

POLICY

1. All applicants for admission to a degree curriculum shall be required to:
 - a. File a formal application for admission.
 - b. Furnish certified transcripts covering all previous high school and college records or a high school equivalency certificate.
 - c. Furnish a Certificate of Residency properly validated by the designated high school, county, or college official. Proof of residence in the county may be substantiated by such documentary evidence as a driver's license, motor vehicle registration, or voter registration card bearing an Ocean County address.
 - d. Be a graduate of an accredited high school or have satisfactorily completed the requirement for the High School Equivalency Certificate, or be at least 18 years of age, not possessing either of the foregoing, and have the potential to benefit from postsecondary education.
 - e. All applicants for admission will comply with the requirements of policy #5165 pertaining to the College Skills Assessment Program. Additionally, applicants desiring consideration for admission to the Honors Program, the Nursing Program, or full-time Early Admissions Program are required to have the results of either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) submitted for evaluation.
 - f. Applicants to specific academic programs in the Nursing and Allied Health Department are required to submit a completed medical history form
2. Admission of qualified high school seniors.
 - a. Full-time students: Fulfill college requirements as specified by policy #5122, paragraphs 1a, 1b, 1c, 1e and 1f; submit the written recommendations from the high school counselor and the high school principal; and have achieved above the 90th percentile within the high school class.
3. Admissions of high school junior and seniors.
 - a. Part-time students: Satisfy any course prerequisite; submit the written recommendation from the high school principal and/or guidance counselor for the particular course desired; and have earned an overall average of "C" or better in high school or demonstrated a high potential to succeed in special areas related to college courses desired.
 - b. The college will accept high school students in courses during the summer session if the following conditions are met:

1. Applicants must have completed their sophomore year in high school in good standing, or receive approval of the Vice President of Academic Affairs
2. They are recommended for the specific course by their guidance counselor and/or high school principal.

4. Admission of Gifted Students age sixteen and under:

Admission

- a. School GPA of at least a 3.75 on a 4.0 scale (or the equivalent), and
- b. Absence of any C's, D's, or F's (or the numerical equivalent) on the school transcript, and
- c. Written approval of the school counselor and principal testifying to the student's exceptional academic ability, achievements, and maturity, including an explanation of why the school is unable to fulfill the student's potential within the regular school curriculum, and
- d. An SAT score of 1200 (or PSAT) (a minimum 550 in verbal and 550 in math).
- e. Documented evidence of exceptional academic achievement or recognized talent or ability beyond the school GPA, and
- f. Permission of the Vice President of Academic Affairs or designee, the department dean, and the instructor required.

Courses

- a. Limit of two courses per semester
- b. Enrollment in foreign languages, performing arts, computer studies, natural sciences, and mathematics courses only.

5. Admission to non-credit service courses:

Students registering for non-credit service courses numbered 001-099 must meet the same admission requirements as students taking credit courses. There are no academic requirements for admission to non-credit service courses numbered 900-999. These courses are open to all interested members of the community.

6. Senior Citizens:

Senior Citizens (identified in policy #5325) will not be required to show proof of high school graduation or high school equivalency for admission.

7. International Education:

Admission

- a. All applicants for admission to International Education programs sponsored by Ocean County College shall be required to:
 1. File a formal application for admission to OCC and provide proof of eligibility as specified by College policy #5122 (items 1 through 6).
 2. File a formal application with the affiliate overseas university or college.
 3. Only after a student has met fully the admission requirements stipulated by Ocean County College and the affiliate overseas university or college can he/she be admitted into the overseas part-time or full-time program.
- b. To qualify as a candidate for any degree conferred by Ocean County College, students enrolled in the overseas programs must fulfill the exact requirements stipulated by College policy #5152 (items 1 through 3).

Credits

- a. The maximum number of credits earned by a student in an overseas program shall not exceed the number specified in item 3B (1) of College policy #5152.
- b. Courses and credits earned at institutions evaluated and approved by the American Association of Collegiate Registrars and Admissions Officers as shall appear on a student's Ocean County College transcript after an evaluation by Rockland Community College and Ocean County College. (For further information consult reference works on particular country appearing in World Education Series.)
- c. Courses and credits earned at institutions of higher learning other than those mentioned in the preceding item shall be subject to exact guidelines listed in the Learning Contract Handbook. These, in turn, shall be subject to revisions and amendments as dictated by OCC policy.
- d. All academic credits earned by students in overseas programs shall be subject to review and final approval by Ocean County College.

Evaluation of Courses and Programs

- a. All courses and programs in the area of International Education, generated by Ocean County College for member colleges of the College Consortium for International Studies (CCIS), shall be subject to the same screening and approval procedure as on-campus courses and programs.
- b. All courses generated by member colleges of CCIS and sponsored by Ocean County College shall be subject to procedure governing transfer of academic credits and courses among accredited institutions.

- c. All courses and programs in the area of International Education shall be subject to the following evaluation procedure:
 - 1. Regular and comprehensive review and evaluation of programs in International Education as dictated by College policy.
 - 2. Regular, on site evaluation of overseas programs by designated members of Ocean County College faculty and administration.
 - 3. Mandatory evaluation by students participating in overseas academic courses and programs.
 - 4. Debriefing of returning overseas students by the Advisory Committee on International Education, and/or any standing College Committee so designated.

8. Home-Schooled Students:

- a. Fulfill college requirements as specified by policy #5122, paragraph 1a-f
- b. Home-schooled students who have received home-school diplomas will be admitted.
- c. Home-schooled students who have not received diplomas but are at least eighteen years of age or have GEDs or have the approvals of their district high schools to attend OCC will be admitted.
- d. Home-schooled student who are sixteen or seventeen years of age and have a parent's signature in place of that of a high-school guidance counselor will be permitted to take a maximum of two courses each semester.
- e. Home-schooled students under sixteen years of age refer to policy #5122, paragraph 4.

Information Note: College policy #5152, item 3B (1) states: Members of the Armed Forces on active duty and their dependents must meet all college degree requirements with the following exceptions: 1) a minimum of 24 semester hours of the 64 required must be earned through attendance of classes at Ocean County College.

Adopted: August 26, 1968
Revised: June 26, 1972
Revised: January 22, 1973
Revised: March 26, 1973
Revised: February 25, 1974
Revised: May 27, 1975
Revised: June 26, 1978
Revised: December 18, 1978

Revised: September 17, 1979
Revised: March 23, 1981
Revised: April 26, 1982
Revised: January 24, 1983
Revised: June 27, 1988
Revised: April 22, 1996
Revised: February 28, 2000
Revised: November 20, 2000

Revised: March 25, 2002
Revised: May: 4, 2004
Revised: August 25, 2008