Information" below.
4. The right to provide written consent before New Jersey Institute of Technology discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. See "Additional Disclosure Information" below.

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

## **Grade Appeals Policy**

The right to appeal final course grades is governed by the NJIT Grade Appeal Policy. This policy concerns appeals of final grades in courses administered by the various Departments on campus. The NJIT grade appeal policy is intended to present a process which is fair to both students and faculty. The student must be able to demonstrate that the grade in dispute was awarded in an unfair manner.

[View the full policy.](#)

## **Pets on Campus**

For the health and safety of all, no pets are permitted in campus housing or in university buildings except service dogs, other service animals in training, and pre-approved emotional support animals (ESA). Pets include, but are not limited to cats, dogs, and other fur-bearing animals, birds and reptiles. Fish in ten-gallon tanks or less are allowed.

The University requires that dog owners follow these regulations as they pertain to dogs on University:

- Dogs are not allowed on the athletic fields or in flower beds at any time, even if leashed.
- Dogs may not be left unattended anywhere on campus, including but not limited to inside a motor vehicle, even if leashed and windows ajar.
- The owner or the person who possess control of a dog on University property must possess the means to remove fecal matter left by the dog, and is responsible for the immediate cleanup of incidental damages caused by the dog, including digging. Any cleanup should be thorough enough so as to not generate additional work for the University grounds crew.



- Vicious dogs or dogs that exhibit excessive barking may be banned from University at the University's discretion.

### **Service Animals**

Per the Americans with Disabilities Act a service animal is defined as: A dog that is individually trained to do work or perform tasks for people with disabilities. This includes but is not limited to: a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the owner's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals will be permitted to accompany individuals with disabilities in all areas of NJIT's facilities, including residence halls and campus apartments, where students, members of the public, and other participants in services, programs or activities are permitted to go. All individuals accompanied by a Service Animal on campus are required by NJIT to register their animal with the Office for Accessibility Resources and Services (OARS). A Service Animal must be housebroken (i.e., trained so that it controls its waste elimination) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those items, or such use would interfere with the Service Animal's performance of work or tasks.

### **Emotional Support Animal**

An Emotional Support Animal (ESA) is prescribed or otherwise documented by a healthcare practitioner as part of treatment or recovery for an individual with a disability. Students who desire to bring an ESA to live with them in one of the residence halls must contact the Office of Accessibility Resources and Services (OARS), schedule an appointment and provide required documentation from the healthcare practitioner and veterinarian. All applications for ESA's to reside in the residence halls will be reviewed on a case by case basis by the Office of Accessibility Resources and Services in consultation with the Office of Residence Life. The request for an emotional support animal must be renewed each academic year. Please contact the [Office of Accessibility Resources and Services](#) for further information regarding service animals and ESA's.

"Emotional Support Animals are not covered under the ADA and are subject to the "Pet Policy" while on campus. If you have questions about this distinction, please contact the Office of Accessibility Resources and Services or the Department of Residence Life.

## Preferred Name Policy

NJIT recognizes that students may wish to be addressed by a name other than their legal name to identify themselves. For this reason, the university now allows students to apply for a preferred name where reasonably possible in the course of university business and education. In order to initiate this process, a student must submit a [Preferred First Name Change form](#) with the Office of the Registrar; the application of a preferred name may only be requested once an academic year and must be completed at least one week before the start of the next academic semester. Depending on time of application, it may take several days for the preferred name to appear on university rosters.

Once a preferred name application has been approved, students may proceed to use the preferred name to identify themselves. Please note that some records may require the use of legal names only, such as Financial Aid and/or medical documentation. Students who are utilizing a preferred name should always be prepared to reference their legal name as well as provide their college identification when necessary.

NJIT reserves the right to decline or revoke an approved preferred name on the grounds the preferred name may be used for criminal or misrepresentation purposes, may be harmful to the reputation or interests of NJIT, and/or conveys inappropriate or offensive language or meaning. When a denial is made, the student may appeal the decision in writing to the Registrar. The Registrar will provide the appeal to the Dean of Students and Campus Life to reconsider the request and the denial. Abuse or misuse of this policy and process may result in disciplinary action under the Code of Student Conduct.

Students requesting a preferred name under the age of 18 must submit written permission from a parent/legal guardian in addition to a Preferred Name Change form.

Note: Students who have completed a legal name change must fill out a [Request to Change Student Name](#) form with the Office of the Registrar.

## Reporting Forms for Incidents and Concerns

### CARE Team

The NJIT [CARE Team](#) is a campus resource dedicated to assisting students who may be in distress or experiencing challenging or difficult life circumstances. The CARE Team also provides consultation and intervention when students exhibit aggressive, concerning or disruptive behaviors. The primary focus of the team is to take a proactive approach in identifying students who are struggling and provide early intervention, resources, and referrals, both on campus and in the community. This form is used to report behavioral concerns or actions that may pose a risk of harm or danger or threat to self and others. To submit an incident report for a student please click on the [CARE reporting link](#).

## **Academic Integrity**

The NJIT University and community strives to develop and maintain a high level of ethics and honesty among all members of its community. It is our hope that each student demonstrates honesty and integrity in the completion of all assignments and in the participation of the learning process. Adherence to the University Policy on Academic Integrity promotes the level of integrity required within the university and professional communities and assures students that their work is being judged fairly with the work of others. This form is used to report any alleged violations of the policy. To submit an incident report for a student please click on the [Academic Integrity reporting link](#).

## **General Incidents**

NJIT and its community seek to hold students accountable for behaviors that not only impact themselves but also community members. This form is used to report non-academic misconduct that occurs inside or outside of the classroom setting. Some examples are behaviors that violate the Code of Student Conduct or other NJIT policies by students or student organizations such as harassment, bullying, disorderly conduct, etc. To submit an incident report, please click on the [General Incident reporting link](#).

## **Bias Incidents**

Here at NJIT, we encourage an understanding of the effects of bias, aim to create a sense of community responsibility, and help to build an environment of mutual respect through education and dialogue. A bias incident can be defined as an act(s) committed against a person that is motivated by bias or prejudice. Bias incidents can be in the form of verbal, written, physical, or psychological acts or behaviors that threaten or harm a person or group on the basis of actual or perceived race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, atypical heredity or cellular blood trait, military service or veteran status. To submit an incident report, please click on the [Bias Incidents link](#).

## **Title IX and Sexual Misconduct**

Title IX protects all NJIT students by prohibiting discrimination on the basis of sex and sexual harassment. This includes sexual assault, dating/domestic violence and stalking. Additionally, the Code of Student Conduct protects students from other forms of sexual misconduct including sexual exploitation. If you wish to file a complaint of sexual misconduct, please complete the Title IX and Sexual Misconduct [Reporting Form](#) or contact NJIT's Title IX Coordinator directly at 973-596-3466. You may also visit the Office of the Dean of Students located on the second floor of the Campus Center, Room 255 for additional assistance.



## **Withdrawal/Separation from the University**

Students may elect to fully withdraw their enrollment at the New Jersey Institute of Technology at any time. Students must notify the University that they wish to withdraw from all of their courses. An enrollment withdrawal will end the student's enrolled status with the University and cannot be modified once it is processed. Students are encouraged to discuss this withdrawal with their academic advisor prior to submitting the form to the Office of the Registrar. Students who are going to withdraw for medical reasons must get permission from the Dean of Students with supporting medical documentation.

Students who withdraw from the University will lose access to all NJIT services including Highlander Pipeline and their NJIT student email account. Students who withdraw their enrollment will be responsible for any outstanding charges due to the University in accordance with University policy. After the 100% refund period ends, refunds are for tuition only, all fees are to be paid by the student.

Students with Financial Aid must reach out to Student Financial Aid Services prior to withdrawal from their classes. Financial aid, grants and scholarships may need to be adjusted based on the last day of attendance, according to federal and university guidelines. Students will receive notification from the Student Financial Aid Services regarding any balance due once the total enrollment withdrawal is processed. Other information about withdrawals can be accessed online.

### **Partial Withdrawal**

Students must withdraw from a course using Highlander Pipeline. The date of such withdrawal will establish tuition liability based on the university's refund policy. The university refund policy is posted on the Registrar's website and should be viewed prior to withdrawal. Withdrawals requested via phone call or email will not be honored. After the 100% refund period ends, refunds are for tuition only, all fees are to be paid by the student.

### **Medical Withdrawal**

A medical withdrawal is applied to any student having a medical or mental health condition that prevents them from continuing academic work. The appropriate medical documentation indicating that the student's medical or mental health condition is preventing the student from actively engaging in coursework (as opposed to a condition which makes being a student difficult or inconvenient) must be provided from a licensed psychologist or primary care physician/provider to support the student's request.

All medical documentation and requests are to be submitted to the DOS office. No medical documentation is to be given to any faculty/staff member at the University. All medical information is kept confidentially in the Office of the DOS. If the exit is approved, the student's transcript will reflect withdrawals (Ws) for the semester.

**\*\*\*Note: A medical withdrawal is a withdrawal from ALL classes for that semester**

## **Military Withdrawal**

Students called to serve in the Armed Forces of the United States will be allowed to withdraw from the university without penalty upon presenting an official copy of their military training or deployment orders to the Manager of Military and Veteran Affairs in the Office of the Registrar. This must be done by the time a student is required to stop attending classes.

Students who withdraw before midterm will receive normal withdrawal notations (e.g., W, Withdrew grades) on the transcript. After midterm, students may, with the permission of the appropriate instructor, exercise one of two additional options: 1) receive final grades earned as of the date of withdrawal, if work of sufficient quantity and quality has been completed to warrant a passing grade for the term; or 2) receive an Incomplete grade for one or more courses if the work can be completed before the end of the following semester. Students who exercise one of these two options are subject to all other university policies regarding grades and will not receive a tuition refund for those courses in which a final grade or Incomplete is assigned.

The University will refund 100% of tuition and fees for the term that the student departs if the student withdraws from the course(s). For students who have room and/or board contracts in force, the cost of room and/or board will be reimbursed on a prorated basis.

While on active duty, the university will maintain registration until the student's orders are completed. This will allow for seamless readmission into the university. The University will refund 100% of tuition and fees for the term that a military spouse or dependent must withdraw due to redeployment or relocation, orders must be provided.

Other information about withdrawals can be accessed online.

## **Medical and Medical Health Leave (International Students)**

A leave of absence is a temporary break from your studies for one or more semesters. Since you will not be enrolled during this time, your SEVIS record will be terminated for the reason "Authorized Early Withdrawal" and you must depart the U.S. within 15 days of the day your record is terminated. Authorized Early Withdrawal is a neutral reason that will not have any negative impact on your immigration record. Students must contact the [Office of Global Initiatives](#) to begin the leave process.

## **Maintaining Registration**

Students presently maintaining registration should access the course schedule and registration information online. Students who intend to maintain registration must choose for the subject MR--Maintaining Registration and register for the appropriate section via Highlander Pipeline. Students that have an outstanding balance who wish to maintain registration must email registrar@njit.edu. Please include your name and NJIT ID number. Students enrolled in a degree program who find it necessary to temporarily discontinue their studies are permitted to maintain registration for a fee each semester they do not register. International students on F-1 and J-1 visa status may not maintain registration unless they have obtained prior written permission from the Office of Global Initiatives and the Office of Graduate Studies.

## **Re-enrollment Policy/ReAdmit**

If you have already finished at least one semester at NJIT, and then took a full semester or longer off, you are required to apply for readmission.

NJIT employs rolling admissions so your application will be evaluated as soon as your file is complete. If you would like to re-enroll at NJIT in a certain semester, you need to make sure your application is complete and submitted by these cutoff dates. For more information, review the policy online.

Class Absences:

In such instances, students are responsible for maintaining satisfactory academic progress and are expected to contact instructors to make arrangements to stay current in their courses. The Office of the Dean of Students will seek excusals on behalf of a student from missing course/s due to bereavement, medical concerns, religious observance, military activity and legal obligations with the appropriate documentation to support the absence. All documentation is to be submitted online with DOS. No documentation is to be given to any faculty/staff member at the University. All documentation is kept confidentially in the Office of the DOS. Your supporting documentation must be submitted no later than 14 days after your absence. Extenuating circumstances may apply or be considered on a case to case basis.

**\*\*\*The instructor has the discretion to determine whether or not to allow any make up of exams, tests or assignments missed.**

## **CODE OF STUDENT CONDUCT**

The university seeks to create a community where rights and mutual responsibilities are both recognized and valued. The university promotes the intellectual and personal development of its student population within an environment of freedom of inquiry. In order to preserve this climate of academic freedom, students are expected and required to adhere to high standards of moral, ethical and professional behavior.

View the full [Code of Student Conduct](#).

### **Preamble**

1. The university seeks to create a community where rights and mutual responsibilities are both recognized and valued. The university promotes the intellectual and personal development of its student population within an environment of freedom of inquiry. In order to preserve this climate of academic freedom, students are expected and required to adhere to high standards of moral, ethical and professional behavior.



2. The university will regulate conduct which affects its interests as an academic community. All members of the community are obligated to observe and adhere to the civil and criminal laws of the local, state and federal authorities as well as to university regulations and policies.

3. This document refers to the procedures and regulations which comprise the Code of Student Conduct. Additional policies, judicial procedures and regulations which apply to students can be found in the [Undergraduate/Graduate](#) catalogues and publications about: [Fraternity and Sorority Life](#), [Residence Life](#), [Sexual Harassment](#), and [other published documents](#).

4. The guidelines set forth below are intended to ensure that all persons accused of violating the Code of Student Conduct adopted by the university are treated in a fair and just manner and are afforded an opportunity to have an alleged violation fairly adjudicated. The Code of Student Conduct describes both expected and prohibited types of behavior, procedures for adjudicating offenses committed by students and the sanctions which can be imposed for such violations.

5. The university reserves the right to modify, alter or repeal any of the procedures, rights or responsibilities set forth in this code at any time. Such changes will be posted in appropriate official university vehicles, which may include its website, newspaper, electronic or print publications and any other communication vehicles which may be officially used, prior to going into effect.

6. Preparing for the Conduct Process: To prepare for your conduct meetings it is important that you review the guidelines which can be found in the Code of Student Conduct. The administrative conference with a conduct officer is your opportunity to respond to the allegations. Should you choose not to attend, your case will be reviewed in your absence and you will be informed of the outcome. Furthermore if you choose not to attend, you will not have the opportunity to provide testimony or evidence for the purposes of filing an appeal. If you wish to attend any conduct meeting and/or hearing and require any accommodations, please contact the Office of the Dean of Students as soon as possible.

## **Title IX and Sexual Misconduct**

New Jersey Institute of Technology (NJIT) is an institution of higher education and a community dedicated to learning and the advancement of knowledge. NJIT expects and requires the behavior of its students, faculty, staff, officials, vendors, visitors and anyone else with a direct link to NJIT to comply with its high standards of scholarship and conduct. NJIT is committed to protecting the university community, the rights of its members, and to cultivating and sustaining a positive living and learning environment free from discrimination and harassment for all students and employees. Thus, NJIT does not discriminate on the basis

of sex or gender in its educational programs and activities and does not tolerate discrimination or harassment on the basis of sex or gender. The requirement not to discriminate on the basis of sex extends to admissions and employment at NJIT.

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in education programs or activities operated by an institution receiving federal financial assistance. NJIT prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking. NJIT also prohibits retaliation against any person who, in good faith, reports or makes a Formal Complaint of sexual misconduct or interpersonal violence or who testifies, assists, or participates or refuses to participate in any manner in an investigation or resolution process under this policy.



### **University Policy on Academic Integrity**

New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. The university expects that its graduates will assume positions of leadership within their professions and communities. Within this context, the university strives to develop and maintain a high level of ethics and honesty among all members of its community. Imperative to this goal is the commitment to truth and academic integrity.

This commitment is confirmed in the NJIT University Policy on Academic Integrity. The essential quality of this policy is that each student shall demonstrate honesty and integrity in the completion of all assignments and in the participation of the learning process. Adherence to the University Policy on Academic Integrity promotes the level of integrity required within the university and professional communities and assures students that their work is being judged fairly with the work of others. This policy defines those behaviors which violate the principles of academic integrity, describes a range of appropriate sanctions for offenses, and identifies a method for promoting the principle of academic integrity on campus.

View the full [University Policy on Academic Integrity](#).

# CAMPUS OFFICES AND SERVICES

## Academic Colleges

### Albert Dorman Honors College (ADHC)

From honors courses to study abroad opportunities, Albert Dorman Honors College students are immersed in rich, challenging and individualized educational experiences.

Location: Honors Hall, 2nd Floor

Website: <https://honors.njit.edu>

### College of Science & Liberal Arts (CSLA)

By joining with interdisciplinary research programs and facilitating inter-department collaborations, students of College of Science and Liberal Arts Explore emerging frontiers within genomics, robotics, mathematical biology, nanotechnology and environmental science.

Location: Cullimore Hall, Room 207

Website: <https://csla.njit.edu>

### Hillier College of Architecture and Design (HCAD)

Home to the only public accredited undergraduate architecture program in New Jersey, Hillier College of Architecture and Design shapes students into competent professionals and engaged citizens. Key academic areas include urbanism, sustainability and digital applications.

Location: Weston Hall, Room 340

Website: <https://design.njit.edu>

### Martin Tuchman School of Management (MTSM)

To revolutionize traditional business disciplines, future business leaders must be deeply immersed in new technology. Martin Tuchman School of Management is an academic balance of business- focused and technology-driven programs.

Location: 3000 Central Avenue Building (CAB)

Website: <https://management.njit.edu>

### Newark College of Engineering (NCE)

Inside a technology-rich atmosphere, Newark College of Engineering is an engineering education powerhouse and the largest engineering college in New Jersey.

Location: Fenster Hall, Room 280

Website: <https://engineering.njit.edu>

## **Ying Wu College of Computing (YWCC)**

Ying Wu College of Computing is one of the few colleges in the country devoted entirely to computing. It is also the region's largest, most comprehensive computing program, in which students concentrate on information systems, information technology and computer science.

Location: Guttenberg Information Technologies Center (GITC), Suite 5700

Website: <https://computing.njit.edu>

## **Athletics Department**

Whether you're a serious competitor or a weekend warrior, NJIT has you covered with NCAA Division I varsity sports, along with club and intramural sports. Because of NJIT's size, it's easy to join a varsity team; you may even be able to play two sports.

Close to three-quarters of NJIT's student-athletes have a GPA of 3.0 or better. No matter what your level of competition, you can make use of facilities that include an indoor running track, a six-lane pool, a fitness center, an arena that seats 4,500, racquetball and squash courts, tennis courts, and a volleyball court.

We field 19 varsity teams at the NCAA Division I level, and we are proud of our success in competition out of the classroom. Depending on the sport, our teams compete both as members of Division I conferences and Division I independents.

Location: Wellness and Events Center

Website: <https://www.njit.edu/athletics>, <https://www.njithighlanders.com/>

Phone: 973-596-5730

## **Bursar**

The Bursar's Office provides essential information to service students and their families in all matters of their financial account including viewing and understanding billing, payment options, fee descriptions, billing deadlines, and refunds.

Location: Student Mall, on the ground floor of the parking facility

Website: <https://www.njit.edu/bursar/>

## **Career Development Services (CDS)**

Career Development Services is a value-added contributor to the career planning and preparation of NJIT's diverse population of students in pursuit of their first-destination career goals. Together with our academic, employer, and community partners, we seek to immerse all students within a progressive and comprehensive approach to career advising, coaching,



skill-building, and practical experience opportunities, which best ensure career readiness upon graduation. Our work is dependent upon developing and sustaining relationships with employers who provide career and experiential education opportunities for students.

Location: Room 200, Fenster Hall

Website: <https://www.njit.edu/careerservices/>

Phone: 973-596-3100

## **Center for Counseling and Psychological Services (C-CAPS)**

The NJIT Center for Counseling and Psychological Services (C-CAPS) is committed to assisting students in the achievement of their academic goals as well as benefiting from their personal experience on campus. College life can be personally challenging and stressful at times. We believe that the educational process is an important component of the development of the individual as a whole person. Our goal is to optimize the college experience and improve the quality of the lives of our students by promoting their mental health and facilitating students' personal, academic and professional growth.

C-CAPS is staffed by psychologists and professional counselors who are here to help students with the transitions and stresses of college life as well as with more serious psychological problems or crises. Personal challenges such as stress, anxiety, depression, relationships and low self-esteem can impact academic and personal functioning. Counseling may help you to identify and explore available options, increase self-awareness and make realistic decisions about concerns that may be distracting you from achieving your personal and academic goals. C-CAPS provides a safe, non-judgmental and highly confidential environment where students can meet with a professional to discuss any discomfort or concerns they may have. For situations or conditions that require more comprehensive or longer-term services than the C-CAPS offers, we will assist students with referrals to off-campus providers.

Location: Room 205 Campbell Hall (Main Level)

Website: <https://www.njit.edu/counseling/>

Phone: 973-596-3414 (state your need for immediate help to the receptionist)

### **For 24-hour assistance call one of the following for:**

#### **Psychological/Psychiatric Emergencies**

- 988 Suicide and Crisis Lifeline: 988
- University Hospital Crisis (973) 623-2323
- NJIT Public Safety (973) 596-3111; they can contact C-CAPS staff after hours or provide hospital transport.

#### **Sexual Assault or Domestic Violence (24/7)**

- University Hospital medical emergency room (973) 972-1325, 1324, 5123; provides emergency medical and counseling services

- NJIT Public Safety (973) 596-3111
- 1-800-656-HOPE (4673): National sexual assault hotline
- 1-800-799-SAFE (7233): National domestic violence hotline
- Click here for a directory of crisis services and sexual assault/domestic violence hotlines in different communities

### **LGBTQ+ Resources**

- The Trevor Project- is determined to end suicide among LGBTQ youth by providing resources and a nationwide, 24-hour hotline. If you are considering suicide or need help, call 866-4-U-TREVOR (866-488-7386).

### **Veterans Services, 24/7**

- 1-877-VET-2-VET (838-2838): Vet2Vet Veterans Crisis Hotline
- 1-800-273-8255/PRESS 1: Veterans Crisis Line

## **Dining Services**

NJIT Campus Dining offers a variety of options, from the Highlander Commons Dining Center with its themed food stations and all-you-can-eat meals to snacks and coffee at Tech Cafe. For a full list of dining options, meal plans, and information on contacting our dietician, visit the Dining Website.

Location: 1st floor, Campus Center

Website: <https://www.njitdining.com/>

Phone: 973-596-2468

## **Educational Opportunity Program (EOP)**

NJIT Educational Opportunity Program (EOP) offers academic support and career and personal counseling, to first time full time freshmen, and transfer students. The EOP staff is committed to providing services to students who are ready to accept the challenges of a rigorous college experience, and committed to the hard work and discipline necessary to overcome economic distress and gaps in previous academic preparation.

EOP's mission is to provide educational opportunities and improve educational outcomes for populations traditionally underrepresented in mathematics, the natural sciences, engineering, computer and information science, business, architecture, engineering technology, and in the professions related to these fields. At NJIT, EOP students find enthusiastic administrators and faculty who help to make participation in the program especially rewarding.

Location: 3rd Floor, Campbell Hall

Website: <https://www.njit.edu/eop/overview.php>

Phone: 973-596 3690

## Facility Systems

Facility Systems assists the Department of Public Safety in its mission to effectively protect NJIT faculty, staff, students and property. Building and office alarms report back to police dispatch within seconds of an event. Card access readers, located throughout the campus, allow authorized individuals to enter and exit buildings after hours. The police dispatchers use closed-circuit television cameras to monitor campus activity by performing video tours of the campus. The CCTV system is also used to investigate the source of incidents and to efficiently dispatch personnel. Police radios allow officers to remain in continuous contact with each other. Intercoms and emergency phones allow individuals to communicate with the Department of Public Safety from locations throughout campus. The identification system generates photo IDs that allow the Department of Public Safety to identify students, faculty and staff. Parking systems register and store vehicle information for on-campus parking. These systems assist the Department of Public Safety in monitoring and protecting the campus from theft and personal injury. Although the systems are highly automated, the entire university community must participate in reporting any suspicious activity.

Location: Laurel Hall Annex, 131 Summit Street ( corner of Summit and Warren Streets)

Website: <https://www.njit.edu/parking/>

Phone: 973-596 3690

## Financial Aid

We are committed to facilitating access for students seeking to invest in higher education at NJIT, regardless of a family's financial circumstances.

From scholarships and grants—which never need to be repaid—to borrowed money, our generous financial aid packages put an NJIT education within reach. The Office of Student Financial Aid Services awards approximately \$100 million in financial aid to undergraduate, graduate, and professional students.

Location: Student Mall, on the ground floor of the parking facility

Website: <https://www.njit.edu/financialaid/student-financial-aid-services/>

Phone: 973-596-3479

## Financial Hardship Appeal

The Hardship Committee is composed of administrators from the offices of Finance, Financial Aid, Dean of Students, Academic Affairs, and the Bursar. This committee reviews all applications submitted and makes a determination to accept or reject the appeal as submitted. The decision of the committee is final and binding and the matter cannot be appealed again. The committee has the privilege to provide credits/refunds as deemed appropriate on a case by case basis.

For more information, view the policy and procedure [online](#).

## Highlander Student Emergency Fund

The NJIT community established a special fund to help students facing financial hardships related to emergency situations. Today, as students and their families are forced to navigate the significant disruptions and challenges caused by the COVID-19 pandemic, the Highlander Student Emergency Fund has taken on added importance. For many future engineers, architects, scientists, and leaders, the “hand up” provided by this fund could spell the difference between finishing their NJIT degree on time and deferring completion indefinitely. NJIT students may request a grant of up to \$500 from the Highlander Student Emergency Fund for any number of unanticipated expenses arising from an emergency. Past recipients have utilized grants for medical expenses, housing costs, books and other course materials, and the replacement of possessions lost due to fire, flood, or other catastrophic events. In light of the coronavirus outbreak and its adverse impact on student and parent employment, grants from the emergency fund may also be used to pay tuition and to ensure access to laptops, webcams, and other educational technology.

The Highlander Student Emergency Fund program is administered by the Office of Student Financial Aid Services, in collaboration with the Dean of Students and Campus Life. Students may submit their confidential application [online](#).

To be eligible for a grant from the Highlander Student Emergency Fund, an NJIT student must be:

- Enrolled as a full-time undergraduate or graduate student.
- Experiencing a temporary financial hardship resulting from an emergency situation.
- Currently in good standing with the university.

Once approved, awards are typically made available to students within 72 hours of approval.

## Library Services

The Robert W. Van Houten Library, NJIT’s university library, houses a core collection of print books, group study rooms and has an Information Commons computer lab with more than 120 computer workstations and wireless access throughout the building. The Barbara and Leonard Littman Architecture, Art and Design Library, a branch of the university library, maintains a core collection of architecture, art and design resources. The University Library staff are committed to developing innovations in access services, information literacy and digital initiatives. The collection comprises over 390,000 volumes with 34 full-text databases, over 55,000 electronic journals, 168,000 ebooks and 222,000 physical holdings.

The resources of the Van Houten Library at the NJIT primarily support the instructional and research needs of the NJIT community. The library is open to the public for research relating to the NJIT library's unique science and technology collection. Individuals not affiliated with NJIT may be required to show an acceptable identification card. All library users must comply with NJIT library policies.

The Van Houten Library, located in the Central Avenue Building, is about 56,266 square feet and has approximately 600 seats, provides a facility for individual and group study, research, computing, and browsing with wireless access available throughout the building.

Location: 186 Central Ave. Newark, NJ 07102

Website: <http://library.njit.edu/>

Phone: 973-596-3206

## **Murray Center for Women In Technology**

The Murray Center is a university-wide network that connects women students and faculty to each other and to the resources they need to succeed. The Murray Center supports the efforts of NJIT's NSF-funded ADVANCE program to diminish the isolation that many women in science and engineering experience, at NJIT and across the country. The program integrates new virtual networks (V-Net) with traditional face-to-face networks, linking women researchers to each other, to male peers, and to female counterparts in industry and government. The goal is to:

- stimulate and support interdisciplinary research synergy;
- expand social and professional networks;
- improve information flow;
- facilitate social capital formation...and, over time, increase the representation of women in leadership positions within the university community.

The Murray Center partners with groups across campus and the local community to guarantee that existing resources, policies, networks, and professional organizations essential for the success of faculty and staff at a technological university are easily accessible to the university community in a central location.

Location: 2nd Floor, 265 Campus Center

Website: <https://womenscenter.njit.edu/>

Phone: 973-596-3295

## **The Norma L. Clayton Learning Center**

The Learning Center provides academic support for students both in the classroom and beyond by providing tutoring services, academic coaching, academic and personal enrichment workshops and staff and peer support so students can meet the demands of their coursework and are prepared for life after graduation. TLC staff is committed to providing group and individual instruction which leads to student success.

Location: Central King Building, G-22

Website: <https://www5.njit.edu/tlc/>

Phone: 973-596-2992



## **Office of Academic Advising (OAA)**

Through meaningful and collaborative relationships with advisors, students are able to effectively create and follow sound curriculum plans that are consistent with their personal values, interests, goals, and career paths. The office currently advises and tracks the retention of first year new freshman undergraduate students in the:

- College of Science and Liberal Arts (CSLA)
- Martin Tuchman School of Management (MTSM)
- Hillier College of Architecture and Design (HCAD)
- Newark College of Engineering (NCE)

OAA Advisors also advise undergraduate incoming transfer students, prior to their start at NJIT, in designated colleges and majors, as well as students who may need assistance with deciding on a major.

Location: Kupfrian Hall, 2nd Floor, Suite 201

Website: <https://www.njit.edu/advising/advisors.php>

Phone: 973-596-5598

## **Office of Accessibility Resources and Services (OARS)**

The Office of Accessibility Resources and Services works in partnership with administrators, faculty and staff to provide reasonable accommodations and support services for undergraduate, graduate, doctoral, and visiting students with disabilities who have provided our office with medical documentation to receive services. We strive to promote an inclusive environment that encompasses advocacy and access to all campus resources.

Location: Room 201, Kupfrian Hall

Website: <https://www.njit.edu/studentssuccess/accessibility>

Phone: 973-596-2994

## **Office of the Dean of Students (DOS)**

The Office of the Dean of Students is the central point of contact for student concerns on campus. Under the Division of Student Affairs, the mission of the Office of the Dean of Students (DOS) is to create opportunities to engage and support students, both in and outside of the classroom, through general advisement, advocacy, special programs, problem-solving, and implementation of the Code of Student Conduct and policies under Title IX. DOS also coordinates a variety of services for students, including advocacy for the resolution of student concerns, coordination of the medical withdrawal process, and class excusal and Incomplete requests.

Location: 2nd floor, 255 Campus Center

Website: <https://www.njit.edu/dos>

Phone: 973-596-3466

## **Office of Global Initiatives**

The Office of Global Initiatives (OGI) is the primary point of contact for our international students. We provide immigration advice and guidance to degree-seeking and exchange students, as well as student engagement through orientation programs, cultural events, and social occasions. In addition, the OGI is also responsible for promoting study abroad opportunities to all NJIT students. We work with different offices to foster internationalization on NJIT's campus.

Location: Room 180, Fenster Hall

Website: <https://www.njit.edu/global>

Phone: 973-596-2451

## **Office of Graduate Studies**

The Office of Graduate Studies provides assistance to graduate students in various academic matters, interprets policies and procedures in the graduate catalog, approves Master's thesis and Ph.D. dissertation faculty committees, spearheads efforts to create new or revise academic policies for graduate students, coordinates the organization of academic events with the association of graduate students and other academic clubs, handles the processing of financial-support nominations for graduate students, provides guidelines for formatting Master's thesis and Ph.D. dissertation documents, organizes orientation events for new graduate students as well as graduate student employees, and offers information about the availability of university-level fellowships and scholarships for graduate students.

The Graduate Student Association's (GSA) mission is to represent the interests of all graduate students in university affairs. GSA maintains relationships with graduate students, our university administrators and officials. This close contact gives graduate students a voice at our university. In addition, GSA's membership in the National Association of Graduate and Professional Students (NAGPS) gives it a national voice.

For newly admitted and entering graduate students, we are often the best source of information about many aspects of graduate study at NJIT.

Location: Fenster Hall, Suite 140

Website: <https://www5.njit.edu/graduatestudies/office-graduate-studies/>

Phone: 973-596-3463

## Office of the Provost

The Provost is the chief academic officer of NJIT and is thus responsible for the educational and research mission of the university. Given the broad scope of Academic Affairs, numerous offices and entities are under the umbrella of the Provost's Office. These include, for example, all academic colleges, schools, and departments; Sponsored Research Administration and Grant/Contract Accounting; Enrollment Management, Global Initiatives, and Career Development Services; Graduate Studies; Undergraduate Studies; Information Services and Technology; the University Libraries, Institutional Effectiveness; Planning and Accreditation; and the Murray Center for Women in Technology. All of the faculty and instructional staff ultimately "report" to the Provost.

The Provost also serves as the Senior Executive Vice President for the university, and collaborates with the President in setting overall university priorities and allocates funds to carry these priorities forward. The Provost and Senior Executive Vice President is a member of the university's senior administration; should the President be away or otherwise unavailable, the Provost acts as President.

Location: Fenster Hall, Room 380

Website: <https://www.njit.edu/provost/>

## Office of Student Life

The Office of Student Life (OSL) enhances the student experience at NJIT by providing opportunities for student-centered learning, personal and professional growth, and resources that foster an engaged and inclusive campus community. Through advisement, advocacy, annual programs and services, we empower our students to develop the skills necessary to be leaders in the workforce.

### Areas of Focus

- **Campus Engagement:** To enhance campus engagement and school pride through annual events and traditions such as Homecoming, Welcome Week, and the Highlander Awards.
- **Organizational Advisement:** To provide advice and support to more than 150+ recognized student organizations and 30 fraternities and sororities through annual training, development, and policy management. All NJIT students have access to view and join student organizations through Highlander Hub.
- **Leadership Development:** To provide opportunities for all students to develop their leadership capacity through the Lisa Pierson Center for Leadership and annual student leadership training.
- **Diversity and Inclusion:** To promote a campus experience that promotes social justice by developing and implementing programs, training, and large-scale initiatives that not only celebrate diversity but focuses on inclusion.

5. [Commuter Life](#): To address the needs of commuter students and provide resources and programmatic opportunities for engagement in campus life.
6. Facility Management: To manage and promote Student Life facilities and services available to the student body including the Game Room and [Food Pantry](#).

Location: 485 and 485B, Campus Center

Website: [www.njit.edu/studentlife](http://www.njit.edu/studentlife)

Phone: 973-596-3693



## **Parking Services**

All NJIT student and employee vehicles must be registered with the Facility Systems, Photo Identification & Parking Services Department and display a current NJIT permit to park in campus lots. Students can register their vehicles online. Faculty and staff can register for parking by mail or in person before the start of each semester. NJIT event guests do not register their vehicles. Students must register their vehicles before the start of each semester.

NJIT Students must be registered for classes to be eligible for photo ID or to apply for a parking permit (Rutgers, UMDNJ and ECC students are not eligible). Additional photo ID hours are available by appointment. NJIT Photo ID cards are given to every NJIT Student and Staff member and are available at NJIT's ID Office. All ID cards are the property of NJIT and must be returned upon request. There is no fee for the initial card. Please use this link for additional information.

Location: 141 Summit Street (at the corner of Summit and Warren Streets)

Website: <https://www.njit.edu/parking/>

Phone: 973-642-7190

## **Public Safety**

The Department of Public Safety, conveniently located at 154 Summit St. on the first level of the Parking Deck, provides police protection 24 hours a day, seven days a week. The 78 member department includes a Chief of Police, Deputy Chief, Lieutenants, Sergeants, Police Officers, Public Safety Officers and an administrative support staff. The Department of Public Safety is a NJSACOP (New Jersey State Association of Chiefs of Police) Accredited Police Agency.

All NJIT Police Officers have graduated from an accredited police academy and are certified by the New Jersey Police Training Commission. They serve and protect the campus and surrounding community by enforcing state laws and city ordinances, as well as university rules and regulations. University Police Officers are armed and have full powers of arrest throughout the State of New Jersey. Patrolling the campus and surrounding area on foot, bicycles, and in state-of-the-art patrol vehicles, officers create a safe environment for the university and surrounding community as well as their invited guests.

The University police maintain a close working relationship with the Newark Police Department, Rutgers, Essex County College, and NJ Transit Police Departments as well as other agencies in the area. Public Safety Officers are highly visible and posted in University parking lots as well as in and around campus buildings. Public Safety Officers also assist police personnel at special events.

Location: 154 Summit St. University Heights, Newark, NJ 07102

Website: <https://www.njit.edu/publicsafety/>

Phone: 973-596-3911

## **Registrar Services**

The New Jersey Institute of Technology Office of the Registrar accurately records the academic progress of each student, within the rules and policies enacted by the faculty, administration and Board of Trustees, in compliance with local, state and Federal laws, and in accordance with accepted and established record-keeping practices.

### **Registration**

NJIT has an advanced self-registration system that permits all students currently enrolled in undergraduate degree programs to register in advance for their courses. Registration is required each semester for courses offered in the next academic session (fall, winter, spring, summer). Students are advised according to the curriculum for their major, as outlined in the degree program listing in the undergraduate and graduate catalogs. Students are required to meet with their academic advisor prior to registration; an advisor hold on registration will be removed with advisor authorization only. All students register online via Highlander Pipeline. An approved registration guarantees class seats only until the first class meeting. Students who do not attend the first class meeting may lose their place in class.



Location: Student Mall, on the ground floor of the parking facility

Website: <http://www5.njit.edu/registrar/>

Phone: 973-596-3236

## **Residence Life & Housing Information**

Our mission: Providing services that support students' academic and personal development. Residence Life is dedicated to student learning inside and outside of the classroom by creating unique residential communities for NJIT students to call home. Office staff, Residence Coordinators, Resident Assistants & Desk Attendants work to make a difference in the lives of the students with whom they interact. Explore our website to learn about how our focus on student learning and community make our halls a great place to live!

Living on campus at NJIT provides an on-campus learning environment that is welcoming to all students and fosters the development of residents through leadership opportunities, educational experiences and community involvement. The residence hall experience will provide you with the opportunity to develop lasting friendships, learn about different people from diverse cultural backgrounds and increase your own personal growth. As a resident student, you will learn and grow with your residence hall community as you are provided with a variety of on-campus experiences. Living on campus at NJIT adds rich and exciting opportunities to your college experience.

Location: Cypress Hall

Website: <https://www.njit.edu/reslife/>

Phone: 973-596-3039

## **Student Health Services**

Student Health Services supports the educational mission of the New Jersey Institute of Technology (NJIT) by engaging our students in connecting optimal wellbeing to personal and academic growth. Our goal is for our students to be empowered by and knowledgeable in making healthy life choices, preventing disease and injury, managing chronic illness or disability, and developing effective self-advocacy as they invest in a lifelong pursuit of wellness.

The clinical staff provides the following services including but not limited to prevention and treatment for common illnesses and injuries, referral for family planning and routine gynecological services, health counseling and education, referral for STI evaluation, drawing blood and/or collecting specimens for laboratory studies (with a prescription from your healthcare provider).

Location: NJIT Student Health Services at St. Michael's Primary and Specialty Care Center  
111 Central Avenue, University Heights, Newark NJ 07102

Website: <https://www5.njit.edu/healthservices/>

Phone: 973-596-3621

## Tutoring Centers

NJIT offers a number of free tutoring services on campus for students to take advantage of.

### Chemistry Learning Center

Location: CKB, G12

Website: <https://chemistry.njit.edu/students>

### Computer Science Tutoring

Location: GITC 3701 (online tutoring available as well)

Website: <https://computing.njit.edu/tutoring>

### Math Tutoring Center

Location: CKB, G11

Website: [https://math.njit.edu/students/undergraduate/tutoring\\_help.php](https://math.njit.edu/students/undergraduate/tutoring_help.php)

### Physics Tutoring

Location: CKB, G12

Website: <https://physics.njit.edu/physics-tutoring-sign-sheet>

### The Writing Center

Location: CKB, G17

Website: <https://www.njit.edu/writingcenter/>

## Veteran and Military-Affiliated Services

As one of the nation's leading polytechnic universities and a Top Military Friendly School, NJIT is committed to supporting those who serve and their dependents. NJIT provides a number of resources for veterans, dependents and military-affiliated students. These services include individual career and financial counseling, access to NJIT's Veteran's Lounge, and the VITAL Initiative (Veterans Integration To Academic Leadership).

Location: Student Mall, on the ground floor of the parking facility

Website: <https://www.njit.edu/veterans/>

Phone: 973-596-5475



## APPENDIX A: Hazing Policy

Hazing is antithetical to the mission of New Jersey Institute of Technology (NJIT). It is contrary to the academic and personal development of students, an affront to the student's dignity, and a violation of New Jersey state law. Hazing as Defined by New Jersey:

Section 1 of P.L.1980, c.169 (C.2C:40-3)

Hazing.

- 1.a. A person is guilty of hazing, a disorderly persons offense, or a crime of the fourth degree if the act of hazing results in bodily injury, if, in connection with initiation of applicants to or members of a student or fraternal organization, whose membership is primarily students or alumni of the organization or an institution of higher education, the person knowingly or causes, coerces, or forces another person to do any of the following:
  - i. endure any other activity that creates a reasonable likelihood of bodily injury to the person.
  - ii. endure brutality of a sexual nature; or
  - iii. endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
  - iv. endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
  - v. consume any food, liquid, alcoholic liquid, drug or other substance which subjects the other person to a risk of emotional or physical harm;
- a. violate federal or state criminal law;

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training, contests, competitions, or events.

1. A person is guilty of aggravated hazing, a crime of the third degree, if the person commits an act prohibited in subsection a. of this section which results in serious bodily injury to another person.
2. A student or fraternal organization, or an institution of higher education, that knowingly or recklessly promotes or facilitates a person to commit an act of hazing or aggravated hazing prohibited in this section is subject to a fine of not more than \$5,000 for each violation of subsection a. of this section, and a fine of not more than \$15,000 for each violation of subsection b. of this section.
3. Any property which has been, or is intended to be, utilized in furtherance of any unlawful hazing activity set forth in this section by a person, student or fraternal organization, or institution of higher education, as well as any proceeds derived from the unlawful activity, shall be subject to forfeiture pursuant to chapter 64 of Title 8 2C of the New Jersey Statutes.

Under New Jersey law, a person's consent is not a defense against prosecution. In addition, anyone who suppresses or conceals evidence of hazing could be charged with hindering apprehension or prosecution

### **NJIT's Definition**

Hazing: No student shall take action, or create, or participate in any situation that recklessly endangers another person's psychological, mental, or physical health for the purpose of initiation to and/or affiliation with any organization, group, team, club, or cohort. Examples of hazing include but are not limited to forced consumption of alcohol, drugs, food, liquids, or undesirable substance; branding; paddling; beating; sexual rituals; and forced participation in criminal activity or activity that violates the code.

Behavior falling into these categories shall be considered hazing regardless of whether a person is a willing participant.

### **Sanctions**

Engaging in any activity that is inconsistent with regulations or policies of NJIT or laws in the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any group, organization or team are a violation of NJIT's Anti-Hazing policy and/or NJ state law, on or off campus. Possible sanctions may include:

#### **Individuals**

- 1.Imposition of fines;
- 2.The withholding of diplomas or transcripts pending compliance with the rules of payment of fines;
- 3.Discretionary sanctions that may include loss of privileges, educational programs, or reflections.
- 4.The imposition of probation, suspension, dismissal, or expulsion

#### **Organizations**

- 1.Imposition of fines;
- 2.Discretionary sanctions that may include loss of privileges, educational programs, or reflections.
- 3.The removal of university recognition;
- 4.The imposition of probation, suspension, dismissal, or expulsion

The above sanctions shall be in addition to penalties imposed for any other institutional rule in which the individual may be subject to.

Alleged acts of hazing must be referred to the Office of the Dean of Students for investigation and adjudication.