Middlesex College

Board of Trustees Policy Manual

November 16, 2026

FOREWORD

Middlesex College is subject to applicable state and federal laws and regulations. This Policy Manual contains statements of policy adopted by the Board of Trustees of Middlesex College. It will be supplemented by the procedures required to implement the policies. The President of the College will develop and apply such procedures consistent with these policies.

MIDDLESEX COLLEGE
BOARD OF TRUSTEES POLICY MANUAL

Table of Contents

FORWARD 2

MISSION AND VALUES 7

CODE OF ETHICS 8

ADMINISTRATION

3.1.0	College Seal	11
3.3.0	Equal Opportunity/Affirmative Action	12
3.4.0	Archives Charter	13
3.6.0	Indemnification	14
3.7.0	Sexual Harassment	15
3.8.0	Harassment / Discrimination	16
3.9.0	Confidentiality of Library Records	17
3.10.0	Use and Abuse of Drugs and Alcohol	18
3.11.0	Diversity	19
3.12.0	AIDS Non-Discrimination	20
3.13.0	Open Public Records Act	21
3.14.0	Conflict of Interest in Grant Supported Activities	22
3.15.0	Institutional Review Board	23
3.16.0	Acceptable Use of Computer Network, Resources & Facilities	24
3.17.0	Procedures Developed Pursuant to Various Policies	25
3.18.0	Records Retention	26
3.19.0	Smoking	27
3.20.0	Permission for Use of Alcohol on Campus	28
3.21.0	Health Information Privacy	29
3.22.0	Facility Naming	30
3.23.0	Presidential Expense Review	31
3.24.0	Disabilities	32
3.25.0	Consensual Relationships	33
3.26.0	Supervision or Teaching of Relatives	34

3.27.0 Campus Demonstrations and Gatherings 35

3.28.0 Violence Against Women Act & the Campus Sexual Violence Act 36

3.29.0 Sex/Gender Harassment, Discrimination and Misconduct 37

3.30.0 Information Security 38

3.31.0 Workplace Violence 39

3.32.0 Annual Public Notice 40

3.33.0 Personal Electric Vehicles 41

HUMAN RESOURCES

4.1.0 Collective Bargaining - Faculty 42

4.2.0 Collective Bargaining – Teamsters 43

4.3.0 Collective Bargaining – Technical / Clerical 44

4.4.0 Collective Bargaining – Police Officers 45

4.5.0 Outside Employment 46

4.6.0 Contracts for Professional Staff 47

4.7.0 Police Officers 48

4.8.0 Participation in NJ State Retirement System 49

4.9.0 Tuition – Employees and Dependents 50

4.10.0 Salary Reduction Agreements 51

4.11.0 Agreement to Provide Tax Sheltered Investment Opportunities 52

4.12.0 Employee Exchange Agreements 53

4.13.0 Family and Medical Leave Act 54

4.14.0 Side Arms 55

4.15.0 Whistleblower 56

4.16.0 Presidential Search 57

4.17.0 Vice Presidential Appointment 58

4.18.0 Remote Work 59

4.19.0 Accommodations for Nursing Mothers 60

4.20.0 Required Training for Compliance with Relevant Statutes and Regulations 61

FINANCE

5.1.0	Investment of Funds	62
5.2.0	Commercial Operation on Campus	63
5.3.0	Tuition – Senior Citizens of Middlesex County	64
5.5.0	Imprest Cash Fund	65
5.6.0	Purchasing	66
5.7.0	Campus Housing	67
5.8.0	Change Order for Construction Contracts	68
5.9.0	Chargeback Eligibility	69
5.10.0	Student Scholarships	70
5.11.0	Tuition and Fee Deferred Payment Plan	71
5.12.0	Disposal of College Property	72
5.13.0	Grants	73
5.14.0	Business Functions	74
5.15.0	Malpractice Insurance – Allied Health Credit and Non Credit	75
5.16.0	Course Repeats and Financial Aid Eligibility	76

ACADEMIC AFFAIRS

6.1.0	Academic Freedom	77
6.2.0	Degree and Certificate Requirements	78
6.3.0	Honorary Degree Associate Degree in Humane Letters	79
6.4.0	Library Collection	80
6.5.0	Posthumous Degrees	81

STUDENT AFFAIRS

7.1.0	Tuition and Fee Rates	82
7.2.0	Code of Student Conduct	83
7.3.0	Admissions	84
7.4.0	Student Privacy Rights	85
7.5.0	Experiential Learning	86
7.6.0	Prior Learning Assessment	87

COLLEGE FOUNDATION

8.1.0 Middlesex College Foundation, Inc. 88

MISSION AND VALUES

MISSION STATEMENT

The mission of Middlesex College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social, and cultural life of the community.

VALUES STATEMENT

Excellence: MC values a rigorous and supportive learning environment

Integrity: MC prides itself in fostering an honest and respectful institutional culture

Diversity: MC respects and celebrates acceptance and understanding

Collaboration: MC promotes a culture of cooperation and engagement

Transparency: MC embraces authentic and transparent communication

Civility: MC fosters mutual respect and collegiality

Adopted: June 23, 1999
Revised: October 20, 2002
Revised: 2009
Revised: August 26, 2015

CODE OF ETHICS

Upon authority granted under the following: N.J.S.A. 18A:64A-12(o), N.J.S.A. 18A:3B-14(e), N.J.S.A. 40A:9-22.5, and Executive Order #14 (Corzine, 2006) and to support proper administration and operation of the College, Middlesex College adopts the following as a Code of Ethics:

A. BOARD OF TRUSTEES:
   1. Board members will be advocates of community college post secondary public education.
   2. Board members will uphold and enforce all laws, New Jersey State Board of Higher Education rules and regulations and judicial orders pertaining to community colleges. Desired changes should be brought about only through legal and ethical procedures.
   3. Board members will make decisions which consider the educational welfare of students and the public and will strive to maintain community colleges which meet the individual need of all students regardless of their race, religion, creed, sex or social standing.
   4. Board members will join, as appropriate, with fellow board members, College officers/staff, the community and students in a continuing study of the nature, value and direction of contemporary post-secondary education in order to maintain the appropriateness of the education mission of the College.
   5. Board members will work to help the community understand the importance of community college education.
   6. Board members will strive to ensure that people are accurately informed about the College and will try to interpret to the staff the aspirations of the community for the College.
   7. Board members will recognize that their responsibility is not to administer the College but, together with fellow Board members, to provide that it is well administered.
   8. Board members will arrive at conclusions in meetings complying with the Open Public Meetings Law.
   9. Board members will recognize that authority rests with the whole Board assembled in public meeting and will make no personal promises nor take any private action which may compromise the Board.
   10. Board members will refuse to surrender their independent judgement to special interests or partisan political groups or use the College for personal gain or for the gain of friends.
   11. Board members will hold confidential matters pertaining to the College which, if disclosed, would violate provisions of the Open Public Meetings Law or other applicable law.
   12. Board members will refer complaints to the President and will act on such complaints when appropriate.

13. Board members will advocate for projects and initiatives consistent with the College's Mission, Values, Board of Trustees Policies, and the College's current Strategic Plan.

B. The Board and College Officials:

1. A Board member and any College officer/staff shall not participate in any way in a matter in which he or she has a present financial or personal interest (direct or indirect). A Board member shall not vote on any motion or resolution before the Board in which he or she has a present financial or personal interest (direct or indirect).
2. A Board member or officer/staff shall be deemed to have a financial or personal interest in a matter if adoption or defeat of a resolution or motion if adoption or defeat of a resolution or motion or action on a matter by the College would cause the Board member of officer/staff or his/her spouse, children, immediate family or business to derive a monetary gain. Such person shall be deemed to have such a financial or personal interest if that person, or that person's spouse, children or immediate family are employed by or have an interest in a business which would derive a monetary gain as a result of action on a resolution, motion or matter. An interest in a business shall not be deemed to be the ownership of an insignificant number of shares in a publicly held company.
3. No Board member or College officer/staff shall knowingly himself/herself, or by his/her partners or through any corporation which he/she controls or in which he/she owns or controls stock, or by any other person for his/her use or benefit or on his/her account, undertake or execute, in whole or in part, any contract, agreement, sale or purchase made, entered into, awarded to or granted by the College.
4. No Board member of College officer/staff shall engage in, solicit, negotiate for or promise to accept employment or render services to private interests when such employment or services creates a substantial conflict with or substantially impairs the proper discharge or official duties. No board member or College officer/staff shall use college office facilities or supplies other than in the proper discharge of his/her official duties.
5. No member of the Board of Trustees shall be interested directly or indirectly in any contract with or claim against the Board of Trustees.
6. This policy shall be reviewed periodically for the information and guidance of Board members and College officer/staff and any new Board members and College officer/staff shall be given a copy of this policy upon entering on the duties of office.

C. ADMINISTRATION OF THE POLICY

1. Review of Allegations of Misconduct:
   (a) Persons desiring to make complaints concerning violations of this Code of conduct should be requested to make such allegations in writing, to present information in support of their allegations and to be available to meet with representative of the Board of Trustees in person.
   (b) All allegations of violations or misconduct on the part of Board members or College officers/staff shall be referred to the Board of Trustees. All

investigations and proceedings related to the resolution of the alleged misconduct shall be handled in accordance with the requirements of the Open Public Meeting Law and other applicable law.

(c) Upon receiving such complaint, the Board of Trustees shall initially review the apparent merits of the allegations. Where the complaint is deemed frivolous and without merit, no further action need be taken. If, however, the allegation may have merit, the Board in accordance with law shall initiate an investigation to gather facts upon which to base a conclusion as to the validity of the allegations made.
Upon completing its investigation, the Board shall prepare a report containing its findings and conclusions. This report shall provide the basis for the Board to take appropriate action in accordance with law with respect to the allegations.

(d) Whenever any College officer/staff or Board member is found to have violated these ethical standards, the Board shall take appropriate action. For college officer/staff, such action may range from a letter of reprimand to the discharge of the involved College officer/staff but any such discharge shall be in accordance with procedures provided by law or contract.

D. Definitions:

1. College officer/staff means the Middlesex College President, Vice Presidents, Chief Financial Officer, Controller, Executive Director of Facilities Management, College Deans, Director of Purchasing and Inventory, and the Executive Director of Information Technology.
2. Board member means a member of the Board of Trustees of Middlesex College.

Approved: Board of Trustees
March 12, 1986

Revised: November 10, 2021
Revised: November 18, 2024

MIDDLESEX COLLEGE

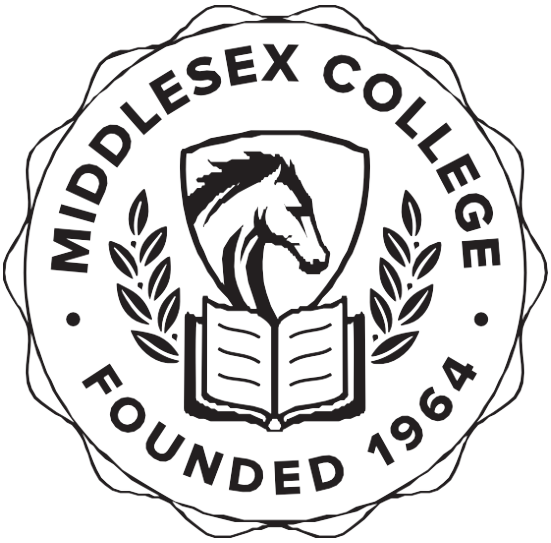
BOARD POLICY

Policy No. 3.1.0
Area: Administration

Adopted: December 20, 1966
Revised: November 16, 2015
Revised: November 10, 2021
Reviewed: November 18, 2024

Description: College Seal

The Board of Trustees adopts this design for the College Seal.



MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.3.0
Area: Administration

Adopted: April 21, 1981
Revised: August 25, 1993
Revised: November 28, 2007
Revised: November 14, 2011
Revised: November 13, 2012
Reviewed: November 18, 2024

Description: Equal Opportunity / Affirmative Action

Middlesex College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons, regardless of sex, race, creed, national origin, ancestry, nationality, color, marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or refusal to make available results of genetic tests, in accordance with state and federal laws.

This policy is supplemented by and implemented by Procedure No. 3.3.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.4.0
Area: Administration

Adopted: January 13, 1982
Revised in format only: November 16, 2009
Reviewed: November 18, 2024

Description: Archives Charter

Middlesex College Archives is the sole and official archival agency of Middlesex College. Its purpose is to collect, secure, organize, preserve, and provide access to institutional records and other appropriate materials which document the history and activities of Middlesex College by whatever resources available.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.6.0
Area: Administration

Adopted: July 10, 1985
Revised: November 16, 2009
Revised: November 14, 2011
Revised: December 18, 2017
Reviewed: November 18, 2024

Description: Indemnification

1. The New Jersey Tort Claims Act, N.J.S.A. 59:1-1 permits indemnification of public employees by Middlesex College in accordance with its terms.
2. The Board of Trustees hereby provides indemnification to its College employees, officers, and members of the Board of Trustees as permitted by law.

This policy is supplemented by and implemented by Procedure No. 3.6.0.

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MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.7.0
Area: Administration

Adopted: February 17, 1987
Revised: August 25, 1999
Revised: November 18, 2007
Revised: November 16, 2009
Reviewed and Revised: November 18, 2024

Description: Sexual Harassment

Sexual harassment in any form is against the law and will not be tolerated by Middlesex College. The College is committed to the belief that all individuals who work at or attend the College have the right to enjoy an environment that is free of inappropriate conduct and communications based on the employee's or student's gender, including pregnancy status.

Middlesex College opposes sexual harassment in any form, by any employee, student, or representative of the College, regardless of whether the victim or actor is male or female. Such conduct will not be tolerated and this policy will be vigorously enforced. Violation of this policy is a serious matter and will be dealt with accordingly.

This policy is supplemented by and implemented by Procedure No. 3.7.0.
Related policies can be found in Policy No. 3.8.0, Policy No. 3.28.0, Policy 3.29.0 and Policy 3.31.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.8.0
Area: Administration

Adopted: November 28, 2007
Revised: November 14, 2011
Revised: November 13, 2012
Reviewed and Revised: November 18, 2024

Description: Harassment / Discrimination

Middlesex College is committed to the belief that any employee, student, or representative of the College has the right to enjoy an environment that is free of bullying and inappropriate conduct or communications. The College opposes discrimination and harassment in any form on the basis of sex, race, creed, national origin, ancestry, nationality, color, marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular blood trait, pregnancy, genetic information, refusal to submit to genetic tests, or refusal to make available results of genetic tests, whether by any employee or student of Middlesex College, or by any other party dealing with the College. This policy will be vigorously enforced. Violation of this policy is a serious matter, and will be dealt with accordingly.

This policy is supplemented by and implemented by Procedure No. 3.8.0.
Related policies can be found in Policy No. 3.7.0, Policy No. 3.28.0, Policy 3.29.0 and Policy 3.31.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.9.0
Area: Administration

Adopted: March 17, 1987
Revised: November 15, 2010
Revised: November 13, 2012
Revised: December 18, 2017
Reviewed: November 18, 2024

Description: Confidentiality of Library Records

The confidentiality of library records will be adhered to in compliance with rules promulgated in accordance with N.J.S.A.18A:73-43.2 as well as any other federal and state statutes or regulations.

This policy is supplemented by and implemented by Procedure No. 3.9.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.10.0
Area: Administration

Adopted: June 16, 1990
Revised: November 14, 2011
Reviewed: November 18, 2024

Description: Use and Abuse of Drugs and Alcohol

Middlesex College will make every effort to provide an environment that is free of the problems associated with the use and abuse of alcohol and controlled substances. The abuse of such substances is inconsistent with the behavior expected of employees and subjects our students, other employees, and the College to unacceptable risks that would undermine the College's ability to operate effectively and efficiently. Working while under the influence of alcohol or drugs can seriously affect job performance, as well as jeopardize the safety of that employee and other employees. Noncompliance with this policy may result in disciplinary action.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.11.0
Area: Administration

Adopted: June 22, 1994
Revised: November 16, 2009
Revised: November 14, 2011
Reviewed and Revised: November 18, 2024

Description: Diversity

Middlesex College reaffirms its commitment to equal opportunity for students, faculty, staff, and other members of the College community; and renews its pledge to seek to maintain a community that promotes mutual respect and individuality.

Middlesex College is committed to fostering a community in which a diverse student, faculty, and staff population can work and learn in an atmosphere of tolerance, civility, and respect for the rights and responsibilities of each individual.

As an academic institution, Middlesex College welcomes the open exchange of ideas and opinions and cherishes each person's freedom of speech and expression within the campus. The College seeks to continue fostering a civil and tolerant atmosphere which permits the reasonable expression of and debate about divergent beliefs and opinions.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.12.0
Area: Administration

Adopted: September 28, 1994
Revised: November 16, 2009
Revised: November 13, 2012
Reviewed: November 18, 2024

Description: AIDS Non-Discrimination

Middlesex College shall not discriminate against any employee, student, or representative of the College, based on a diagnosis of AIDS, or asymptomatic Human Immunodeficiency Virus (HIV) infection. Middlesex College shall provide educational programs to members of the College community to increase awareness of HIV infection for the purpose of preventing further spread of the disease.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.13.0
Area: Administration

Adopted: June 26, 2002
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Reviewed: November 18, 2024

Description: Open Public Records Act

Pursuant to the New Jersey Open Public Records Act, (OPRA) N.J.S.A. 47:1A-1, et seq., a Custodian of Government Records shall be appointed.

This policy is supplemented by and implemented by Procedure No. 3.13.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.14.0
Area: Administration

Adopted: December 28, 1995
Revised: November 16, 2009
Revised: November 14, 2011
Reviewed: November 18, 2024

Description: Conflict of Interest in Grant Supported Activities

Any parties engaged in the design, conduct, or reporting of research or educational activities supported by federal, state or local funds, shall comply with applicable federal, state and local statutes and regulations regarding conflict of interest and financial disclosure.

This policy is supplemented by and implemented by Procedure No. 3.14.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.15.0
Area: Administration

Adopted: September 26, 2007
Reviewed: November 18, 2024

Description: Institutional Review Board

The Board of Trustees of Middlesex College authorizes the College administration to establish an Institutional Review Board (IRB) charged with reviewing any College research activities.

This policy is supplemented by and implemented by Procedure No. 3.15.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.16.0
Area: Administration

Adopted: November 16, 2009
Revised: November 14, 2011
Revised: September 17, 2018
Reviewed: November 18, 2024

Description: Acceptable Use of Computer Network, Resources and Facilities

Middlesex College provides computing resources, services and facilities to support instruction, administration, and other mission-related activities. The use of these resources is a privilege extended to students, faculty, staff, community members, and affiliates of the College. Users of these resources, whether affiliated with the College or not, must comply with all College policies and are responsible for behaving in an ethical, legal, secure, and non-disruptive manner.

The College has implemented Acceptable Use Guidelines to assure that technology infrastructure and all related computing resources remain safe, secure, robust, and in compliance with applicable state and federal laws.

This policy is supplemented by and implemented by Procedure No. 3.16.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.17.0
Area: Administration

Adopted: November 16, 2009
Reviewed: November 13, 2023

Description: Procedures Developed Pursuant to Various Policies

Many of the policies enunciated herein explicitly call for the development of related procedures. For other policies there is an implicit need for procedures to fully implement the policy.

The President is authorized to adopt and implement procedures to effectuate policies.

All such procedures shall be accumulated in a Procedures Manual and shall refer to the policy to which it applies.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.18.0
Area: Administration

Adopted: November 16, 2009
Revised: November 13, 2012
Reviewed and Revised: November 13, 2023

Description: Records Retention

Middlesex College recognizes that the efficient management of records, regardless of their form or medium, is essential to support its core functions, to preserve institutional history, comply with its legal and regulatory obligations, and to contribute to the effective overall management of the institution. Middlesex College's record retention policies and procedures are designed to comply with N.J.S.A. 47:3-16 et seq., as well as any other federal and state statutes or regulation.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.19.0
Area: Administration

Adopted: June 23, 2010
Revised: September 24, 2014
Reviewed: November 13, 2023

Description: Smoking

Middlesex College is committed to providing a healthy environment for its students, employees, and visitors. Therefore, the use of any tobacco, nicotine, or related product (including e-cigarettes) whether smoked, inhaled, chewed, or in any way ingested or consumed, is prohibited in all locations owned, leased, or otherwise utilized for College purposes, including College vehicles.

At any Middlesex College location, smoking and other prohibited activities noted above are permitted only in an individual's personal vehicle.

This policy is supplemented by and implemented by Procedure No. 3.19.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.20.0
Area: Administration

Adopted: October 27, 2010
Reviewed: November 13, 2023

Description: Permission for Use of Alcohol on Campus

The President shall adopt procedures concerning the permitted use of alcohol on campus, in College controlled facilities, and at College events.

This policy is supplemented by and implemented by Procedure No. 3.20.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.21.0
Area: Administration

Adopted: October 27, 2010
Revised: November 14, 2011
Revised: November 13, 2012
Reviewed: November 13, 2023

Description: Health Information Privacy

Middlesex College is firmly committed to full compliance with the Health Insurance Portability and Accountability Act (HIPAA – Public Law 104-919).

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.22.0
Area: Administration

Adopted: October 27, 2010
Revised: November 14, 2011
Revised: November 14, 2022

Description: Facility Naming

The Board of Trustees recognizes the appropriateness and value of naming College facilities in recognition of those who have rendered extraordinary service to Middlesex College by way of financial contributions or otherwise. All naming opportunities are negotiable and the College recognizes that, notwithstanding this Policy, the Board of Trustees of the College retains its discretion to make exceptions or alter criteria or conditions as appropriate to the circumstances.

This policy is supplemented by and implemented by Procedure No. 3.22.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.23.0
Area: Administration

Adopted: March 30, 2011
Reviewed: November 13, 2023

Description: Presidential Expense Review

The Board of Trustees of Middlesex College appoints the Vice Chairman of the Board to review quarterly the expenses of the Office of the President, and to report such review.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.24.0
Area: Administration

Adopted: October 24, 2012

Description: Disabilities

The College shall ensure that the provision of any, and all, public services are administered in compliance with all state and federal laws. The College shall provide reasonable accommodations except where such accommodations would result in a fundamental alteration in the nature of the College's services, programs or activities, impose an undue financial and administrative burden or may impose a threat to the health and safety of others.

This policy is supplemented by and implemented by Procedure No. 3.24.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.25.0
Area: Administration

Adopted: October 24, 2012
Reviewed: November 13, 2023

Description: Consensual Relationships

Consensual romantic or dating relationships create an apparent or actual conflict of interest if one of the parties has the responsibility for supervision, evaluating or directing the other or has the power to influence the other person's educational or employment status. Therefore:

1. No employee may report functionally or administratively to a person to whom he/she is engaged in a consensual dating or romantic relationship; and
2. No instructor may teach or evaluate a person to whom he/she is engaged in a consensual dating or romantic relationship.

This policy is supplemented by and implemented by Procedure No. 3.25.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.26.0
Area: Administration

Adopted: October 24, 2012
Reviewed: November 13, 2023

Description: Supervision or Teaching of Relatives

To avoid any actual or apparent conflict of interest:

1. No employee may report functionally or administratively to a relative.
2. No instructor may teach or evaluate a relative.

This policy is supplemented by and implemented by Procedure No. 3.26.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.27.0
Area: Administration

Adopted: October 24, 2012
Reviewed: November 13, 2023

Description: Campus Demonstrations and Gatherings

Middlesex College promotes intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of utmost importance and the College will not approve any demonstration that will disrupt the mission or orderly operation of the College. Middlesex College does not tolerate disruptive behavior at any event.

This policy is supplemented by and implemented by Procedure No. 3.27.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.28.0
Area: Administration

Adopted: September 24, 2014
Revised: May 27, 2015

Description: Violence Against Women Act and the Campus Sexual Violence Act

Middlesex College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assaults are serious violations of the college's student judicial code, faculty standards and college employee policies. They are crimes under state and federal laws and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Each academic year new students will receive sexual misconduct information through presentations given during the new student orientation or by other effective methods. Each academic year, new faculty will receive information about sexual misconduct during faculty orientation.

This policy is supplemented by and implemented by Procedure No. 3.28.0.
Related policies can be found in Policy No. 3.7.0 and Policy No. 3.8.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.29.0
Area: Administration

Adopted: February 24, 2016
Revised: November 20, 2019
Revised: November 10, 2021
Reviewed and Revised: November 18, 2024

Description: Sex / Gender Harassment, Discrimination and Misconduct

Middlesex College will promptly respond any time the College has actual knowledge of an allegation of prohibited conduct prohibited under Title IX which occurred in a College education program or activity and was committed by a current College student, employee and/or third-party covered by this Policy.

This Policy is supported and implemented by Procedure 3.29.0

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.30.0
Area: Administration

Adopted: November 10, 2021

Description: Information Security

Middlesex College is committed to collecting, handling, storing and using critical information and data properly and securely. The use of any Middlesex College data or information, in any format, for any purpose other than conducting College business is strictly forbidden. The President or their designee will cause to be developed an Information Security Program to create administrative, technical and physical safeguards for the protection of the College's information assets including those covered by applicable federal and state regulations. This Program must comply with The Financial Services Modernization Act of 1999, 15 U.S.C. §6801 and the regulations thereunder at 16 C.F.R. Part 314. The Board of Trustees will provide support for the Information Security Program and guidance for its ongoing direction.

This Policy is supported and implemented by Procedure 3.30.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.31.0
Area: Administration

Adopted: November 18, 2024

Description: Workplace Violence

Middlesex College prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from College property and are subject to disciplinary action and/or personnel action, consistent with College policies and procedures, rules and collective bargaining agreements, and/or referral to enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the College's Sexual Harassment Policy (3.7), Harassment/Discrimination (3.8), Violence Against Women Act and the Campus Sexual Assault Act (3.28) and Sex/Gender Harassment, Discrimination and Misconduct (3.29) policies.

Related policies can be found in Policy No. 3.7.0, Policy 3.8.0, Policy No. 3.28.0, and Policy 3.29.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.32.0
Area: Administration

Adopted: November 16, 2026

Description: Annual Public Notice

In accordance with the requirements of US Department of Education Guidelines IV-O, Title VI: 34 C.F.R. § 100.6(d), (Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972), and other Federal, state and local laws, the College shall post on its website an annual notice that establishes that the College's Career and Technical Education (CTE) opportunities will be available to all students regardless of race, color, national origin, sex, and disability. This notice shall also contain campus contacts for parties with complaints and requests for accommodations.

The College shall disseminate the Annual Public Notice through means sufficient to ensure that all students have access to its content.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 3.33.0
Area: Administration

Adopted: November 16, 2026

Description: Personal Electric Vehicles

Middlesex College is committed to maintaining a safe, accessible, and pedestrian-friendly campus. Personal electric vehicles, including electric or motorized bicycles, scooters, skateboards, hoverboards, unicycles, kickbikes, and similar micromobility devices, may be operated on College roadways only in accordance with applicable federal, state, and local laws and regulations and College policies and procedures.

Personal electric vehicles shall not be operated on College sidewalks or pedestrian walkways or ridden within pedestrian crosswalks. They shall not be brought into, operated, stored, parked, or charged within any building owned, leased, operated, or otherwise controlled by the College. Removable batteries from personal electric vehicles shall not be charged within College buildings. Personal electric vehicles shall be parked only in College-provided bicycle racks or other areas designated by the College and shall not obstruct pedestrian or vehicular traffic, accessible routes, building entrances or exits, fire lanes, emergency equipment, or other areas required for safe access.

This Policy does not restrict the lawful use of wheelchairs, power-driven mobility devices, or other mobility aids by individuals with disabilities. The College shall provide reasonable accommodations in accordance with applicable law and College policies and procedures.

The Middlesex College Police Department shall enforce this Policy. Violations may result in removal of the personal electric vehicle from College property and referral for appropriate action under applicable College conduct, disciplinary, or personnel policies and procedures.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.1.0
Area: Human Resources

Adopted: November 4, 1968
Revised: November 28, 2007
Revised: December 17, 2014

Description: Collective Bargaining - Faculty

The Board of Trustees recognizes the American Federation of Teachers, Local 1940 (AFL-CIO), as the collective bargaining unit for the full-time faculty.

The Board of Trustees recognizes the Middlesex College Chapter of the United Adjunct Faculty of New Jersey, Local 2222 NJSFT, AFT (AFL-CIO), as the collective bargaining unit for the part-time faculty.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.2.0
Area: Human Resources

Adopted: July 15, 1969
Revised: November 28, 2007
Revised: November 14, 2011

Description: Collective Bargaining –Teamsters

The Board of Trustees recognizes Local #11, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, as the collective bargaining unit for the custodians, warehouse, grounds, and maintenance employees.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.3.0
Area: Human Resources

Adopted: January 15, 1974
Revised: November 28, 2007
Revised: November 14, 2011

Description: Collective Bargaining - Technical / Clerical

The Board of Trustees recognizes the American Federation of State, County and Municipal Employees, Local 2269, as the collective bargaining unit for the technical and clerical employees.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.4.0
Area: Human Resources

Adopted: May 16, 1972
Revised: November 28, 2007

Description: Collective Bargaining – Police Officers

The Board of Trustees recognizes the Fraternal Order of Police, Lodge 85, as the collective bargaining unit for the full-time commissioned police officers and sergeants.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.5.0
Area: Human Resources

Adopted: June 30, 1980
Revised: November 28, 2007
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Revised: November 20, 2013
Reviewed: November 13, 2023

Description: Outside Employment

The Board of Trustees establishes guidelines regarding outside employment by full-time employees.

In accordance with New Jersey Administrative Code (N.J.A.C. 9A:3-1.3), a full-time employee may engage in outside employment only if the outside employment does not:

a. Constitute a conflict of interest
b. Occur at a time when the employee is expected to perform his or her primary work obligation at the College
c. Diminish the employee's efficiency in performing his or her primary work obligation at the College

This policy is supplemented by and implemented by Procedure No. 4.5.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.6.0
Area: Human Resources

Adopted: December 21, 1976
Revised: November 28, 2007
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Reviewed: November 13, 2023

Description: Contracts for Professional Staff

The Board of Trustees has reviewed "The State and County College Tenure Act," N.J.S.A. 18A:60-6 et seq and has determined that it is in the best interest of the College to award one year contracts to members of the professional staff.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.7.0
Area: Human Resources

Adopted: July 21, 1970
Revised: November 17, 1970
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Reviewed: November 13, 2023

Description: Police Officers

All police officers at the College shall be appointed pursuant to the terms of Chapter 211 of the Laws of 1970; and the College Administration shall file the necessary papers with the Edison Police department, as prescribed by the law, to implement this action.

This policy is supplemented by and implemented by Procedure No.4.7.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.8.0
Area: Human Resources

Adopted: March 24, 1965
Revised: November 28, 2007
Revised and Renumbered: November 16, 2009
Reviewed: November 13, 2023

Description: Participation in New Jersey State Retirement System

To the extent permitted by law, employees shall be eligible to participate in the appropriate New Jersey State retirement system.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.9.0
Area: Human Resources

Adopted: December 20, 1966
Revised: November 28, 2007
Renumbered: November 16, 2009
Reviewed: November 13, 2023

Description: Tuition – Employees and Dependents

Free tuition shall be extended to employees, and defined eligible dependents, pursuant to the various bargaining unit agreements and employee handbooks.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.10.0
Area: Human Resources

Adopted: February 20, 1968
Revised: November 28, 2007
Revised and renumbered: November 16, 2009
Reviewed and Revised : November 13, 2023

Description: Salary Reduction Agreements

The Chief Financial Officer, acting as payroll certifying agent on behalf of the Board of Trustees, is directed to enter into employee salary reduction agreements.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.11.0
Area: Human Resources

Adopted: December 16, 1980
Revised: November 28, 2007
Renumbered: November 16, 2009
Reviewed: November 14, 2022

Description: Agreement to Provide Tax Sheltered Investment Opportunities

The administration is directed to enter into an agreement with State approved vendors to provide supplemental retirement annuities. It is understood that the College will make no contribution to this program other than providing recordkeeping services in accordance with the agreement. Employee contributions will be limited to that sum permitted pursuant to N.J.S.A. 18A: 66-190.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.12.0
Area: Human Resources

Adopted: December 21, 1982
Revised: November 28, 2007
Renumbered: November 16, 2009
Reviewed: November 14, 2022

Description: Employee Exchange Agreements

In support of its commitments to provide opportunities for revitalization and renewal of its faculty and staff, and to provide alternative means for staff development, the Board of Trustees may provide for the implementation of a program for employee exchanges.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.13.0
Area: Human Resources

Adopted: July 28, 1993
Revised: November 28, 2007
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Revised: November 20, 2013
Reviewed: November 14, 2022

Description: Family and Medical Leave Act

The Board of Trustees authorizes the establishment of a comprehensive family and medical leave program in accordance with applicable federal and state statutes and regulations.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.14.0
Area: Human Resources

Adopted: July 21, 1970
Revised: November 28, 2007
Renumbered: November 16, 2009
Reviewed and Revised: November 14, 2022

Description: Duty Weapons

Only members of the Police Department shall carry duty weapons on the Edison Campus and in other College buildings at the discretion of the President, provided that only those who are graduates of the training course supported by the New Jersey Police Training Commission be authorized to carry duty weapons, and provided also that all statutes applicable to the carrying of duty weapons be complied with.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.15.0
Area: Human Resources

Adopted: November 16, 2009
Revised: November 14, 2011
Reviewed: November 14, 2022

Description: Whistleblower Policy

All employees and students are encouraged to act in good faith to report suspected or actual wrongful conduct. The College is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in the procedure implemented to effectuate this policy pursuant to N.J.S.A. 34:19-3.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.16.0
Area: Human Resources

Adopted: November 16, 2009
Reviewed: November 14, 2022

Description: Presidential Search

When there is vacancy, or the Board anticipates a vacancy, in the Office of the College President, the Board shall appoint a presidential search committee consistent with procedures promulgated by the Board.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.17.0
Area: Human Resources

Adopted: December 18, 2017

Description: Vice Presidential Appointments

The President shall nominate Vice Presidential candidates to the Board. The Board may refer the nomination to the Human Resources Committee to review the search process and the nominee, and to recommend to the Board to either appoint or reject the Presidential nominee. The Board shall either appoint or reject the nominee.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.18.0
Area: Human Resources

Adopted: June 16, 2021

Description: Remote Work

Middlesex College offers the possibility of working remotely to non-union employees whose positions do not require a consistent on-campus presence and whose work can be seamlessly performed at locations other than workspaces provided by the College. A remote work arrangement allows an employee to work part of the workweek without being physically present on campus if approved by his or her supervisor and benefits the College and the community it serves. The College can terminate the remote work arrangement with the employee at its discretion.

The President shall cause to be developed a procedure governing the implementation of remote work arrangements. Upon completion, implementation of this procedure will be monitored by the Division of Human Resources.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.19.0
Area: Human Resources

Adopted: November 14, 2022

Description: Accommodations for Nursing Mothers

Federal law requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express breast milk. The Departments of Health & Safety and Human Resources are charged with establishing locations and a procedure for their use that is consistent with the requirements established by this legislation.

This Policy is supported and implemented by Procedure 4.19.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 4.20.0
Area: Human Resources

Adopted: November 13, 2023
Reviewed: November 16, 2026

Description: Required Training for Compliance with Relevant Statutes and Regulations

The College has a need for all employees to receive training in areas specific to their position to maintain compliance with Federal and State statutory requirements and regulatory guidance. The Human Resources Department will identify subject areas where such trainings are necessary to maintaining compliance and create training materials or contract with external groups to provide trainings material/instructional sessions as appropriate.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.1.0
Area: Finance

Adopted: June 25, 1974
Revised: November 16, 2009
Reviewed: November 14, 2022
Reviewed: November 16, 2026

Description: Investment of Funds

Available College funds will be invested in such a manner as to secure the highest interest rates for periods of time consistent with demands on these funds for College operations.

Investments shall be in accordance with regulations and statutes issued by the State of New Jersey, N.J.S.A. 17:9-41 et seq.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.2.0
Area: Finance

Adopted: February 20, 1973
Revised: November 16, 2009
Revised: December 18, 2017
Reviewed: November 14, 2022
Reviewed: November 16, 2026

Description: Commercial Operation on Campus

All rights to sell, or offer to sell, goods or services at retail on the Middlesex College campus can only be authorized by the President or President's designee

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.3.0
Area: Finance

Adopted: April 12, 1973
Revised: July 19, 1983
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Revised: December 18, 2017
Reviewed: November 14, 2022
Reviewed: November 16, 2026

Description: Tuition – Senior Citizens of Middlesex County

Middlesex County residents who are 65 years or older may register for certain courses on a space-available basis and have the tuition and late registration fees waived. Any individual course fees will not be waived.

This policy is supplemented by and implemented by Procedure No.5.3.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.5.0
Area: Finance

Adopted: September 20, 1983
Revised and renumbered: November 16, 2009
Reviewed: November 14, 2022
Reviewed: November 16, 2026

Description: Imprest Cash Fund

Imprest Cash funds can be used for the efficient purchase of goods and services in an amount not to exceed $100.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.6.0
Area: Finance

Adopted: November 6, 1978
Revised: 1983, 85, 87, 89, 91, 93, 02
Revised and renumbered: November 16, 2009
Revised: November 14, 2011
Revised: December 18, 2017
Reviewed: November 14, 2022
Reviewed: November 16, 2026

Description: Purchasing

Purchasing processes will be in conformity with the terms and requirements of the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq.

This policy is supplemented by and implemented by Procedure No. 5.6.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.7.0
Area: Finance

Adopted: January 4, 1979
Revised: March 26, 2003
Revised and renumbered: November 16, 2009
Revised: November 14, 2016
Reviewed: November 14, 2022
Reviewed and Revised: November 16, 2026

Description: Campus Housing

Buildings designated as Campus Residences may be rented at fair market value, with preference given to College full-time employees. The College administration may determine that any or all Campus Residence buildings may be kept vacant or used for lawful non-residential purposes.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.8.0
Area: Finance

Adopted: November 16, 2009
Revised: November 14, 2011
Reviewed: November 14, 2022
Revised: November 13, 2023
Reviewed: November 16, 2026

Description: Change Order for Construction Contracts

Change orders on Board approved contracts for $1,000,000 or more for the construction, reconstruction, alteration, repair or improvement of buildings and infrastructure ("construction contract") must be approved by the Board of Trustees.

As timing of change order approvals may affect progress of the construction contract, a change order in an amount less than $50,000 may be approved by the Chair of the Facilities Committee of the Board of Trustees. In addition, a change order in an amount less than $25,000 may be approved by the Executive Director of Facilities Management.

Any change order authorized by the Chair of the Facilities Committee of the Board of Trustees or the Executive Director of Facilities Management shall be presented to the Board of trustees for ratification at its next scheduled meeting.

This policy is supplemented by and implemented by Procedure No. 5.8.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.9.0
Area: Finance

Adopted: November 16, 2009
Revised: November 20, 2013
Reviewed and Revised: November 14, 2022
Reviewed: November 16, 2026

Description: Chargeback Eligibility

Middlesex County residents seeking to attend another New Jersey county college because Middlesex College does not offer a particular course or program of study may be eligible to receive Chargeback approval for the in-county tuition rate in accordance with the regulations and statutes of the State of New Jersey.

Residents of other New Jersey counties may attend Middlesex College at the in-county tuition rate provided their home county authorizes the Chargeback in accordance with the regulations and statutes of the State of New Jersey.

This policy is supplemented by and implemented by Procedure No. 5.9.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.10.0
Area: Finance

Adopted: November 16, 2009
Revised: November 14, 2011
Revised: November 13, 2012
Reviewed and Revised: November 14, 2022
Reviewed and Revised: November 16, 2026

Description: Student Scholarships

In accordance with federal and state law, the Middlesex College Foundation, Scholarship Office, is authorized to develop comprehensive plans and processes for obtaining and evaluating scholarship eligibility.

The President shall determine in which programs the College will participate.

This policy is supplemented by and implemented by Procedure No. 5.10.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.11.0
Area: Finance

Adopted: November 16, 2009
Revised: November 14, 2011
Revised: November 20, 2013
Reviewed: November 10, 2021
Reviewed: November 16, 2026

Description: Tuition and Fee Deferred Payment Plan

The President is authorized to establish a deferred payment plan.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.12.0
Area: Finance

Adopted: November 16, 2009
Reviewed: November 10, 2021
Reviewed: November 16, 2026

Description: Disposal of College Property

The disposal of College property shall comply with applicable statutes (N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.27).

This policy is supplemented by and implemented by Procedure No. 5.12.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.13.0
Area: Finance

Adopted: November 16, 2009
Revised: November 14, 2011
Revised: November 20, 2013
Reviewed and Revised: November 10, 2021
Reviewed: November 17, 2025

Description: Grants

Middlesex College recognizes the value of developing proposals to external agencies in order to obtain funds for programs which are consistent with the mission of the College. The College encourages all members of the faculty and staff to participate in such programs that relate to their areas of expertise and interest. All grant applications must be coordinated through the Grants Department. No grant or grant application will be submitted to a possible funding source without the approval of the President. The purpose of the grant shall be consistent with the mission of the College and should be aligned with current strategic goals and priorities.

This policy is supplemented by and implemented by Procedure No. 5.13.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.14.0
Area: Finance

Adopted: November 16, 2009
Reviewed and Revised: November 10, 2021
Reviewed: November 17, 2025

Description: Business Functions

The President is responsible to the Board of Trustees for the proper conduct of all business functions of the College. The authority to supervise these functions is delegated to the Chief Financial Officer of the College.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.15.0
Area: Finance

Adopted: March 15, 1966
Revised and Renumbered: November 15, 2010
Revised: November 14, 2011
Revised: November 20, 2013
Reviewed: November 10, 2021
Reviewed: November 17, 2025

Description: Malpractice Insurance–Allied Health Credit and Non-Credit

Students enrolled in all credit and non-credit allied health programs are required to have malpractice insurance. Such insurance must be obtained through the College.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 5.16.0
Area: Finance

Adopted: November 13, 2023

Description: Course Repeats and Financial Aid Eligibility

Federal financial aid regulations limit the number of times a student may repeat a course funded by federal financial aid.

Students may receive federal financial aid for:

- A course that was previously failed or withdrawn, regardless of the number of times the course was attempted and failed. Students may repeat a failed course until it is passed with eligible federal financial aid; and
- A course previously passed. A previously passed course may only be repeated once.

Students may not receive federal financial aid for future attempts to complete a specific course if they have completed that course twice and earned a passing grade at least once.

Repeated courses may impact financial aid eligibility as it can have consequences on a student's Satisfactory Academic Progress (SAP) calculation. The Financial Aid Department will implement these rules for students, and inform both Academic Advising and the Division of Academic Affairs regarding any adjustments to rules related to financial aid eligibility.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 6.1.0
Area: Academic Affairs

Adopted: September 14, 1970
Revised: November 16, 2009
Renumbered: November 15, 2010
Reviewed: November 10, 2021

Description: Academic Freedom

Faculty members shall have the freedom within their subject area to report the truth as they see it in the classroom, and to report the truth as they see it in the reports of research activities. There shall be no restraints which would impair the faculty member's ability to present their subject matter in this context.

The College adopts the 1940 Statement of Principles on Academic Freedom and Tenure (as amended) promulgated by the American Association of University Professors.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 6.2.0
Area: Academic Affairs

Adopted: April 20, 1976
Revised: October 25, 1995
Revised: April 23, 2003
Revised: June 25, 2003
Revised: November 15, 2010
Reviewed: November 10, 2021
Reviewed and Revised: November 17, 2025

Description: Degree and Certificate Requirements

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates to students who have successfully completed the curriculum requirements of approved programs, including general education, as established by the Board of Trustees and as periodically modified through the academic approval process.

It is the Policy of Middlesex College to operate and remain in compliance with New Jersey Licensure Requirements expressed in N.J.A.C. 9A:1-2.3, Associate Degree Programs under Subchapter 2, Degree Standards and Programmatic Mission, which are incorporated and adopted in its entirety by reference in this Policy.

This policy is supplemented by and implemented by Procedure No. 6.2.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 6.3.0
Area: Academic Affairs

Adopted: May 18, 1982
Revised: November 15, 2010
Reviewed: November 10, 2021
Reviewed: November 17, 2025

Description: Honorary Degree Associate Degree in Humane Letters

The Board of Trustees authorizes the establishment of an Associate Degree in Humane Letters to be awarded when deemed appropriate by the Board.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 6.4.0
Area: Academic Affairs

Adopted: December 13, 1982
Revised: November 15, 2010
Reviewed: November 10, 2021
Reviewed: November 17, 2025

Description: Library Collection

The materials collection, whether in print or electronic media, shall be designed primarily to support the academic programs authorized by the Board of Trustees, including non-credit offerings. Access on-site to materials will be allowed to those who are not students, faculty, or other employees of the College to the extent that it does not impact the use by the College community.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 6.5.0
Area: Academic Affairs

Adopted: November 14, 2022

Description: Posthumous Degrees

The College may grant degrees and certificates posthumously. If it is determined that a deceased student has met criteria developed by the Division of Student and Enrollment Services to be awarded a degree or certificate posthumously, the President (or designee) has the authority to grant the degree posthumously.

A member of the armed forces killed in the line of duty who was an active Middlesex College student at the time of his/her death or an inactive Middlesex College student due to deployment at the time of death, shall be eligible to receive the posthumous degree/certificate without regard to required criteria.

This Policy is supported and implemented by Procedure 6.5.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 7.1.0
Area: Student Affairs

Adopted: October 17, 1972
Revised: November 20, 1979
Revised: April 23, 2003
Revised and Renumbered: November 15, 2010
Revised: November 14, 2011
Reviewed and Revised: November 10, 2021
Reviewed: November 17, 2025

Description: Tuition and Fee Rates

The Board of Trustees shall approve the schedule of tuition and fees for in-county and out-of-county residents after a public hearing.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 7.2.0
Area: Student Affairs

Adopted: December 19, 1972
Revised: May 21, 1974
Revised: August 19, 1975
Revised: October 2, 1979
Revised and Renumbered: November 15, 2010
Reviewed: November 10, 2021
Reviewed: November 17, 2025

Description: Code of Student Conduct

The President shall cause to be developed a code of student conduct and related procedures.

This policy is supplemented by and implemented by Procedure No. 7.2.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 7.3.0
Area: Student Affairs

Adopted: April 19, 1966
Revised March 16, 1976
Revised June 28, 1995
Revised and Renumbered: November 15, 2010
Revised: November 14, 2011
Reviewed: November 10, 2021
Reviewed: November 17, 2025

Description: Admissions

The President shall cause to be developed admissions regulations and procedures that are consistent with the College's vision and mission. Admission to some programs may be on a selective basis. Overall enrollment may be limited due to insufficient funds or other resources.

This policy is supplemented by and implemented by Procedure No. 7.3.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 7.4.0
Area: Student Affairs

Adopted: October 21, 1981
Revised and Renumbered: November 15, 2010
Revised: November 14, 2011
Reviewed: November 10, 2021
Reviewed: November 17, 2025

Description: Student Privacy Rights

Middlesex College is firmly committed to full compliance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and other applicable federal and / or state privacy laws.

This policy is supplemented by and implemented by Procedure No. 7.4.0.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 7.5.0
Area: Student Affairs

Adopted: November 10, 2021
Reviewed: November 17, 2025

Description: Experiential Learning

Some programs at Middlesex College require that students complete experiential learning, which is defined as an educational experience that partners with an off-campus entity, which may include an off-campus location. Middlesex College is committed to upholding professional and ethical standards and etiquette for all students completing requirements for experiential learning, including those standards established within Middlesex College's Code of Student Conduct. Each department and/or program coordinator will establish the procedures and standards for the program's experiential learning requirements.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 7.6.0
Area: Student Affairs

Adopted: November 10, 2021
Reviewed: November 17, 2025

Description: Prior Learning Assessment

Students may earn credit for prior learning gained through coursework completed at regionally accredited higher educational institutions, for earning a passing score on national standardized exams such as Advanced Placement or CLEP exams, or specialized/professional training and licensures/certifications which have been earned. Other types of non-traditional or work experiences will be evaluated on an individual basis. The President or their designee will have administrative procedures developed to implement this policy that are consistent with the College's vision and mission.

MIDDLESEX COLLEGE

BOARD POLICY

Policy No. 8.1.0
Area: College Foundation

Adopted: December 21, 1965
Revised: January 18, 1966
Revised: November 16, 2009
Reviewed and Revised: November 10, 2021
Reviewed: November 17, 2025

Description: Middlesex College Foundation, Inc.

Middlesex College Foundation, Inc. is the primary fundraising arm for the College.