

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** May 21, 2014

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Tuesday, May 27, 2014:**

1. Recommend approval of the following items as accepted by the College Senate at its meeting on May 7, 2014:
  - a. New Courses
    - 1) HOSP 110, Introduction to Hospitality Management (**Exhibit B-1**)
    - 2) HOSP 112, Events Planning (**Exhibit B-2**)
    - 3) HOSP 115, Hospitality Law (**Exhibit B-3**)
    - 4) HOSP 120, Food, Beverage, and Labor Cost Control (**Exhibit B-4**)
  - b. Obsolete Courses
    - 1) CSIT 174, Computer Systems (**Exhibit B-5**)
    - 2) CSIT 260, Application Programming in C++ (**Exhibit B-6**)

c. Revised Policies

- 1) Policy #5154, Students, Academic Standards, Grades and Scholastic Honors  
(Exhibit B-7)
  - 2) Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress  
(Exhibit B-8)
  - 3) Policy #5161, Students, Academic Standards, Math Placement (Exhibit B-9)
2. Recommend revision of Policy #3006, Personnel, All Employees, Progressive Discipline  
(Exhibit B-10)

## ***EXHIBIT B-1***

OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HOSP 110: Introduction to Hospitality Management

2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab

3. CATALOG DESCRIPTION

This course acquaints students with the scope and complexity of the hospitality industry by exploring the national and global relationships of lodging, food service and tourism operations. The course examines career opportunities, organizational structures, current trends, human resource management, and the effects of technology on customer and guest service requirements within the industry.

4. PREREQUISITES: NONE COREQUISITES: NONE

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 1  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding) – **AWAITING APPROVAL**  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

Students in the AAS in Hospitality and Tourism program enroll in this required course.

Students in business and other programs may enroll in this course to understand the hospitality industry as they work in or own/operate a business.

b. Relationship to courses within the College

i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity
<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Reasoning/Action	

ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

- X   Program-specific requirement for the following degree program(s):  
           A.A.S. in Hospitality and Tourism  
       Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Bergen CC	Introduction to Hospitality Management	HRM 101	3.0	
Burlington CC	Introduction to Hospitality	HOS 110	3.0	
Atlantic Cape CC	Orientation to Hospitality and Tourism	HOSP 100	3.0	
Camden CC	Introduction to Hospitality	HTS 101	3.0	

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Elective		
Kean University			X	
Monmouth University			X	
Richard Stockton College	HTMS2101 (Introduction to Hospitality Management) 3.0 cr.	Hospitality & Tourism Management Elective Credit		
Rowan University	3.0	Elective		
Rutgers – New Brunswick			X	

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
- v. If not transferable to any institution, explain.  
AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
- ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
- iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
- iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
- v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Communication – Written and Oral       | <input type="checkbox"/> 6. Humanistic Perspective                    |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills      | <input type="checkbox"/> 7. Historical Perspective                    |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning     | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness  |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy | <input type="checkbox"/> 9. Ethical Reasoning and Action              |
| <input type="checkbox"/> 5. Society and Human Behavior             | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- 1. Describe the scope of the hospitality industry and identify the key industry segments.
- 2. Identify career opportunities within the hospitality industry and the educational and training requirements to enter and be successful in this industry.
- 3. Trace the origins, growth, size and scope of the hospitality industry.
- 4. Identify and distinguish among the various types of operations within the hospitality industry.
- 5. Describe the globalization of this industry.
- 6. Explain current trends within the industry, both domestic and foreign, and forecast several factors that are likely to affect the future of the hospitality industry.

7. Summarize the basic principles and concepts of sustainability and “green” practices in the hospitality and tourism industries.

## 8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

1. Hospitality History
2. Tourism
3. Why People Travel
4. Lodging & Lodging Operations
5. Cruising
6. Restaurants & Restaurant Operations
7. Managed Services
8. Clubs
9. Theme Parks and Attractions
10. Gaming Industry
11. Meetings, Conventions, and Expositions
12. Special Events

## 11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one project, or the equivalent.



### APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:

## ***EXHIBIT B-2***

OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HOSP 112 – Events Planning
2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab
3. CATALOG DESCRIPTION

This course provides students with an introductory approach to planning and executing meetings, special events and conferences. The course examines practical advice on every aspect of organizing and managing special events, such as choosing the best venue; preparing and managing the budget; scheduling; coordinating food and beverages; selecting decor, themes, and entertainment; media; and staffing.

4. PREREQUISITES: NONE COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 1  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

- ☒ vocational (approved for Perkins funding) – **AWAITING APPROVAL**  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students in the AAS in Hospitality and Tourism program enroll in this required course.

Students in business and other programs may enroll in this course to develop the skills necessary to plan events at the workplace.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Communication        | <input type="checkbox"/> Social Science           | <input type="checkbox"/> History           |
| <input type="checkbox"/> Humanities           | <input type="checkbox"/> Lab Science              | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics          | <input type="checkbox"/> Technology               | <input type="checkbox"/> Diversity         |
| <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Ethical Reasoning/Action |  |

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

X   Program-specific requirement for the following degree program(s):  
           A.A.S. in Hospitality and Tourism  
       Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Atlantic Cape CC	Catering and Events Planning	HOSP250	3.0	
Bergen CC	Event Planning and Management	HRM-129	3.0	
Camden CC	Meeting and Special Event Planning	HTS 205	3.0	

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	3.0	Elective		
Kean University	3.0	Elective		
Monmouth University			X	
Richard Stockton College	3.0	Hospitality and Tourism Management Elective Credit		
Rowan University	3.0	Elective		
Rutgers – New Brunswick			X	

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
- v. If not transferable to any institution, explain.  
AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
- ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
- iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
- iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
- v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective                    |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills           | <input type="checkbox"/> 7. Historical Perspective                    |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning          | <input checked="" type="checkbox"/> 8. Global and Cultural Awareness  |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy      | <input type="checkbox"/> 9. Ethical Reasoning and Action              |
| <input type="checkbox"/> 5. Society and Human Behavior                  | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Explain the five stages of event management: research, design, planning, coordination, and evaluation.
- b. Explain how to effectively manage time, human resources, and volunteers.
- c. Describe the process of hiring vendors, caterers, sound and light technicians, entertainment, and other resources.
- d. Demonstrate how to conduct an event site inspection.
- e. Identify risk-management procedures and tactics.
- f. Identify the requirements for contracts, permits, and licenses, and how to meet these requirements.
- g. Explain budgeting, pricing, and accounting as they relate to event design.
- h. Demonstrate the principles of design in event decoration

**8. METHODS OF INSTRUCTION**

Lecture, group discussion and other classroom activities will be employed.

**9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)**

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

**10. TENTATIVE TOPICAL OUTLINE**

- a. Theory of Event Leadership
- b. Event Administration
- c. Event Coordination
- d. Event Marketing
- e. Legal, Ethical, and Risk Management
- f. Technology for Professional Development

**11. GRADE DETERMINANTS**

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

**12. NUMBER OF PAPERS AND EXAMINATIONS**

A minimum of two examinations and one project, or the equivalent.

**APPROVAL PROCESS FOR REVISED COURSE PROPOSALS**

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

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#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:

## ***EXHIBIT B-3***



OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HOSP 115 – Hospitality Law
2. SEMESTER HOURS: 3 CONTACT HOURS: ( 3 + 0 )  
Lecture Lab
3. CATALOG DESCRIPTION

This course will introduce students to the laws and regulations that influence business and management decisions in the hospitality industry. It will focus on the legal fundamentals for the hospitality industry which include negligence, relationships with guests, contracts, liability and the sale of food and alcohol. This course will also explore the question of ethics in hospitality management.

4. PREREQUISITES: HOSP 110 COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 1  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding) – **AWAITING APPROVAL**  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students in the AAS in Hospitality and Tourism program enroll in this required course.

Students in business and other programs may enroll in this course because they want to understand the laws and regulations specific to the hospitality industry as they work in or own/operate a business.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

<input type="checkbox"/> Communication	<input type="checkbox"/> Social Science	<input type="checkbox"/> History
<input type="checkbox"/> Humanities	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Science (Non-Lab)
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Technology	<input type="checkbox"/> Diversity
<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Reasoning/Action	

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

- X   Program-specific requirement for the following degree program(s):  
 A.A.S. in Hospitality and Tourism  
      Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Atlantic Cape CC	Hospitality Law	HOSP225	3.0	
Bergen CC	Hospitality Law	HRM-219	3.0	
Burlington CC	Hospitality Law	HOS 260	3.0	

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EC - 3.0	Elective Credit		
Kean University	FEX1000 "K3" – 3.0	Free Elective		
Monmouth University			X	
Richard Stockton College	HTMS3110 (Legal, Social, Ethical Environment of Business) - 3.0	Major		
Rowan University	INTR99070 (Free Elective) 3.0	Free Elective		
Rutgers – New Brunswick			X	

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
- v. If not transferable to any institution, explain.  
AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College's vision, mission, and Academic Master Plan by

- i. Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
- ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
- iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
- iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
- v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an "x" the General Education goal(s) addressed by this course:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral | <input type="checkbox"/> 6. Humanistic Perspective                    |
| <input type="checkbox"/> 2. Quantitative Knowledge and Skills           | <input type="checkbox"/> 7. Historical Perspective                    |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning          | <input type="checkbox"/> 8. Global and Cultural Awareness             |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy      | <input checked="" type="checkbox"/> 9. Ethical Reasoning and Action   |
| <input type="checkbox"/> 5. Society and Human Behavior                  | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Explain the laws of innkeeping and how they apply to the hospitality industry as a whole.
- b. Analyze and explain a legal case.
- c. Describe the relationship between ethics and the law.
- d. Formulate operational policies to conform to the requirements of the various state and federal agencies and guidelines.
- e. Identify and explain the liability issues within the hospitality industry.
- f. Explain the need and process for exclusion and ejection of undesirables.
- g. Compare and contrast the types of contracts made in the hospitality industry.
- h. Identify and evaluate legal issues for the purpose of making and articulating appropriate managerial and executive decisions.

## 8. METHODS OF INSTRUCTION

Lecture, group discussion and other classroom activities will be employed.

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

- a. Introduction to Contemporary Hospitality Law
- b. Legal Procedures
- c. Civil Rights and Hospitality Businesses
- d. Contract Law and the Hospitality Industry
- e. Principles of Negligence
- f. Negligence and Hospitality Practices
- g. Guests and Other Patrons
- h. Protecting Patrons' Property
- i. Rights of Innkeepers
- j. Guests' Rights
- k. Employment
- l. Regulation and Licensing
- m. The Developing Law of Casinos

## 11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two examinations and one project, or the equivalent.

**APPROVAL PROCESS FOR REVISED COURSE PROPOSALS**

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

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#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:

## ***EXHIBIT B-4***

OCEAN COUNTY COLLEGE  
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION  
SCHOOL OF SOCIAL SCIENCE AND HUMAN SERVICES

1. COURSE NUMBER AND TITLE: HOSP 120: Food, Beverage, and Labor Cost Control
2. SEMESTER HOURS: 3 CONTACT HOURS: ( 3 + 0 )  
Lecture Lab
3. CATALOG DESCRIPTION

This course acquaints students with the principles of cost controls and their application to food and beverage operations. Emphasis is placed upon the diverse elements of sales within a food and beverage establishment and upon cost controls needed to maintain a profitable operation. Topics include costs and sales relationship, forecasting sales, preparing budgets, cost control systems, controlling inventory, and computer equipment and software.

4. PREREQUISITES: ACCT 161 *SW* COREQUISITES: NONE
5. MAXIMUM CLASS SIZE: ~~30~~ *35* COURSE FEE CODE: 1  
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING:

- ☒ vocational (approved for Perkins funding) – **AWAITING APPROVAL**  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

- a. Describe the need for this course.

Students in the AAS in Hospitality and Tourism program enroll in this required course.

Students in business and other programs may enroll in this course to understand the more dynamic accounting and cost issues specific to the hospitality industry as they work in or own/operate a business.

- b. Relationship to courses within the College

- i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Communication        | <input type="checkbox"/> Social Science           | <input type="checkbox"/> History           |
| <input type="checkbox"/> Humanities           | <input type="checkbox"/> Lab Science              | <input type="checkbox"/> Science (Non-Lab) |
| <input type="checkbox"/> Mathematics          | <input type="checkbox"/> Technology               | <input type="checkbox"/> Diversity         |
| <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Ethical Reasoning/Action |  |

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

- X   Program-specific requirement for the following degree program(s):  
           A.A.S. in Hospitality and Tourism  
       Elective

c. Related courses in other institutions

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) at other community colleges by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution (ex., Brookdale CC, Mercer CC, Atlantic Cape CC, etc.)	Course Title	Course Number	Number of Credits	Comments
Mercer CC	Food, Beverage, and Labor Cost Control	ACC 109	3	
Hudson County CC	Food, Beverage, and Labor Cost Control	CAI 223	3	
Raritan Valley CC	Food, Beverage and Labor Cost Control	FMTC 211	3	

- ii. If "None" was inserted, please explain.  
 iii. Complete the table below. The four-year institutions listed below comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Georgian Court University	EC code 56 3 credits	BA in Applied Arts and Science only		
Kean University	ACCT x2001 3 credits	Accounting Major Lower Level Elective		
Monmouth University	FE 001 3 credits	100 Level Free Elective		
Richard Stockton College	HTMSEC 3 credits	Hospitality and Tourism Management Elective Credit		
Rowan	INTR 99076	Free Elective		



University	3 credits			
Rutgers – New Brunswick			X	

- iv. If a “U” was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).
- v. If not transferable to any institution, explain.  
AAS degree programs are designed primarily to prepare students for entrance into the workforce though some AAS graduates later transfer to baccalaureate programs.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College:

This course addresses the College’s vision, mission, and Academic Master Plan by

- i. Demonstrating the college’s commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
- ii. Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
- iii. Preparing students for entrance into the workforce and/or for successful transfer to other educational institutions. (Academic Master Plan)
- iv. Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
- v. Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)
- e. Mark with an “x” the General Education goal(s) addressed by this course:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> 1. Communication – Written and Oral  | <input type="checkbox"/> 6. Humanistic Perspective                    |
| <input checked="" type="checkbox"/> 2. Quantitative Knowledge and Skills | <input type="checkbox"/> 7. Historical Perspective                    |
| <input type="checkbox"/> 3. Scientific Knowledge and Reasoning           | <input type="checkbox"/> 8. Global and Cultural Awareness             |
| <input type="checkbox"/> 4. Technological Competency/Info Literacy       | <input type="checkbox"/> 9. Ethical Reasoning and Action              |
| <input type="checkbox"/> 5. Society and Human Behavior                   | <input checked="" type="checkbox"/> 10. Independent/Critical Thinking |

## 7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

- a. Define and understand the terms cost and sales.
- b. Describe fixed, variable, prime, unit and other related examples of costs.
- c. Explain and illustrate monetary and nonmonetary sales concepts.
- d. Identify and evaluate the significance of cost-to-sales relationships.
- e. Classify and interpret several of cost-to-sales ratios important in food and beverage management.
- f. Analyze weighted food costs and contribution margins
- g. Appraise food and beverage purchases and controllable expenses
- h. Define budgetary and internal control and methods

- i. Evaluate staff scheduling and labor costs
- j. Identify negative cost effects and how to initiate corrective action

## 8. METHODS OF INSTRUCTION

Lecture, Problem Presentation and Solving, Practical Application Demonstrations and Assignments, and other classroom and learning activities will be employed.

## 9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)

Text: An appropriate textbook will be selected. Please contact the department for current adoptions.

## 10. TENTATIVE TOPICAL OUTLINE

- a. Cost and Sales Concepts
- b. Cost Control Process
- c. Cost/Volume/Profit Relationships
- d. Food Purchasing and Receiving Controls
- e. Food Storing and Issuing Controls
- f. Food Production Control
- g. Monitoring Daily Food and Beverage Costs
- h. Monitoring Monthly Food and Beverage Costs
- i. Understanding Actual vs. Standard Food Costs
- j. Analyzing Food and Beverage Sales
- k. Labor Cost Considerations
- l. Establishing Performance Standards
- m. Training Staff
- n. Monitoring Performance and Taking Corrective Actions

## 11. GRADE DETERMINANTS

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

## 12. NUMBER OF PAPERS AND EXAMINATIONS

A minimum of two exams and at least one research project. Examinations will encompass theoretical questions and practical application problems. Research assignments will require the planning of a menu, accompanied by the cost analysis of the individual food and beverage items.

## APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.

Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.	Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Board of Trustees Approval Date:

## ***EXHIBIT B-5***

TO BE RENDERED OBSOLETE

OCEAN COUNTY COLLEGE  
OFFICIAL COURSE DESCRIPTION  
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT 174: Computer Systems

2. SEMESTER HOURS: 3 CONTACT HOURS: (3 + 0)  
Lecture Lab

3. CATALOG DESCRIPTION:

~~This course will present the basic concepts of computer systems, architecture and Assembly Language Programming. The student will implement high level language constructs, macros and subroutines in Intel 80x86 based assembly language under a modern operating system. Open lab time required.~~

4. PREREQUISITES: ~~CSIT140 or permission of instructor~~  
COREQUISITES: ~~None~~

5. MAXIMUM CLASS SIZE: 22 COURSE FEE CODE: 3  
DIFFERENTIAL FUNDING CATEGORY: B

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding)  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

~~This is a required course in Computer Science AS degree and program specific  
elective in the Computer Science AS degree Information Technology and Information  
Systems options and Computer Science/Information Technology AAS degree.~~

b. Relationship to courses within the College:

i. Will the college submit this course to the statewide General Education  
Coordinating Committee for approval as a course which satisfies a general  
education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below:

☐ Communication ☐ Social Science ☐ History  
☐ Humanities ☐ Lab Science ☐ Science (Non-Lab)  
☐ Mathematics ☐ Technology ☐ Diversity  
☐ Information Literacy ☐ Ethical Reasoning/Action

ii. If the course does not satisfy a general education requirement, which of the  
following does it satisfy:

- ~~x~~ Program-specific requirement for the following degree program(s):  
AS in Computer Science (including program options) and AAS in  
Computer Science/Information Technology  
\_\_\_\_ Elective

c. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments

- ii. If "None" was inserted, please explain.  
iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers—New Brunswick				
Georgian Court University				
Richard Stockton College				
Monmouth University				
Kean University				
Rowan University				

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).  
v. If not transferable to any institution, explain.
- d. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course addresses the College's vision, mission, and Academic Master Plan by

- i. ~~Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)~~
- ii. ~~Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)~~
- iii. ~~Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)~~
- iv. ~~Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)~~
- v. ~~Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)~~

e. Mark with an "x" the General Education goal(s) addressed by this course:

<u>x</u> 1. Communication—Written and Oral	6. Humanistic Perspective
2. Quantitative Knowledge and Skills	7. Historical Perspective
3. Scientific Knowledge and Reasoning	8. Global and Cultural Awareness
<u>x</u> 4. Technological Competency/Info Literacy	9. Ethical Reasoning and Action
5. Society and Human Behavior	<u>x</u> 10. Independent/Critical Thinking

#### 7. ~~SPECIFIC COURSE LEARNING OBJECTIVES:~~

~~Students who successfully complete this course will be able to:~~

- a. ~~Identify the basic concepts of the computer systems and computer architecture.~~
- b. ~~Identify the major computer data, instruction and addressing formats.~~
- c. ~~Implement decision making, looping and array constructs in Assembly Language.~~
- d. ~~Identify problems involved in subroutine linkage and implement subroutines in Assembly Language.~~
- e. ~~Implement macros in Assembly Language.~~
- f. ~~Differentiate between one and two pass assemblers.~~
- g. ~~Recognize the problems involved in program portability and are able to identify the solutions to these problems.~~
- h. ~~Recognize the relationship between high level languages and the underlying low level machine language.~~
- i. ~~Understand how to economize and exploit the inherent low level hardware capabilities of a computer.~~

8. ~~METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.~~

9. ~~INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)~~

~~Appropriate textbooks will be selected. Contact the department for current adoptions.~~

Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

#### 10. TENTATIVE TOPICAL OUTLINE:

##### A) ~~Number Systems and Data Measurement~~

- ~~1) Binary, Octal, Hexadecimal~~
- ~~2) 2's Complement~~
- ~~3) Bytes, Words, Double words, Paragraphs~~

##### B) ~~80x86-based Architecture and Organization~~

- ~~1) Hardware fundamentals and terminology~~
- ~~2) Basic architecture of the 80x86 processors~~
  - ~~a) 16 and 32 bit registers, special purpose registers, memory architecture, disks, video adapters, and system software~~
  - ~~b) Fetch, decode and execute cycle~~
  - ~~c) Instruction formats~~
  - ~~d) Data representation (binary, character, floating point, logical bit)~~

##### C) ~~Assembly Language Fundamentals~~

- ~~1) Assembling, linking and debugging~~
- ~~2) Defining constants and variables~~
- ~~3) Data transfer and arithmetic instructions~~
- ~~4) Survey of operand types. Instruction formats, Assembly directives~~

##### D) ~~Using the Assembler~~

- ~~1) Linker and map files~~
- ~~2) Operators, directives, and expressions~~
- ~~3) Indirect addressing~~
- ~~4) Calling procedures from a link library~~

##### E) ~~Procedures and Interrupts~~

- ~~1) Stack, procedure declarations, calling operating system and BIOS interrupts~~
- ~~2) Parameter passing~~
  - ~~a) Types of procedure parameters~~
  - ~~b) Passing parameter by value and reference~~
- ~~3) Recursion~~

##### F) ~~Conditional Processing~~

- ~~1) Arithmetic Flags and Operations~~
- ~~2) Jumps and Loops~~
- ~~3) Boolean and Comparison Instructions~~
- ~~4) Setting and testing condition codes~~

##### G) ~~Arithmetic Instructions and data~~

- ~~1) Shift and rotate instructions~~
- ~~2) Multiple addition and subtraction~~



- 3) ~~MUL, DIV~~
- 4) ~~Direct video output~~
- 5) ~~ASCII decimal arithmetic~~
- 6) ~~BCD Arithmetic~~
- 7) ~~Structures and Macros~~
- H) ~~Numeric Conversions, Representations and Libraries~~
  - 1) ~~Character translation methods~~
  - 2) ~~Separately assembled modules~~
  - 3) ~~Creating link libraries~~
  - 4) ~~Binary to ASCII conversions~~
  - 5) ~~ASCII to binary conversion~~
  - 6) ~~Integer representation~~
  - 7) ~~Real number representation, the floating point coprocessor~~
- I) ~~Strings and Arrays~~
  - 1) ~~String storage methods~~
  - 2) ~~String primitive instructions~~
  - 3) ~~Text and Tables~~
- J) ~~Disk Storage~~
  - 1) ~~Disk storage fundamentals, sectors, clusters, directories, decoding file allocation tables, drive and directory manipulation~~
  - 2) ~~Devices, records and Blocks~~
- K) ~~File Processing~~
  - 1) ~~File Manipulation~~
  - 2) ~~Standard file services~~
  - 3) ~~Creating and reading text files, random access file processing~~
  - 4) ~~Interface and Protocol~~
  - 5) ~~Channels (Selector and multiplexer)~~
  - 6) ~~Channel commands and Programs~~
  - 7) ~~Buffering~~
- L) ~~High Level Language Interface~~
  - 1) ~~Parameter passing conventions~~
  - 2) ~~Inline assembly code~~
  - 3) ~~Linking and assembling assembly language modules with high level languages~~
- M) ~~Addresses, Memory and Instructions~~
  - 1) ~~Segmented memory~~
  - 2) ~~Indirect jumps and calls, far pointers, hardware port I/O~~
  - 3) ~~Dynamic memory allocation~~
  - 4) ~~Defining explicit segments~~
- N) ~~Addressing Modes~~
  - 1) ~~Absolute and Relative~~

- 2) Indirect
- 3) Indexed
- O) Modular Programming
  - 1) Separate assembly and linking of modules
- P) Device Drivers
  - 1) Fundamentals of writing device drivers

#### 11. GRADE DETERMINANTS:

~~— The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:~~

<del>A</del>	<del>Excellent</del>	<del>C</del>	<del>Average</del>	<del>I</del>	<del>Incomplete</del>
<del>B+</del>	<del>Very Good</del>	<del>D</del>	<del>Below Average</del>	<del>W</del>	<del>Withdrawn</del>
<del>B</del>	<del>Good</del>	<del>F</del>	<del>Failure</del>	<del>R</del>	<del>Audit</del>
<del>C+</del>	<del>Above Average</del>	<del>P</del>	<del>Passing</del>	<del>NC</del>	<del>No Credit</del>

#### 12. NUMBER OF PAPERS AND EXAMINATIONS:

~~A minimum of 4 major programs, a minimum of 7 chapter exercises, programs and quizzes, and a minimum of 2 exams.~~

#### APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

~~In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.~~

<del>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</del>	<del>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</del>
<del>#1 Course Number &amp; Title</del>	<del>#5 Maximum Class Size / Course Fee Code / — Differential Funding Category</del>
<del>#2 Semester Hours/Contact Hours</del>	<del>#8 Methods of Instruction</del>
<del>#3 Catalog Description</del>	<del>#9 Instructional Materials</del>
<del>#4 Prerequisites &amp; Corequisites</del>	<del>#10 Tentative Topical Outline</del>
<del>#6 Justification</del>	<del>#11 Grade Determinants</del>
<del>#7 Course Objectives</del>	<del>#12 Number of Papers and Examinations</del>

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004;  
Feb. 28, 2006; March 8, 2006  
Board of Trustees Approval Date: December 11, 2006  
Board of Trustees Approval Date: March 26, 2012  
PLT Approval of Form: May 22, 2012

## ***EXHIBIT B-6***

TO BE RENDERED OBSOLETE

EXHIBIT B - 6

OCEAN COUNTY COLLEGE  
OFFICIAL COURSE DESCRIPTION  
SCHOOL OF MATH, SCIENCE AND TECHNOLOGY

1. COURSE NUMBER AND TITLE: CSIT-260: Application Programming in C++

2. SEMESTER HOURS: 3 CONTACT HOURS: (3+0)  
Lecture Lab

3. CATALOG DESCRIPTION: \_\_\_\_\_

~~This course uses an applied approach to teach the C++ programming language to solve a wide range of application problems. All examples will emphasize external modules (functions), parameter passing and use of appropriate objects. The student will develop a final comprehensive project utilizing various file access techniques. Open lab time required.~~

4. PREREQUISITES: ~~Prior C++ programming experience~~  
COREQUISITES: ~~None~~

5. MAXIMUM CLASS SIZE: 22 COURSE FEE CODE: 3  
DIFFERENTIAL FUNDING CATEGORY: B

COURSE TYPE FOR PERKINS REPORTING:

☒ vocational (approved for Perkins funding)  
☐ non-vocational (not approved for Perkins funding)

6. JUSTIFICATION

a. Describe the need for this course.

~~This is a program specific elective in the Computer Science/Information Technology AAS degree.~~

b. Relationship to courses within the College:

i. Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course which satisfies a general education requirement? ☐ yes ☒ no

If yes, mark with an "x" the appropriate category below.

☐ Communication ☐ Social Science ☐ History  
☐ Humanities ☐ Lab Science ☐ Science (Non-Lab)  
☐ Mathematics ☐ Technology ☐ Diversity  
☐ Information Literacy ☐ Ethical Reasoning/Action

- ii. If the course does not satisfy a general education requirement, which of the following does it satisfy:

☒ Program-specific requirement for the following degree program(s):  
AS in Computer Science (including program options) and AAS in  
Computer Science/Information Technology

☐ Elective

- e. Related courses in other institutions:

[NOTE: The two charts below need to be completed when submitting a new course proposal. They do not need to be completed for most course revisions, unless an Official Course Description is so old that the course's transferability needs to be reconsidered, as in the case of an obsolete course which may be reactivated.]

- i. List any comparable course(s) by completing the table below. Insert "None" if there are no comparable courses.

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments

- ii. If "None" was inserted, please explain:  
iii. Complete the table below. The institutions listed comprise the top six institutions queried on NJTransfer by OCC students.

Transferability of Proposed Course				
Institution	Course Code, Title, and Credits	Transfer Category (Major, General Ed., or Elective)	Will NOT Transfer (Place an "x" in box)	Unable to Determine Status (Place "U" in box)
Rutgers—New Brunswick				
Georgian Court University				
Richard Stockton College				
Monmouth University				
Kean University				
Rowan University				

- iv. If a "U" was inserted above, document the course transferability by providing either (a) the name of a contact person at the four-year institution, or (b) an email from the contact person (attach to this proposal).

- v. ~~If not transferable to any institution, explain.~~
- d. ~~Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College~~

~~This course addresses the College's vision, mission, and Academic Master Plan by~~

- i. ~~Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)~~
  - ii. ~~Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)~~
  - iii. ~~Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)~~
  - iv. ~~Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)~~
  - v. ~~Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)~~
- e. ~~Mark with an "x" the General Education goal(s) addressed by this course:~~

- |   |   |
|---|---|
| <del>_____</del> <u>x</u> 1. Communication—Written and Oral         | <del>_____</del> 6. Humanistic Perspective                  |
| <del>_____</del> 2. Quantitative Knowledge and Skills               | <del>_____</del> 7. Historical Perspective                  |
| <del>_____</del> 3. Scientific Knowledge and Reasoning              | <del>_____</del> 8. Global and Cultural Awareness           |
| <del>_____</del> <u>x</u> 4. Technological Competency/Info Literacy | <del>_____</del> 9. Ethical Reasoning and Action            |
| <del>_____</del> 5. Society and Human Behavior                      | <del>_____</del> <u>x</u> 10. Independent/Critical Thinking |

## ~~7. SPECIFIC COURSE LEARNING OBJECTIVES:~~

~~Students who successfully complete this course will be able to:~~

- a. ~~Write modular application programs in C++, which utilize arithmetic operators and basic input/output functions.~~
  - b. ~~Write modular application programs in C++ which utilize selection, exception and iteration.~~
  - c. ~~Write modular application programs in C++, which utilize bit manipulation operators.~~
  - d. ~~Write modular application programs in C++, which utilize user-defined objects to solve data validation, data manipulation, searching and sorting problems.~~
  - e. ~~Write modular application programs in C++ which utilize structures, pointers, dynamic memory allocation, linked lists and files to solve menu-driven problems involving both sequential and random file access.~~
  - f. ~~Develop a comprehensive project utilizing all concepts taught.~~
8. ~~METHODS OF INSTRUCTION: Class lecture, discussion, demonstrations, lab assignments, programs and online presentations.~~

~~9. INSTRUCTIONAL MATERIALS / TECHNOLOGY NEEDS / HUMAN RESOURCE NEEDS (PRESENTLY EMPLOYED VS. NEW FACULTY)~~

~~Appropriate textbooks will be selected. Contact the department for current adoptions. Class notes, presentations, software and online materials, College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.~~

~~10. TENTATIVE TOPICAL OUTLINE:~~

~~A) Introduction~~

- ~~1) Windows Interface~~
- ~~2) Application Development~~

~~B) Project Utilizing Dialog and Handler Class to Maintain Application Data~~

- ~~1) Dialog Boxes~~
  - ~~a) Creating and Designing Dialog Boxes~~
  - ~~b) Specifying Properties and Controls~~
- ~~2) Coding Procedures Using Selection and Repetition Statements and Array Elements to Operate on Dialog Boxes~~
  - ~~a) Selection Using Push Buttons, Radio Buttons and Check Boxes~~
  - ~~b) Data Validation Using Text Control Objects~~
  - ~~c) Arrays and Multiple Item Selection - List, Combo and Trees Controls~~
  - ~~d) Range Selection Using Slider, Scrollbar and Calendar Controls~~
- ~~3) Creating Custom Functions to Respond to Mouse Events~~
- ~~4) Creating a Dialog Class and Derived Classes~~

~~C) User Interface~~

- ~~1) Menus~~
  - ~~a) Creating and Editing Menu Resources~~
  - ~~b) Writing Handler Functions for Menu Commands~~
  - ~~c) Implementing Context Menus~~
  - ~~d) Dynamically Creating and Maintaining Menu Options~~
- ~~2) Creating, Customizing and Using Toolbars~~
- ~~3) Customizing Status Bar to Show Application-Specific Indicators~~

~~D) Organizing Data~~

- ~~1) Manipulating Pointers~~
- ~~2) Retrieving List Data~~
- ~~3) Maintaining List Data~~
- ~~4) Retrieving Hierarchical Data~~
- ~~5) Maintaining Hierarchical Data~~

~~E) External Application Data~~

- ~~1) Sequential File Processing~~
  - ~~a) File Handles~~
  - ~~b) Reading and Writing Files~~



- e) ~~Manipulating Current File Position~~
- d) ~~Dynamic Data Exchange~~
- 2) ~~Database and Record Views~~
  - a) ~~Configuring an ODBC data source~~
  - b) ~~Connecting to Database within the Application~~
  - e) ~~Querying Record Sets~~
  - d) ~~Adding, Removing and Editing Records~~

#### 11. GRADE DETERMINANTS:

~~———— The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations:~~

A	Excellent	C	Average	I	Incomplete
B+	Very Good	D	Below Average	W	Withdrawn
B	Good	F	Failure	R	Audit
C+	Above Average	P	Passing	NC	No Credit

#### 12. NUMBER OF PAPERS AND EXAMINATIONS:

~~A minimum of 4 major projects, a minimum of 4 minor projects and a minimum of two tests or quizzes.~~

#### APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

~~In order to maintain a central file of current course documents on Ocean Cruiser, any changes to the Course Proposal Format or to an Official Course Description must be sent to the Curriculum Committee, College Senate, and Board of Trustees for action or "For Information Only." This process will ensure that current course information is accessible to Advising, Financial Aid, and the college community and that accurate information will appear in the OCC College Catalog.~~

<b>Revisions to the following items must receive action by the Curriculum Committee, College Senate, and Board of Trustees.</b>	<b>Revisions to the following items must be sent "For Information Only" to the Curriculum Committee, College Senate, and Board of Trustees.</b>
#1 Course Number & Title	#5 Maximum Class Size / Course Fee Code / —— Differential Funding Category
#2 Semester Hours/Contact Hours	#8 Methods of Instruction
#3 Catalog Description	#9 Instructional Materials
#4 Prerequisites & Corequisites	#10 Tentative Topical Outline
#6 Justification	#11 Grade Determinants
#7 Course Objectives	#12 Number of Papers and Examinations

Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006

Board of Trustees Approval Date: December 11, 2006

Board of Trustees Approval Date: March 26, 2012

PLT Approval of Form: May 22, 2012

## ***EXHIBIT B-7***

POLICY

## 1. Grading System

The following grading system is used:

<u>GRADE</u>	<u>STANDARD</u>	<u>QUALITY POINTS</u>	<u>EARNED</u>	<u>ATTEMPTED</u>
A	Excellent	4.0	X	X
B+	Very Good	3.5	X	X
B	Good	3.0	X	X
C+	Above Average	2.5	X	X
C	Average	2.0	X	X
P	Passing (Not for Credit)	n/a		
*P	Passing (for Credit)	n/a	X	
D	Pass/Below average	1.0	X	X
F	Failure	0		X
I	Incomplete	0		X

UNEARNED GRADES

R	Registered for Audit	n/a
T	Transfer	
W	Withdraw	n/a
CR	Credit	n/a
NC	No Credit	n/a

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or \*P has been received are defined as "earned" semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and, thus, affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are defined as "attempted" semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, CR, NC, or W are neither "earned" nor "attempted." These do not affect the cumulative grade point average.

## 2. Grade of "I" (Incomplete)

The grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a written request received from the student no later than the day of the final examination. A valid reason for the request must be offered. The faculty member must respond to the student via email. If he/she approves the request, he/she must provide a plan and specific deadlines for the completion of the work. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed. If the student is enrolled in a course for which the "I" grade course is a pre-requisite, 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, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by 30 days into the next semester or by the extension date as granted, the grade of

"F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades. Note: See Section 8 for specific information regarding "I" grades assigned in NURS courses.

3. Grade of "R" (Registered for Audit)

The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration or during the "add" period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an "R" may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of "W." Students may not audit courses in which they have an "I" grade.

4. Grade of "W" (Withdrawal)

The grade of "W" will be assigned when a student withdraws or is administratively dropped from a course in accordance with College policy (see Procedure).

5. President's Honor List

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

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.

6. Pass/No Credit

A full-time student who has completed his/her freshman year may register for one free elective course outside of his/her major field on a pass-no credit basis each semester beginning with his/her third semester. A part-time student who has earned a minimum of 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 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 cumulative grade point average be affected.

~~7. Academic Honors Recognition~~

~~The college offers talented, motivated students an opportunity to earn an Academic Honors Recognition (AHR). Students must receive approval of the Honors Program Coordinator in order to pursue this recognition.~~

~~To receive the recognition, students must do the following:~~

- ~~➤ Participate actively in an OCC honor society (such as Phi Theta Kappa, Phi Beta Lambda, Psi Beta, or Mu Alpha Theta) or in a college or community service organization.~~
- ~~➤ Complete the following courses with a minimum grade of "B":~~
  - ~~• HONR 280: Honors Interdisciplinary Seminar (3 cr.)~~
  - ~~• HONR 281: Honors Research Project (1 cr.)~~
- ~~➤ Maintain a 3.5 GPA~~

~~The two honors courses noted above will be identified on students' transcripts. Students will also receive a letter from the Ocean County College President congratulating them on their achievement.~~

~~8.7. Nursing Program~~

~~Students enrolled in NURS courses receive an "I" grade if they are in the remediation phase of Contemporary Nursing (NURS 275). If the remediation phase of NURS 275 is not made up within 30 days into the next semester, a grade of "F" in the course will automatically be recorded.~~

~~In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.~~

~~A student receiving his/her first non-passing grade in any NURS course (clinical or non clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the nursing program.~~

~~If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), he/she will fail out of the Nursing Program.~~

~~A student who has failed out of the nursing program due to academic (as opposed to clinical) performance may automatically apply for readmission.~~

~~A student who has failed out of the nursing program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Nursing Program administrator for consideration on a case by case basis.~~

~~Readmission to the nursing program provides two options:~~

~~Option I~~

~~A student may reapply to the nursing program one time only after retaking Anatomy & Physiology I (BIOL 130), Anatomy & Physiology II (BIOL 131), and Student Success (ACAD 155) as Ocean County College face-to-face courses. A student must satisfy any new and /or additional requirements prior to acceptance.~~

## Option II

A student may reapply to the nursing program one time only after successfully achieving an LPN license. A student must satisfy any new and/or additional requirements prior to acceptance. This student would be eligible to apply to the Traditional, OSOL or Career Mobility tracks. Upon acceptance into the program, the student must repeat all NURS courses regardless of any prior successful grades. A nursing student can appeal his/her grade or dismissal from the program in writing to the Appeal Board of the Nursing Program (see the Nursing Student Handbook).

## 9.8. \_\_\_\_\_ Developmental Courses

A passing grade for courses designated as developmental is "C" or better. These courses may not be used for credit toward graduation.

ADOPTED: August 26, 1968  
 Revised: December 21, 1970  
 Revised: January 22, 1973  
 Revised: March 26, 1973  
 Revised: June 23, 1975  
 Revised: June 17, 1976  
 Revised: June 23, 1978  
 Revised: January 22, 1979  
 Revised: June 4, 1979  
 Revised: August 25, 1980  
 Revised: January 26, 1981  
 Revised: August 24, 1981  
 Revised: April 26, 1982  
 Revised: December 13, 1982  
 Revised: June 27, 1983  
 Revised: January 26, 1987

Revised: June 22, 1987  
 Revised: January 22, 1990  
 Revised: May 29, 1990  
 Revised: March 25, 1991  
 Revised: March 23, 1992  
 Revised: April 22, 1996  
 Revised: May 27, 1997  
 Revised: February 28, 2000  
 Revised: November 20, 2000  
 Revised: January 28, 2008  
 Revised: August 25, 2008  
 Revised: December 1, 2008  
 Revised: August 24, 2009  
 Revised: June 28, 2010  
 Revised: July 25, 2011  
 Revised: January 28, 2013  
 Revised: May 27, 2014

## ***EXHIBIT B-8***



POLICY1. Academic Warning Notices

Professors have the option of submitting a notice of unsatisfactory progress to students in their classes at any time during the semester in order to advise the student of his or her academic standing in the class.

2. Academic Sanctions Penalties for Unsatisfactory Academic Progress: Grade Point Deficiency

The academic sanctions penalties for failing to maintain satisfactory academic progress may include probation, special probation, academic restriction, and academic suspension are Academic Warning, Academic Probation, Academic Sanction, Academic Suspension, and Academic Reinstatement. These sanctions penalties will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes maintain a cumulative Grade Point Average of at least 2.0, in accordance with the chart below. More specifically, any student who has completed 12 or more semester hours with a grade point average below 2.00 ("C" average) will have an academic sanction for grade point deficiency imposed in accordance with the chart below. In addition, aAny student whose grade point average is below 2.00 or who has failed to earn withdrawing from at least 50 percent of all credits registered credits for on the official day of counting student enrollment for two or more consecutive semesters during which he/she has attempted at least six credits will have an academic sanction imposed in accordance with the chart below. Where two sanctions apply, the more severe will be in effect. may be subject to Academic Suspension for insufficient academic progress, and must be approved by the Academic Standards Committee for continued enrollment.

ACADEMIC PROGRESS VIOLATIONSGrade Point Deficiency

<u>Academic</u> <u>Sanction</u>	<u>Grade Point Deficiency</u>		<u>Failure to earn 50%</u> <u>of credits**</u>	<u>Academic</u> <u>Consequence</u>
	<u>1-32<sup>†</sup></u>	<u>33 or more<sup>†</sup></u>		
Probation	1-11	1-11	not applicable	Recommend not to enroll for more than 14 credits
Special Probation	12-20	not applicable	not applicable	Cannot enroll for more than 12 credits (four courses)
Academic Restriction	21 or more	12 or more	for two consecutive semesters of enrollment	Cannot enroll for more than 6 credits (two courses)
Academic Suspension	Academically restricted previously		for three consecutive semesters of enrollment or a second two consecutive semesters of enrollment violation	One year suspension from taking credit courses

<sup>†</sup>Credits attempted

<sup>\*\*</sup>Credits registered for as of the official day of counting student enrollment

<u>Academic Performance</u>	<u>Academic Penalty</u>	<u>Academic Consequence</u>
<u>Cumulative GPA below 2.0 for one semester</u>	<u>Academic Warning</u>	<u>Can enroll up to 18 credits (No more than 15-16 credits is recommended)</u>
<u>Cumulative GPA below 2.0 for two consecutive semesters</u>	<u>Academic Probation</u>	<u>Cannot enroll for more than 12-13 credits (four courses)</u>
<u>Cumulative GPA below 2.0 for three consecutive semesters</u>	<u>Academic Sanction</u>	<u>Cannot enroll for more than 6-7 credits (two courses)</u>
<u>Cumulative GPA below 2.0 for four consecutive semesters</u>	<u>Academic Suspension</u>	<u>One year suspension from taking credit courses</u>
<u>Returning after Academic Suspension</u>	<u>Academic Reinstatement</u>	<u>Cannot enroll for more than 12-13 credits (four courses)</u>

### 3. Developmental Probation/Restriction/Suspension

#### A. Developmental Probation

Students who fail to receive a grade of "C" or better in a developmental mathematics course (MATH 011 or MATH 012) will be placed on developmental probation.

- i. Full-time students placed on developmental probation will be limited to 12 credits (four courses) and must re-enroll immediately in the developmental mathematics course.
- ii. Part-time students placed on developmental probation must include the developmental mathematics course as part of their course load in the next semester in which they enroll.

#### B. Developmental Restriction

Students who fail to receive a grade of "C" or better in a developmental English course (ENGL 091 or ENGL 095) will be placed on developmental restriction:

- i. Students placed on developmental restriction are limited to a maximum credit load of twelve/thirteen semester hours. The credit load must include the needed developmental course. The remainder of the credit load must be selected from the approved Limited Load Course List in Procedure 5165, Attachment B.
- ii. Students placed on developmental restriction and failing to pass a developmental course on their second attempt are limited to a maximum credit load of six/seven semester hours. The credit load must include the needed developmental course. Any additional course must be selected from the approved Limited Load Course list in Procedure 5165, Attachment B.
- iii. Students failing to attain a grade of "C" or better in Reading and Writing I or II on their third attempt will be limited to enrolling only in that course until it is completed with a grade of "C" or better.

C. "W" Grade

Withdrawals from developmental courses will be handled as follows:

- i. A student receiving a grade of "W" for the first time in a specific course:
  - a) must enroll in the developmental course in the next semester in which he/she registers;
  - b) will not have the developmental restriction applied;
  - c) will be limited to a total of 14 semester hours.
- ii. A student receiving a grade of "W" more than one time in a specific developmental course will have the "W" grade treated as a "non-passing" grade and be subject to the actions prescribed under the developmental restriction section.

4. Student Appeals

A student placed on Academic Sanction or Academic special probation, academic or developmental probation, restriction or suspension, may appeal the action to the Academic Standards Committee. ~~The Committee will review the case and either:~~

- ~~A. Permit the student to continue on probation for one semester as a full-time student with a limited credit load, or~~
- ~~B. Permit the student to continue as a part-time degree or non-degree student, or~~
- ~~C. Prescribe other appropriate action, or~~
- ~~D. Sustain the original action.~~

See Procedures under the specific Academic Penalty for information regarding the appeal process.

5. Academic Forgiveness Appeals

A student who has exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal to have the previously earned grades disregarded in calculating the Grade Point Average (GPA).

An appeal must be submitted via the Director of Registration and Records to the Academic Standards Committee for the final decision. A student seeking an Academic Forgiveness Appeal should consult with the Financial Aid Office about the impact that an appeal might have on his/her financial aid and/or Veteran's benefits. A student transferring to another college will be bound by the incoming college's terms and conditions for acceptance of transfer credits.

The following apply for this special appeal process:

- A. The student's GPA prior to the period of absence from the College must have been below 2.00.
- B. A minimum of five years without OCC enrollment in credit courses must have elapsed prior to the student's re-enrollment.
- C. A student must complete a minimum of twelve (12) credits following reenrollment, with a minimum GPA of 2.50, prior to submitting the appeal.

- D. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or toward graduation.
- E. All previous coursework will continue to appear on the student's transcript. However, it will not be included in the cumulative GPA.
- F. Credits excluded as a result of the Academic Forgiveness Appeal cannot be used to meet course or program prerequisites or requirements.
- G. An academic forgiveness Appeal may be approved only once for any individual student and is irrevocable. If the appeal is approved, a notation will appear on the student's transcript.

## 6. Nursing Program

### Non-passing Grades

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.

A student who receives a non-passing grade in a BIOL course or in courses satisfying the OCC or general education requirements may repeat the course(s) in an attempt to attain a "C" grade.

A student receiving his/her first non-passing grade in a NURS course (clinical or non clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the nursing program.

If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), he/she will fail out of the Nursing Program.

A student who has failed out of the nursing program due to academic (as opposed to clinical) performance may automatically apply for readmission.

A student who has failed out of the nursing program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Nursing Program administrator for consideration on a case by case basis.

Readmission to the nursing program provides two options:

#### Option I

A student may reapply to the nursing program one time only after retaking Anatomy & Physiology I (BIOL 130), Anatomy & Physiology II (BIOL 131), and Student Success (ACAD 155) as Ocean County College Face-to-Face courses. A student must satisfy any new and/or additional requirements prior to acceptance.

#### Option II

A student may reapply to the nursing program one time only after successfully achieving an LPN license. A student must satisfy any new and/or additional requirements prior to acceptance. This student would be eligible to apply to the Traditional, OSOL or Career Mobility tracks. Upon acceptance into the program, the student must repeat all NURS courses regardless of any prior

successful grades.

Nursing Program: Re-entry after Withdrawal/Failure

A nursing student may temporarily leave the Nursing Program for one semester and return the following semester without penalty. While not enrolled in courses, the student has inactive status in the program. Students who plan to seek inactive status must notify the Nursing Office in writing. A student may have no more than a four semester period of inactivity. The period of inactive status begins following the student's last successful NURS course. A student is not guaranteed a seat in the course the next time it is offered.

If a student leaves for more than one semester, he/she must take and successfully achieve the passing grade for the OCC Test of Prior Nursing Knowledge and complete the required practicum before re-entering the program even if he/she has already successfully completed any NURS course. A student is not guaranteed a seat in the course the next time it is offered.

If a student exceeds the four semester limit (based on the last successful NURS course), he/she will be automatically dismissed from the nursing program and will be required to re-apply to the program and satisfy any new and/or additional requirements prior to acceptance. All prior NURS courses must be re-taken, even if the student had been successful in the past.

7. Program Requirements

A student enrolled in the Nursing Program must meet all requirements in a unit/course before progressing to the next unit/course. A student failing to meet requirements may appeal this decision in writing to the Appeals Board of the Nursing Department.

78. Prerequisite Requirements

A student must successfully complete all prerequisite courses before attending courses with prerequisite requirements. The offices of Academic Affairs, Student Affairs, and Admissions and Records will be responsible for establishing and enforcing the mechanisms for prerequisite compliance.

Revised: March 28, 1977	Revised: June 28, 1993
Revised: August 25, 1980	Revised: September 24, 1996
Revised: January 26, 1981	Revised: March 24, 1997
Revised: March 23, 1981	Revised: February 28, 2000
Revised: August 24, 1981	Revised: November 20, 2000
Revised: December 12, 1983	Revised: May 27, 2003
Revised: December 9, 1985	Revised: December 10, 2007
Revised: June 22, 1987	Revised: January 25, 2010
Revised: June 27, 1988	Revised: June 28, 2010
Revised: January 22, 1990	Revised: July 25, 2011
Revised: April 22, 1991	Revised: May 27, 2014

## ***EXHIBIT B-9***

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
MATH PLACEMENT #5161

POLICY

All students who wish to enroll in MATH 191 or higher must meet one of the following criteria:

1. Earn a passing grade in the prerequisite course(s), OR
2. Attain the appropriate placement score on the College Level Mathematics Test.

\*Students may have only one opportunity to challenge their College Level Mathematics score by taking a retest, commonly referred to as a "Challenge Test."

ADOPTED: May 4, 2004

Revised: May 27, 2014



## ***EXHIBIT B-10***

Ocean County College, Toms River, NJ

PERSONNEL  
All Employees  
Progressive Discipline #3006

## POLICY

Ocean County College supports the use of progressive discipline. All employees will have alleged breaches of discipline adjudicated with fairness and will receive the judicious application of a disciplinary action appropriate to the offense if guilt is determined. Subsequent breaches will be subject to appropriate progressive increments in the severity of the discipline. In certain instances where the offense is severe, it may be necessary to impose a suspension or termination of an employee, even in the case of a first offense.

In certain instances where the offense is severe, it may be necessary to impose a suspension or termination of an employee, even in the case of a first offense. When a suspension or termination is deemed to be appropriate, the suspension or termination may occur prior to approval by the Board of Trustees.

The President shall have authority for interim approval of a suspension or termination during the periods between scheduled meetings of the Board. The interim approved suspension or termination shall require the review and final approval of the Board at its next scheduled meeting.

Employees covered by a bargaining agreement will utilize the contractual process governing disciplinary action. Employees not covered by a bargaining agreement will utilize the process in the NAP Handbook governing disciplinary action.

ADOPTED: April 23, 2007  
Revised: May 27, 2014