

ADMISSIONS

New Jersey's community colleges are "open door" institutions that admit all high school graduates, those holding graduate equivalency diplomas (GED), and all other persons 18 years of age or older who have the ability to benefit from post secondary education. The student applying for admission to Ocean County College is required to submit an application and credentials to the Office of Admissions and Records as early as possible during the 6 months immediately prior to entrance. Applications will be considered when all the necessary steps have been completed.

The candidate is responsible for the completion of all admission requirements. These are listed below.

1. If a student attended a secondary school, an official transcript from the secondary school showing subjects completed and grades earned is requested. If the student is a high school graduate, the transcript must include the date of graduation. A State General Education Diploma (GED) may be submitted as evidence of high school graduation.
2. A completed application for admission. Application forms may be obtained from the high school guidance counselor, from the college Office of Admissions and Records or from the college website.

All information to be filled in by the candidate should be completed and returned to the Office of Admissions and Records.

3. Official transcripts forwarded to the Office of Admissions and Records from any college previously attended.
4. A medical examination by a physician is required only of those individuals accepted into the nursing and medical laboratory technology programs.
5. Proof of residency.

Signing the application after listing the address may be sufficient. All applicants must complete the certificate of residence upon request. A copy of his/her valid New Jersey voter registration, driver's license, county I.D. card or state printed New Jersey Tax Return label from the preceding year may be requested. Proof of residence must be satisfactory to college officials.

In order to qualify as a resident, an adult must have established legal, permanent domicile within the county for 1 year prior to the date of registration. Adjustments to residency status can only be made prior to the first day of class each semester.

6. Applicants for the NURSING PROGRAM are required to take the American College Test (ACT) OR the Scholastic Aptitude Test (SAT). (This requirement is waived if the applicant has a Bachelor's Degree or has a 2.7 college GPA which includes the General Education component of the Nursing Program.)

Those applicants seeking EARLY ADMISSIONS or the HONORS PROGRAM are required to take either the ACT or the SAT. Registration packets for either test battery are available in high school guidance offices.

REGISTERING FOR COURSES

The registration dates and course schedules for each term are available on our website or from the Admissions and Records Office. Registration forms are available in this office as well. Full time students must see an academic advisor before registering for classes, and obtain the advisor's signature on the registration form. Part time students can obtain advising if they choose, but it is not required. Completed registration forms can be processed in the Admissions and Records Office.

WebAdvisor

WebAdvisor is an online service for students that allows students to view semester schedules, check grades, register for courses (if approved), access transcripts, pay bills, and run program evaluations to detail exactly what courses are required for a particular degree. No login is required to view the semester schedules. WebAdvisor is available at <https://webadvisor.ocean.edu>, or through the college website at www.ocean.edu.

STUDENT IMMUNIZATION REQUIREMENTS

New Jersey law requires that all students attending colleges in New Jersey show proof of immunization for measles, mumps, and rubella. This law requires all students born after 1956, who are matriculated in a degree program, and who did not attend an elementary or secondary school in New Jersey, to provide the college with a Certificate of Immunization.

ACADEMIC INFORMATION

Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include probation, special probation, academic restriction, and academic suspension. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.00 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters will have an academic sanction of probation, special probation, academic restriction or academic suspension imposed.

A student placed on special probation, academically restricted or academically suspended may appeal the action to the Academic Standards Committee.

Academic Standing

In order to remain in good standing and become eligible for graduation, the student must maintain a C average or a grade-point average of 2.00. The cumulative grade-point average is computed by dividing the total grade points earned by the total semester hours attempted.

A student will be placed on academic probation if he/she earns a cumulative grade-point average of less than 2.00

If the number of grade points is 12 or more below the points required to maintain a 2.00 average the student will be considered for academic restriction.

Example

| | Semester Hours | | Letter Grade | Grade Points | = | Total Points |
|----------|-------------------|---|-----------------|-----------------|---|-----------------|
| Course 1 | 3 | x | (A) | 4 | = | 12 |
| Course 2 | 3 | x | (D) | 1 | = | 3 |
| Course 3 | 4 | x | (D) | 1 | = | 4 |
| Course 4 | 3 | x | (F) | 0 | = | 0 |
| Course 5 | 2 | x | (D) | 1 | = | 2 |
| | | | Total | | = | 21 |

This student took 15 semester hours and received 21 grade points, a grade-point average of 1.4. This is below 2.00 so the student is on probation. However, since the total grade points are only 9 grade points short of the 30 required for a 2.00 average, the student is not academically restricted. A comparable report in two consecutive semesters would leave the student 18 points short and eligible for academic restriction. A student may continue on probation as long as the grade-point deficiency does not go below 12, but a 2.00 index is required for graduation.

If a student receives two academic restrictions, not necessarily in succession, a one year suspension may be imposed during which no credit courses may be taken.

Class Attendance

Ocean County College, recognizing that class attendance must be consistent with the objectives of the institution, will develop and maintain student attendance regulations and procedures that are consistent with these objectives.

Attendance at all classes and appointments is expected. Following Policy # 5162, at the beginning of each course, the instructor will state the attendance policy for that course. Individual instructors determine the attendance policies for their courses; however, if an instructor chooses to make absence a component of course grading procedures, grade penalties for absence may be imposed only when a student exceeds a ten-percent absence rate.

A student may withdraw without academic penalty at any time up to mid-course. After mid-course, it will be the instructor's responsibility to assign the appropriate grade of W or F to a student whose absences exceed the limit.

Changes in Schedule

Changes of schedule after classes have started shall be made only with the permission of the student's instructor(s). Courses may not be added after the first week of classes.

A student may drop a course at any time prior to the first date of classes without incurring a fee or penalty. (See section on refunds concerning drops after the first date of classes.)

A student may add a course or change a schedule only during the designated Drop/Add time period after classes have begun.

A student may withdraw at any time up to mid-semester; a grade of W will be assigned. If the student withdraws after mid-semester, a grade of W or F may be assigned at the instructor's discretion.

Auditing a Course

Students registered for audit are entitled to participate in all course activities but receive no credit. In special circumstances a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if he/she is passing at the time. No student may change from audit to credit. Audit students not fulfilling all course requirements may be required to withdraw from the course. The grade of R (registered for audit) will be recorded.

Any student who is auditing a course will still be financially responsible to the college for all tuition and fees.

Incomplete Work

A grade of I (Incomplete) may be awarded by an instructor if he/she approves a request received from the student no later than the day of the final examination. A valid reason for the request must be offered. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed (five days for prerequisites). If the student is enrolled in a course for which the I grade is a prerequisite however, the work for the incomplete course must be made up by the fifth day of the next regular semester or the student must withdraw from the higher level course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, a change of grade report will be prepared by the instructor and forwarded to the Office of Admissions and Records. If the work is not completed within 30 days of the following semester, the grade of F will automatically be recorded.

Course Changes and Drops

Schedule changes must be initiated on an official Add/Drop form. Instructors cannot accept changes in registration that have not been properly authorized. Add/Drop forms can be obtained from the Admissions and Records Office.

After a semester begins, students who drop and add courses within the same day, even if done as separate transactions at different times of the day, will have tuition and fees processed on an even exchange concept. If the drop and add are on separate dates, tuition and fees for the drop will be processed according to the Refund Policy. The added courses will be billed at full rate.

Grading System

The student is at all times responsible for his/her own academic progress and standing, for contributing by preparation for and participation in those classes in which he/she is enrolled and for maintaining an academic achievement record commensurate with his/her ability.

Reports showing the grades received by the student will be issued at the end of each semester. These reports will be available on WebAdvisor (<https://webadvisor.ocean.edu>).

The following marks, with their value in grade points per semester hour of credit are used:

| Grade Points per semester hour | | |
|--------------------------------|-------------------------|------|
| A | Excellent | 4.0 |
| B+ | Very Good | 3.5 |
| B | Good | 3.0 |
| C+ | Above Average | 2.5 |
| C | Average | 2.0 |
| D | Passing – Below Average | 1.0 |
| F | Failure | 0 |
| W | Withdrawn/ Non- Payment | None |
| I | Incomplete | None |
| R | Audit | None |
| P | Pass | None |
| NC | No Credit | None |
| NR | Not Received | None |

Incomplete grades (I) must be resolved prior to 30 days into the following semester (five days for prerequisites). Meanwhile, the initial grade report will indicate the I grade but will not affect the semester and grade point average. If the work is not complete within 30 days into the next regular semester or an extension is not granted by the Vice President of Academic Affairs, the grade of F will be recorded.

Courses in which a grade of D or F is received may be repeated. Note that the second grade received is the one that counts toward the grade point average and the credits earned (even if the second grade is lower than the first).

Nursing Program Requirements

The minimum passing grade for nursing (NURS) courses is “C” (75%). All required courses in the nursing curriculum must also be passed at the “C” level or higher.

Students may not continue or reenter the program upon failure on the second attempt of a required nursing course OR failure of a third required nursing course.

Pass/No Credit Grading

One free elective course outside the major field of study may be taken each semester during the sophomore year on a pass/no credit basis. A part-time student who has earned a minimum of twenty-eight (28) semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of P will be recorded for successful completion of each course with semester hours of credit applied toward a degree. A grade of NC - No Credit will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the grade point average be affected.

President's List and Honors

The President's Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with no grade lower than C in a given semester, and has achieved a semester grade point average of 3.50 or better qualifies for this honor. The President's Honors List is compiled each semester. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, having a cumulative grade point average of 3.50 or better.

A candidate whose final cumulative grade-point average is 3.50 or better will be graduated with honors:

| | |
|-----------------|-------------|
| Cum Laude | (3.50-3.79) |
| Magna Cum Laude | (3.80-3.89) |
| Summa Cum Laude | (3.90-4.00) |

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

Student Classification

In deciding on a credit-hour load, the student must consider the pressures of part-time jobs and other limiting factors. One method is to estimate that each credit hour carried will require two hours of out-of-class preparation.

1. A full-time student is one who is in good academic standing and who carries 12 or more hours of credit. The full-time student will normally carry 15 to 18 credit hours in order to graduate after four semesters. Full-time students must be enrolled as degree candidates.
2. A probationary student is one who has a grade-point deficiency or other academic deficiency and will normally carry no more than 12 hours of credit in a semester.
3. A part-time student is one who carries 11 or fewer semester hours of credit in a semester.
4. A nondegree student is one who has not been admitted to a degree program.
5. A sophomore student is a regular student who has earned a minimum of 30 semester hours. All other degree candidates are considered freshmen.

Withdrawal

A student who wishes to withdraw during a semester must do so on the form provided by the Admissions and Records Office. Failure to do so may result in a grade of F in every course in which the student is enrolled after mid-semester. The student is still financially responsible to the college for all tuition and fees, subject to the applicable refund percentage. (See also Refunds and Changes in Schedule.) Failing to attend class will not relieve you of your financial responsibility, even if you have not paid your bill.

Students receiving financial aid or VA educational benefits must, under the law, notify the Office of Admissions and Records and the Financial Aid Office of their withdrawal from the college or of changing from full-time to part-time status. Failure to do so may result in reimbursing the government agency.

If physically unable to withdraw in person, notify the Office of Admissions and Records immediately by telephone. You will not be officially withdrawn until a follow-up written request is received.

A student may withdraw without academic penalty at any time up to mid-semester. It will be the instructor's responsibility to assign the appropriate mark of W or F to the student who withdraws after mid-semester.

ACCEPTANCE OF CREDITS

Acceptance of Credits from an Accredited Institution

Credits granted for work completed at other accredited institutions may be applied to a degree student's record at Ocean County College if requested. It is the responsibility of the student if requested to provide the Admissions and Records Office with a catalog of the institution from which the credits are expected to be transferred.

Advanced Standing

Students who have demonstrated outstanding achievement in certain subjects while in high school (e.g., English or foreign language) and who meet specific college departmental criteria, may be considered for advanced placement and/or credit. Advanced placement/credit will be considered on the basis of grades attained in the College Entrance Examination Board Advanced Placement Program examinations.

Challenge Examination

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Grading will be on a Pass/Fail basis only. Students who successfully complete the challenge examination will be awarded a Pass grade and credit for the course at the end of the semester.

College Level Examination Program (CLEP)

In accordance with established departmental criteria, credit may be granted for the General Examination or the Subject Examinations of the College Level Examination Program (CLEP). Questions concerning the examinations accepted at this college and minimum scores required are available in the Admissions and Advising offices.

Credit By Examination

Credit from non-accredited institutions and/or credit for work and other experiences may be granted on the basis of credit by examination in accordance with established departmental criteria. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate department administrator in accordance with College policy. This policy applies only to fully matriculated students who have not transferred in the maximum credits acceptable. A fee shall be assessed for each examination. Alternatively, students may earn credits through Thomas Edison College's Examination Program and transfer these to Ocean County College according to College Policy 5128. A grade of Pass/No Credit will be issued for Credit By Examination.

Portfolio Assessment

Students may earn credit through portfolio assessment for experiential learning. The assessments may be done by Thomas Edison College's state-wide Testing and Assessment Centers, and a maximum of 18 semester hours may be transferred into Ocean County College in accordance with College Policy 5128.

ASSESSMENT

College Placement Test

The college tests incoming freshmen in reading, writing and mathematics skills. The results of these tests have no effect on admission to Ocean County College. Their purpose is to help the college place students in courses appropriate to their academic backgrounds and needs. Students who score 500 or higher in math and/or verbal on the SAT will be exempt from the corresponding segment of the College Placement Test. A student may challenge (retake) the Placement Test once but must do so before he/she begins the developmental course.

After students have been accepted by the college, they must call the Testing Center at (732) 255-0420 and schedule to take the College Placement Test. The test should be taken as soon as possible, since a delay in testing could result in a delay in the scheduling of courses. Also, early testing will enable students to complete any developmental courses during the summer session.

College Level Math Test

Students who wish to register in the Mathematics course sequence MATH 191 or higher and who have not met the course prerequisites must take the College Level Math Test. This placement test assesses current mathematical ability in areas such as algebra, trigonometry, and functions. For additional details on this test, visit the Mathematics Department page on the OCC website, or stop by the Mathematics Department Office (Russell Building, room 113).