

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: May 24, 2017

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, June 1, 2017**:

1. Recommend revision of the Ocean County College Summer 2017 Second Five-Week Academic Calendar (**Exhibit B-1**)
2. Recommend revision of the following policies:
 - a. Policy #3111A, Personnel, Academic Staff and Faculty, General, Qualifications for Full-time 10 Month Faculty and College Lecturers (**Exhibit B-2**)
 - b. Policy #3111B, Personnel, Academic Staff and Faculty, General, Qualifications for Adjunct Faculty and Teachers (**Exhibit B-3**)
3. Recommend approval of the following items as accepted by the College Senate at its meeting on May 3, 2017:
 - a. Revised Policies
 - 1) Policy #5128, Students, Admission, Acceptance and Evaluation of Credits (**Exhibit B-4**)
 - 2) Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress (**Exhibit B-5**)
 - b. New Course
 - 1) ENGL 098, Writing Skills Development (**Exhibit B-6**)
4. Recommend approval of the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, for a Kean Ocean Networking event scheduled for Tuesday, June 6, 2017, at 7:00 p.m. in the Gateway Building.

EXHIBIT B-1

OCEAN COUNTY COLLEGE
2017 Summer Sessions

Summer 2017 First Five-Week/Ten-Week Sessions

Monday, May 22	Classes Begin
Thursday, May 25	No Classes – Commencement
Monday, May 29	No Classes – College Closed
Tuesday, June 27	Last Day of Classes
	First Five-Week
Tuesday, July 4	No Classes – College Closed
Wednesday, August 2	Last Day of Classes
	Ten-Week

Summer 2017 Second Five-Week/Six-Week Sessions

Wednesday, June 28	Classes Begin
<u>Monday, July 3</u>	<u>No Classes - Second Five-Week Session Only</u>
Tuesday, July 4	No Classes – College Closed
<u>Thursday, August 3</u>	Last Day of Classes
Wednesday, August 2	Second Five-Week
Wednesday, August 9	Last Day of Classes
	Six-Week

Summer 2017 Post Session (Four-Day Week)

Monday, August 7	Classes Begin
Wednesday, August 30	Last Day of Classes

2017 Accelerated Summer Sessions

2017 Accelerated Term 3

Monday, May 22	First Day of Classes
Thursday, May 25	No Classes – Commencement
Monday, May 29	No Classes
Tuesday, July 4	No Classes
Thursday, July 13	Last Day of Classes

2017 Accelerated Term 4

Friday, July 14	First Day of Classes
Thursday, August 31	No Classes
Sunday, September 3	Last Day of Classes

EXHIBIT B-2

Qualifications for Full-time 10 Month Faculty and College Lecturers #3111A

POLICY

Full-time 10-Month Faculty and College Lecturers

The hiring Dean shall be responsible for reviewing, analyzing, and verifying applicant transcripts and related degrees, teaching history, professional experience, and certifications. A **Faculty Credentials Audit and Verification Form** (see attached) and related formal analysis must be completed for each candidate recommended for hire. These analyses are finalized via approval of the Provost and President (or designee). The forms will be permanently housed in the successful candidate's personnel file in the Office of Human Resources.

All candidates for full-time faculty and lecturer positions at Ocean County College shall meet the following educational and experiential criteria for hire:

Educational Criteria

- A. A Master's degree from a regionally accredited institution of higher education in the field of specialization for which he/she is making application; or
- B. A Master's degree from a regionally accredited institution of higher education in a different field from the one for which the candidate is making application plus 18 graduate credits in the field for which he/she is making application; or
- C. A Master's degree from a regionally accredited institution of higher education in a different field from the one for which the candidate is making application plus at least five years of related professional field experience and/or certification/licensure in the field for which he/she is making application.

Experiential Requirements

- 1. Two years of successful full-time teaching experience in the field for which he/she is making application or at least six semesters of part-time teaching experience at the college level; or
- 2. At least five years of related professional experience and/or certification/licensure in the field for which he/she is making application may be substituted in lieu of teaching experience with the approval of the Provost and President (or designee).

ADOPTED: February 28, 1966
Revised: September 28, 1970
Revised: March 24, 2003
Revised: May 4, 2004

Revised: November 3, 2008
Revised: December 5, 2011
Revised: February 24, 2014
Revised: June 23, 2014

Revised: June 1, 2017*

*Revised from 3111 to 3111A

FACULTY CREDENTIALS AUDIT AND VERIFICATION FORM**(10-MONTH FACULTY/12-MONTH COLLEGE LECTURER II)****(For Use with Policy #3111A)**

Candidate Name:			
Position Considered For:		Dept.	
Master's Degree Required:			
Discipline:			
Position #:			
Hiring Dean is requesting approval for credential substitution(s): YES* or NO			
<i>*If "YES" supporting documentation/analysis must be attached.</i>			
CREDENTIALS SUMMARY:			
A. Master's Degree in Field of Specialization <input type="checkbox"/>			
1. Two years of successful teaching experience in field for which making application or at least six semesters of part-time teaching experience. <input type="checkbox"/>			
2. Five years of related field experience, Certification, Licensure in lieu of teaching experience. <input type="checkbox"/>			
<i>Hiring Dean: Please attach analysis, sign/date here: _____</i>			
B. Master's Degree in Different Field plus 18 Graduate Credits <input type="checkbox"/>			
FIELD: _____			
1. Two years of successful teaching experience in field for which making application or at least six semesters of part-time teaching experience. <input type="checkbox"/>			
2. Five years of related field experience, Certification, Licensure in lieu of teaching experience. <input type="checkbox"/>			
<i>Hiring Dean: Please attach analysis and sign/date here: _____</i>			
C. Master's Degree in Different Field with Five Years of Related Professional Field Experience, Certification, Licensure <input type="checkbox"/>			
NOTE FIELD EXPERIENCE, CERTIFICATION OR LICENSURE: _____			
<i>Hiring Dean: Please attach analysis and sign/date here: _____</i>			
I have reviewed the credentials and analysis submitted by the hiring Dean and approve the substitution(s) indicated above:			
PROVOST (or designee) PRINTED NAME		SIGNATURE/DATE	

Ocean County College, Toms River, NJ

PERSONNEL
Academic Staff and Faculty
GeneralQualifications for Full-time 10 Month Faculty and College Lecturers #3111A

PRESIDENT (or designee) PRINTED NAME	SIGNATURE/DATE

*COMPLETED, SIGNED FORM AND ANALYSIS / SUPPORTING DOCUMENTATION MUST BE FORWARDED TO THE
OFFICE OF HUMAN RESOURCES. OFFERS OF EMPLOYMENT CANNOT BE MADE WITHOUT A COMPLETED
CREDENTIALS VERIFICATION FORM.*

EXHIBIT B-3

POLICYAdjunct Faculty and Teachers

The hiring Dean shall be responsible for reviewing, analyzing, and verifying applicant transcripts and related degrees, teaching history, professional experience, and certifications. A **Faculty Credentials Audit and Verification Form** (see attached) and related formal analysis must be completed for each candidate recommended for hire. These analyses are finalized via approval of the Provost and President (or designee). The forms are to be permanently housed in the successful candidate's personnel file in the Office of Human Resources.

All candidates for adjunct faculty and teacher positions at Ocean County College shall meet the following educational and experiential criteria for hire:

Educational Criteria

- A. A Master's degree from a regionally accredited institution of higher education in the field of specialization for which he/she is making application; or
- B. A Master's degree from a regionally accredited institution of higher education in a different field from the one for which the candidate is making application plus 18 graduate credits in the field for which he/she is making application; or
- C. A Master's degree from a regionally accredited institution of higher education in a different field from the one for which the candidate is making application plus related professional field experience and/or certification/licensure in the field for which he/she is making application; or
- D. A Bachelor's degree from a regionally accredited institution of higher education plus five years full-time teaching experience in the field of specialization for which he/she is making application may be accepted as equivalent provided a written rationale, including superior teaching evaluations, is submitted by the hiring Dean for approval by the Provost and the President (or designee). Applicants hired without a Master's degree will be required to obtain 18 graduate credits in the field of specialization within five years of hire and to obtain a Master's degree in the field of specialization within nine years of hire.

Experiential Requirements

- 1. Two years of successful full-time teaching experience in the field for which he/she is making application or at least six semesters of part-time teaching experience at the college level; or
- 2. Related professional experience and/or certification/licensure in the field for which he/she is making application may be substituted in lieu of teaching experience with the approval of the Provost and President (or designee).

FACULTY CREDENTIALS AUDIT AND VERIFICATION FORM**(ADJUNCT FACULTY AND TEACHERS)****(For Use with Policy #3111B)**

Candidate Name:			
Position Considered For:		Dept.	
Master's Degree Required:			
Discipline:		Position #:	
Hiring Dean is requesting approval for credential substitution(s): YES* or NO <i>*If "YES" supporting documentation/analysis must be attached.</i>			
CREDENTIALS SUMMARY:			
A. Master's Degree in Field of Specialization <input type="checkbox"/>			
1. Two years of successful teaching experience in field for which making application or at least six semesters of part-time teaching experience. <input type="checkbox"/>			
2. Five years of related field experience, Certification, Licensure in lieu of teaching experience. <input type="checkbox"/>			
<i>Hiring Dean: Please attach analysis, sign/date here:</i> _____			
B. Master's Degree in Different Field plus 18 Graduate Credits <input type="checkbox"/> FIELD: _____			
1. Two years of successful teaching experience in field for which making application or at least six semesters of part-time teaching experience. <input type="checkbox"/>			
2. Five years of related field experience, Certification, Licensure in lieu of teaching experience. <input type="checkbox"/>			
<i>Hiring Dean: Please attach analysis and sign/date here:</i> _____			
C. Master's Degree in Different Field with Related Professional Experience and/or Certification/Licensure in Field for which he/she is making application. <input type="checkbox"/> FIELD: _____			
NOTE FIELD EXPERIENCE, CERTIFICATION OR LICENSURE: _____			
<i>Hiring Dean: Please attach analysis and sign/date here:</i> _____			
D. A Bachelor's degree plus five years full-time teaching experience in field of Specialization for which he/she is making application may be accepted as equivalent provided a written rationale is submitted by the Hiring Dean for approval by the Provost and the President (or designees) <input type="checkbox"/>			
<i>Hiring Dean: Please attach analysis and sign/date here:</i> _____			
I have reviewed the credentials and analysis submitted by the hiring Dean and approve the substitution(s) indicated above:			

Ocean County College, Toms River, NJ

EXHIBIT B - 3
PERSONNEL
Academic Staff and Faculty
General
Qualifications for Adjunct Faculty and Teachers #3111B

PROVOST (or designee) PRINTED NAME	SIGNATURE/DATE
PRESIDENT (or designee) PRINTED NAME	SIGNATURE/DATE

*COMPLETED, SIGNED FORM AND ANALYSIS SUPPORTING DOCUMENTATION MUST BE FORWARDED TO THE OFFICE OF HUMAN RESOURCES.
OFFERS OF EMPLOYMENT CANNOT BE MADE WITHOUT A COMPLETED CREDENTIALS VERIFICATION FORM.*

EXHIBIT B-4

POLICY

Acceptance and evaluation of credits are subject to the provisions listed below:

1. Only courses listed on an official transcript from regionally accredited member institutions of the American Council on Education are accepted for advanced standing subject to the following conditions:
 - a. Credit will be granted for courses completed with grades of "C" or better or the equivalent numerical classification. Grades of "D" may be accepted for transfer to Ocean County College only if the student was in good academic standing (i.e., a 2.00 CUM GPA or equivalent) upon leaving the sending institution. Grades of "D" earned in the first part of a sequential course may be accepted if followed by a grade of "C" or better in the second half of the sequence.
 - b. Course content must be equivalent to a corresponding course offered at Ocean County College when it is accepted for credit in lieu of a course specified as a general degree or a curriculum requirement (e.g., ENGL 151 for all degrees). A maximum of one-half of the number of semester hours required for the Associate degree may be granted for elective courses at the discretion of the Registrar.
 - c. The maximum credits allowable is one-half of the total number of semester hours required for the Associate degree for the curriculum chosen.
2. Credits granted for work done while in the Armed Services:
 - a. Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified by the American Council on Education. All evaluations of credits shall be made on the basis of recommendations issued in its "Guide to the Evaluation of Educational Experiences in the Armed Services." "Request for Military Evaluation" forms will be processed only for matriculated students. For example; Veterans, active duty personnel, reservists, and National Guard members who have completed Basic Military/Recruit Training may apply to receive 3 credits for HEHP 893 in accordance with the American Council on Education guidelines. A copy of DD Form 214, Notice of Basic Eligibility, Commander's Certificate of Eligibility, or any other document that provides proof of completion of recruit training and a request for HEHP credit must be submitted to the Financial Aid Office.
 - b. No credit shall be given for U.S. Armed Forces Institute courses in which the student fails to achieve a score equivalent to "C" or better.

- c. Credit may be granted for courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student matriculates at Ocean County College.
 - d. The Registrar shall not grant more than one-half of the total number of semester hours required for the Associate degree for U.S. Armed Forces Institute courses, service training courses, and Comprehensive Examination or G.E.D. Test - College Level.
 - e. Advance credit for Military (USAF 1) Comprehensive College Tests will be evaluated and accepted according to the following criteria:
 - I. Advanced credit for USAF 1 and/or CLEP tests will be evaluated and accepted on the basis of departmental criteria and approval by the Vice President of Academic Affairs.
 - II. Maximum of one-half of the total number of semester hours required for the Associate degree will be granted.
3. Advanced Placement (AP) examinations approved for credit by Ocean County College will be evaluated and credit awarded on the basis of departmental criteria, pre-determined cut scores, and approval by the Vice President of Academic Affairs. See Attachment A for the current list of OCC AP equivalencies.

ADOPTED: August 26, 1968

Revised: March 28, 2011

Revised: April 26, 1971

Revised: May 29, 2012

Revised: June 26, 1972

Revised: June 1, 2017

Revised: May 21, 1973

Revised: February 25, 1974

Revised: August 27, 1979

Revised: June 27, 1988

Revised: December 7, 1992

Revised: December 6, 1993

Revised: April 22, 1996

Revised: March 24, 1997

Revised: February 28, 2000

Revised: November 20, 2000

Revised: March 24, 2003

Revised: December 1, 2008

PROCEDUREATTACHMENT A

Advanced Placement
Examinations Accepted at Ocean County College (OCC)
Retroactive to May 2016

<u>AP Examination</u>	<u>AP Minimum Score</u>	<u>OCC Courses Awarded</u>	<u>OCC Credits Awarded</u>
<u>Art History</u>	<u>3</u>	<u>ARTS 181 and ARTS 182</u>	<u>6</u>
<u>Art/Studio (Drawing or General Portfolio)</u>	<u>3</u>	<u>ARTS 183 and ARTS 184</u>	<u>6</u>
<u>Biology</u>	<u>3</u>	<u>BIOL 114</u>	<u>4</u>
<u>Biology</u>	<u>4</u>	<u>BIOL 161 and BIOL 162</u>	<u>8</u>
<u>Calculus AB</u>	<u>4</u>	<u>MATH 265</u>	<u>4</u>
<u>Calculus BC</u>	<u>3</u>	<u>MATH 265</u>	<u>4</u>
<u>Calculus BC</u>	<u>4</u>	<u>MATH 265 and MATH 266</u>	<u>8</u>
<u>Chemistry</u>	<u>3</u>	<u>CHEM 180</u>	<u>4</u>
<u>Chemistry</u>	<u>4</u>	<u>CHEM 181 and CHEM 182</u>	<u>8</u>
<u>Chinese Language and Culture</u>	<u>3</u>	<u>CHIN 100 and CHIN 102</u>	<u>6</u>
<u>Chinese Language and Culture</u>	<u>4</u>	<u>CHIN 100, CHIN 102, and CHIN 201</u>	<u>9</u>
<u>Chinese Language and Culture</u>	<u>5</u>	<u>CHIN 100, CHIN 102, CHIN 201, and CHIN 202</u>	<u>12</u>
<u>Computer Science A</u>	<u>3</u>	<u>CSIT 165</u>	<u>4</u>
<u>Economics: Macro</u>	<u>3</u>	<u>ECON 151</u>	<u>3</u>
<u>Economics: Micro</u>	<u>3</u>	<u>ECON 152</u>	<u>3</u>
<u>English Language and Composition</u>	<u>3</u>	<u>ENGL 151</u>	<u>3</u>
<u>English Literature and Composition</u>	<u>4</u>	<u>ENGL 151 and ENGL 152</u>	<u>6</u>
<u>Environmental Science</u>	<u>4</u>	<u>ENVI 152</u>	<u>4</u>
<u>European History</u>	<u>3</u>	<u>HIST 172</u>	<u>3</u>
<u>French Language and Culture</u>	<u>3</u>	<u>FREN 191 and FREN 192</u>	<u>6</u>
<u>French Language and Culture</u>	<u>4</u>	<u>FREN 191, FREN 192, and FREN 291</u>	<u>9</u>
<u>French Language and Culture</u>	<u>5</u>	<u>FREN 191, FREN 192, FREN 291, and FREN 292</u>	<u>12</u>

STUDENTS
ADMISSION
Acceptance and
Evaluation of Credits #5128

<u>German Language and Culture</u>	<u>3</u>	<u>GRMN 191 and GRMN 192</u>	<u>6</u>
<u>German Language and Culture</u>	<u>4</u>	<u>GRMN 191, GRMN 192, and GRMN 291</u>	<u>9</u>
<u>German Language and Culture</u>	<u>5</u>	<u>GRMN 191, GRMN 192, GRMN 291, and GRMN 292</u>	<u>12</u>
<u>Government & Politics: Comparative</u>	<u>3</u>	<u>POLI 265</u>	<u>3</u>
<u>Government & Politics: United States</u>	<u>3</u>	<u>POLI 161</u>	<u>3</u>
<u>Human Geography</u>	<u>3</u>	<u>GEOG 162</u>	<u>3</u>
<u>Italian Language and Culture</u>	<u>3</u>	<u>ITAL 100 and ITAL 102</u>	<u>6</u>
<u>Japanese Language and Culture</u>	<u>3</u>	<u>JAPN 101 and JAPN 102</u>	<u>6</u>
<u>Japanese Language and Culture</u>	<u>4</u>	<u>JAPN 101, JAPN 102, and JAPN 201</u>	<u>9</u>
<u>Japanese Language and Culture</u>	<u>5</u>	<u>JAPN 101, JAPN 102, JAPN 201, and JAPN 202</u>	<u>12</u>
<u>Latin</u>	<u>4</u>	<u>LATN 100, LATN 102, and LATN 201</u>	<u>9</u>
<u>Latin</u>	<u>5</u>	<u>LATN 100, LATN 102, LATN 201, and LATN 202</u>	<u>12</u>
<u>Music Theory</u>	<u>3</u>	<u>MUSC 181</u>	<u>3</u>
<u>Music Theory</u>	<u>4</u>	<u>MUSC 181 and MUSC 182</u>	<u>6</u>
<u>Physics 1: Algebra-Based</u>	<u>4</u>	<u>PHYS 171</u>	<u>4</u>
<u>Physics 2: Algebra-Based</u>	<u>4</u>	<u>PHYS 172</u>	<u>4</u>
<u>Physics C: Mechanics</u>	<u>4</u>	<u>PHYS 281</u>	<u>4</u>
<u>Physics C: Electricity and Magnetism</u>	<u>4</u>	<u>PHYS 282</u>	<u>4</u>
<u>Psychology</u>	<u>3</u>	<u>PSYC 172</u>	<u>3</u>
<u>Spanish Language and Culture</u>	<u>3</u>	<u>SPAN 151 and SPAN 152</u>	<u>6</u>
<u>Spanish Language and Culture</u>	<u>4</u>	<u>SPAN 151, SPAN 152, and SPAN 251</u>	<u>9</u>
<u>Spanish Language and Culture</u>	<u>5</u>	<u>SPAN 151, SPAN 152, SPAN 251, and SPAN 252</u>	<u>12</u>

<u>Spanish Literature and Culture</u>	<u>Not accepted: no equivalent course.</u>	<u>N/A</u>	<u>N/A</u>
<u>Statistics</u>	<u>3</u>	<u>MATH 156</u>	<u>3</u>
<u>US History</u>	<u>3</u>	<u>HIST 173 and HIST 174</u>	<u>6</u>
<u>World History</u>	<u>3</u>	<u>HIST 171/172 or HIST 181/182</u>	<u>6</u>

EXHIBIT B-5

POLICY1. Academic Warning Notices

Professor may send a notice of unsatisfactory progress to a student at any time during the semester in order to advise the student of his or her academic standing in the class.

2. Academic Penalties for Unsatisfactory Academic Progress Academic Standings

The academic penalties for failing to maintain satisfactory academic progress are Academic Warning, Academic Probation, Academic Sanction, and Academic Suspension. These penalties will be imposed on students who fail to maintain specific cumulative Grade Point Averages (GPA), or who withdraw excessively from courses. Any student who completes at least 12 credits with a GPA below 2.00 ("C" average) will have an academic penalty for grade point deficiency imposed in accordance with the criteria below.

Degree seeking students with a cumulative Grade Point Average (GPA) of 2.0 or higher at the end of each fall and spring semester will maintain a designation of Good Standing. Students in good standing are limited to 18 credits in a semester absent special permission for course overload.

Any student with a GPA below 2.0 withdrawn from 50 percent or more of registered credits by the census date for two consecutive semesters will have an academic penalty imposed in accordance with the criteria below. Where two penalties apply, the more severe will be in effect.

Students failing to maintain satisfactory academic progress are assigned a standing of Academic Warning, Academic Probation, Continued Probation, or Academic Suspension. These standings will be imposed on students who fail to maintain a cumulative GPA of at least 2.0. Any student who attempts at least 12 credits in a fall or spring semester with a cumulative GPA below 2.00 ("C" average) will have an academic standing imposed in accordance with the criteria below.

A student wishing to return from Academic Suspension will be assigned the designation of Academic Reinstatement until the completion of one semester, at which time the student will receive the appropriate standing based on the cumulative GPA.

ACADEMIC PROGRESS VIOLATIONS
Grade Point Deficiency

Grade Point Deficiency	Failure to Earn 50% of credits*	Academic Penalty	Academic Consequence
1-32 — 33 or more credits attempted			
1-11 — 1-11	not applicable	Academic Warning	Can enroll for no more than 15-16 credits (five courses)
12-20 — not applicable	not applicable	Academic Probation	Can enroll for no more than 12-13 credits (four courses)
21 — 12 or — or more — more	for two consecutive semesters of enrollment	Academic Sanction	Can enroll for no more than 6-7 credits (two courses)
	Academically restricted previously for three consecutive semesters of	Academic Suspension	One-year suspension from taking credit courses

	enrollment or a second two consecutive semesters of enrollment penalty		
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*Credits registered for as of the census date

Academic Standing Calculation*

<u>Academic Performance</u>	<u>Academic Standing</u>	<u>Academic Consequence</u>
<u>Cumulative GPA at or above 2.0</u>	<u>Good Standing</u>	<u>Students may register for up to 18 credits in a semester</u>
<u>Cumulative GPA below 2.0 for one semester</u>	<u>Academic Warning</u>	<u>Can enroll for no more than 16 credits in a semester</u>
<u>Cumulative GPA below 2.0 for two consecutive semesters</u>	<u>Academic Probation</u>	<u>Can enroll for no more than 13 credits in a semester</u>
<u>Cumulative GPA below 2.0 for three consecutive semesters</u>	<u>Continued Probation</u>	<u>Can enroll for no more than 7 credits in a semester</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>Can enroll for no more than 7 credits in a semester</u>

*A semester is defined as any enrolled fall or spring term. Regular semesters and accelerated terms are combined for consideration of an enrolled semester. A semester of complete withdrawals will push the penalty to the next term.

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 or MATH 023) will be placed on developmental probation.

- 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.
- 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:

- Students placed on developmental restriction are limited to a maximum credit load of 12-13 semester hours. The credit load must include the needed developmental English 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 who fail to pass a developmental English course on their second attempt are limited to a maximum credit load of 6-7 semester hours. The credit load must include the needed developmental English course. The remainder of the credit load must be selected from the approved Limited Load Course List in Procedure #5165, College Skills Assessment Program, Attachment B.
- iii. Students failing to attain a grade of "C" or better in a developmental English course 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. Withdrawal - "W" Grade

Withdrawals from developmental courses will be handled as follows:

- i. Students receiving a grade of "W" for the first time in a specific course:
 - a) Must enroll in the developmental course in the next semester for which they register;
 - b) Will not have the developmental restriction applied;
 - c) Will be limited to a total of 14 semester hours.
- ii. Students receiving a grade of "W" more than once 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

Students placed on Academic Sanction or Academic Suspension may appeal the action to the Academic Standards Committee.

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

5. Academic New Beginning

Students who have exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal for an Academic New Beginning to have the previously earned grades disregarded in calculating the Grade Point Average.

New Beginning Appeals must be submitted to the Academic Affairs Office within two semesters of the student's return to OCC. Academic Affairs will submit the appeals to the Academic Standards Committee for review and decision. Students seeking New Beginning Appeals should consult with the Financial Aid Office about the impact the appeal may have on their financial aid and/or veteran's benefits. Students transferring to other colleges will be bound by the transfer schools' terms and conditions for acceptance of transfer credits.

The following conditions apply for New Beginning Appeals:

- A. A minimum of five years' absence of enrollment in credit courses must have elapsed prior to

- the student's re-enrollment.
- B. The student's cumulative GPA prior to the five-year period of absence from the College must be below 2.00.
 - C. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or towards graduation.
 - D. All previous coursework will continue to appear on the student's transcript. However, it will not be included in the cumulative GPA. Requests to remove courses and grades of previous courses from the student's OCC transcript will be denied.
 - E. Credits excluded as a result of New Beginning Appeals cannot be used to meet program requirements or course prerequisites.
 - F. A New Beginning Appeal can be approved only once for any individual student and is irrevocable. When approved, a notation will appear on the student's transcript and prior courses will no longer be included in the calculation of the GPA.

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 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.

Students who receive 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.

Students receiving a non-passing grade in a NURS course (clinical or non-clinical) may repeat the course only once. If unsuccessful on the second attempt, the students are dismissed from the Nursing Program.

Students achieving a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274) will fail out of the Nursing Program.

3

Students who have failed out of the Nursing Program due to academic (as opposed to clinical) performance may automatically apply for readmission.

Students who have 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.

Application for readmission to the Nursing Program provides two options:

Option I

Students may reapply to the Nursing Program one time only after retaking Anatomy and Physiology I (BIOL 130), Anatomy and Physiology II (BIOL 131), and a student success course. Student Success (ACAD 155) as Ocean County College face-to-face courses. Students must satisfy all new and/or additional requirements prior to acceptance.

Option II

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

Nursing Program: Re-Entry after Withdrawal/Failure

Nursing students may temporarily leave the Nursing Program and return without penalty. While not enrolled in courses, students have inactive status in the program. Students who plan to seek inactive status must notify the Nursing Office in writing. Students may have no more than a four-semester period of inactivity. The period of inactivity begins following the last successful NURS course. Students are not guaranteed seats in courses the next time they are offered.

If students leave for more than one semester, they must successfully achieve a passing grade on the OCC Test of Prior Nursing Knowledge and complete the required practicum before re-entering the program even if they have already successfully completed any NURS course. Students are not guaranteed seats in courses the next time they are offered.

If students exceed the four-semester limit (based on the last successful NURS course), they will be automatically dismissed from the Nursing Program; they will be required to re-apply to the program and satisfy all new and/or additional requirements prior to acceptance. All prior NURS courses must be re-taken, even if the students had been successful in the past.

7. Program Requirements

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

8. Prerequisite Requirements

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

Adopted: August 26, 1968

Revised: May 20, 1974

Revised: March 28, 1977

Revised: August 25, 1980

Revised: January 26, 1981

Revised: March 23, 1981

Revised: August 24, 1981

Revised: December 12, 1983

Revised: December 9, 1985

Revised: June 22, 1987

Revised: June 27, 1988

Revised: January 22, 1990

Revised: April 22, 1991

Revised: June 28, 1993

Revised: September 24, 1996

Revised: March 24, 1997

Revised: February 28, 2000

Revised: November 20, 2000

Revised: May 27, 2003

Revised: December 10, 2007

Revised: January 25, 2010

Revised: June 28, 2010

Revised: July 25, 2011

Revised: May 27, 2014

Revised: November 2, 2015

Revised: December 7, 2015

Revised: June 1, 2017

PROCEDURE

All Students with Academic Penalties

~~Following submission of grades in the Fall and Spring semesters, Academic Affairs and the College Registrar will generate a report listing all students with a cumulative GPA below 2.0. Student records are reviewed and Academic Penalties are assigned based on this report.~~

~~All students with Academic Penalties are contacted via mail and/or email.~~

~~Students with Academic Sanction and Academic Suspension Penalties may appeal their status by submitting a written appeal explaining/describing extenuating circumstances. Appeals of Academic Sanctions and Academic Suspension are reviewed and considered by the Academic Standards Committee.~~

Academic Warning

~~Students assigned with an Academic Warning Penalty will be instructed to reduce their course loads for the upcoming fall or spring semester, including quick term, to no more than 15-16 credits (five courses). If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.~~

Academic Probation

~~Students assigned with an Academic Probation Penalty will be instructed to reduce their course loads for the upcoming fall or spring semester, including quick term, to no more than 12-13 credits (four courses). If students do not reduce their course loads, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.~~

Continued Probation Academic Sanction

~~Students assigned Continued Probation with an Academic Sanction Penalty will be instructed to reduce their course loads for the upcoming fall or spring semester, including quick term, to no more than 6-7 credits (two courses). If students do not reduce their course loads, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.~~

~~Students with an Academic Sanction Penalty may appeal their status by submitting a written appeal explaining/describing extenuating circumstances. Appeals of Academic Sanctions are reviewed and considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Academic Probation status the following semester.~~

Academic Suspension

~~Students with an Academic Suspension Penalty are restricted from taking credit courses for one year.~~

Academic Reinstatement

~~Students returning from Academic Suspension will be required to meet with an advisor in order to~~

register for courses. Upon determining that the student is returning from suspension, advising will confer with the Registrar to apply the Academic Reinstatement penalty, which will restrict the student to 7 credits.

~~Students with an Academic Suspension Penalty may appeal to overturn the suspension by submitting a written appeal explaining/describing extenuating circumstances. Appeals of Academic Suspensions are reviewed and considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Academic Sanction status the following semester.~~

Academic Standing Appeals

A. Continued Probation and Academic Suspension

- i. Students assigned Continued Probation may appeal their status by submitting a written appeal explaining/describing extenuating circumstances. Academic Standing appeals are reviewed and considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Academic Probation status the following semester.
- ii. Students assigned Academic Suspension may appeal to overturn the suspension by submitting a written appeal explaining/describing extenuating circumstances. Academic Standing appeals are reviewed and considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Continued Probation status the following semester.

B. Students Returning from Academic Suspension

If the returning student has been away from OCC for one – two years following the suspension (2-5 consecutive fall/spring semesters), the student cannot appeal to register for additional credits.

If the returning student has been away from OCC for three or more years following the suspension (6+ consecutive fall/spring semesters), the student can appeal to register for a maximum of 16 credits. Students may submit their appeal to the Office of Registration and Records, and the appeal will be reviewed by the Academic Standards Committee.

C. Students Who Are Not Continuously Enrolled

If a student does not enroll at OCC for one or more fall or spring semesters, the assigned Academic Standing will remain in place when the student reenrolls. (Note this does not apply to students who were not enrolled due to Academic Suspension.)

Students who have not been continuously enrolled will have the opportunity to appeal to register for more credits under the following guidelines:

- Students who have been away from OCC for less than one year (only one fall or spring semester) cannot appeal to register for additional credits than what is allowed under their Academic Standing.
- Students who have been away from OCC for one-two years (2-5 consecutive fall/spring semesters) can appeal to register for a maximum of 16 credits. Students may submit their appeal to the Office of Registration and Records, and the appeal will be reviewed by the Academic Standards Committee.

Unsatisfactory Academic Progress #5156

- Students who have been away from OCC for three or more years (6+ consecutive fall/spring semesters) will be permitted to register for up to 16 credits upon request. Students may submit their request to the Office of Registration and Records.

ADOPTED: May 27, 2014

Revised: November 2, 2015

Revised: December 7, 2015

Revised: June 1, 2017

EXHIBIT B-6

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: ENGL 098: Writing Skills Development
2. SEMESTER HOURS: 1 CONTACT HOURS: (1 + 0 + 0)
Lecture Lab Practicum

3. CATALOG DESCRIPTION:

This course allows students to develop their reading, essay writing, and study skills. In-class discussions and activities focus on critical thinking, reading, and writing. Students will review proper usage of word processing and the Internet, locate viable electronic sources, and compose and edit at least 1,000 words of written essay work. The writing will be supplemented by computer based modules designed to improve grammar, word choice, and sentence structure.

4. PREREQUISITE: An appropriate score on placement test.

COREQUISITE: Designated sections of ENGL-151

5. MAXIMUM CLASS SIZE: 35 COURSE FEE CODE: 2

COURSE TYPE FOR PERKINS REPORTING:

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

4. JUSTIFICATION

- a. Describe the need for this course.

Review of past data regarding student success rates indicates students in this placement range can successfully complete a college level English course with additional skills development. This course, in combination with designated sections of English 151, will enable students to earn college credit sooner.

- 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 x no

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

___ Communication	___ Social Science	___ History
___ Humanities	___ Lab Science	___ Science (Non-Lab)
___ Mathematics	___ Technology	___ Diversity

- 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):

___ Elective

- iii. If the course is a program specific requirement, please list the program objective that this course fulfills: _____

- iv. This course is recommended for the following:

The Limited Load List _____

The Writing Across the Curriculum List _____

- c. Consistency with the vision and mission statements, the Academic Master Plan, and the strategic initiatives of the College

This course helps prepare students to become intentional learners, who will be able to “effectively communicate orally...and in writing,” “interpret and evaluate information from a variety of sources,” “demonstrate intellectual agility and the ability to manage change,” and “transform information into knowledge.”

5. Related courses in other institutions:

- a. List any comparable course(s) by completing the table below. Insert “None” if there are no comparable courses. If “none” was inserted, please explain here:

Comparable Courses at NJ Community Colleges				
Institution	Course Title	Course Number	Number of Credits	Comments
Hudson CC	College Composition Workshop	ENGL 096	1 cr.	
Brookdale CC	Seminar in College Writing Strategies	ENGL 097	3 cr.	

- b. 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)
Georgian Court University			x	
Kean University			x	

Monmouth University			x	
Stockton University			x	
Rowan University			x	
Rutgers – New Brunswick, School of Arts & Sciences			x	

- i. 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).
- ii. If not transferable to any institution, explain.
This is a developmental course.

8. SPECIFIC COURSE LEARNING OBJECTIVES:

Students who successfully complete this course will be able to:

- a. Demonstrate critical thinking, reading, and writing skills at the appropriate college level.
- b. Apply a cohesive drafting process for the purpose of strengthening writing skills.
- c. Implement elements of effective grammatical structure: syntax, style, punctuation, word choice, and idiom.
- d. Appraise existing texts as writing models, information sources, and discussion topics.
- e. Compose and edit academic writing, making use of appropriate word processing tools and functions.
- g. Critically interpret and discuss written material at the college level.
- h. Practice effective reading, thinking, and study skills to improve performance in other Courses.
- i. Plan and execute effective study strategies.
- j. Analyze, evaluate, and respond to myriad forms of oral and written communication.

9. TOPICAL OUTLINE:

1.Major Themes/Skills	2.Assignments/Activities (Recommended but not limited to)	3. Assessment (Recommended but not limited to)	4.Related Course Learning Objective (s)
1. Essay Structure <ul style="list-style-type: none"> a. Thesis b. Topic Sentence c. Supporting Details d. Conclusion e. Proper Usage of Quotations f. Summarizing and Paraphrasing g. Avoiding Plagiarism h. MLA Format 	Reading assignment, writing assignment, group project, project, performance based assignment, etc.	Quiz, exam, research paper, group project, oral presentation, group presentation	8a-j
2. Critical Thinking <ul style="list-style-type: none"> a. Purposes of Writing: Descriptive, Narrative, Analytical, Expository, Persuasive b. Study Skills: Notetaking, Outlines, Annotation c. Critical Thinking d. Critical Reading e. Responding to Argument f. Analysis of Argument g. Evaluation of Argument h. Persuasive Techniques i. Constructing an Argument j. Exposition k. Drawing Inferences l. Target Audience 	Reading assignment, writing assignment, group project, project, performance based assignment, etc.	Quiz, exam, research paper, group project, oral presentation, group presentation.	8a-j
3. Grammar <ul style="list-style-type: none"> a. Sentence Variety and Word Choice b. Transitional Words and Phrases c. Comma Usage d. FANBOYS Conjunctions e. Semicolon Usage f. Idioms g. Apostrophe Usage h. Possessive Pronouns 	Reading assignment, writing assignment, group project, project, performance based assignment	Quiz, exam, research paper, group project, oral presentation, group presentation	8a-j
4. Information Literacy <ul style="list-style-type: none"> a. Library Resources b. Word Processing c. Selecting and Using Scholarly Sources 	Reading assignment, writing assignment, group project, project, performance based assignment	Quiz, exam, research paper, group project, oral presentation, group presentation.	8a-j

10. Methods of Instruction – In the structuring of this course, what major methods of instruction will be utilized?

- Lecture,
- Discussion
- Reading strategies
- Language skills exercises
- Group activities

11. General Education Goals addressed by this course (this section is to fulfill state requirements):

- a. In column 1, please check off any General Education Goal that is applicable to this course (definitions for each goal are available in the College Catalog).
- b. For each General Education Goal checked in column 1, in column 2 you must list the related course learning objective from section 8 of this form.
- c. In column 3, you will also need to list the section of your outline (section 9 of this form) that relates to each goal you have chosen. List the row number from the outline in section 9.
- d. In column 4, list how each checked off General education goal will be assessed within the course (including but not limited to quiz, exam, research paper, group project, oral, presentation, group presentation, etc.)

General Education Goal	1.Applicable (mark with x)	2. Related Course Learning Objective	3. Related Outline Component	4. Assessment of General Education Goal (Recommended but not limited to)
Communication- Written and Oral	x	8:a-j	9:1-4	Quiz, exam, research paper, group project, oral presentation, group presentation, etc.
Quantitative Knowledge and Skills				
Scientific Knowledge and Reasoning				
Technological Competency				
Information Literacy	x	8:a, b, d, g, h, i, j	9:1-4	Quiz, exam, research paper, group project, oral presentation, group presentation, etc.

Society and Human Behavior				
Humanistic Perspective				
Historical Perspective				
Global and Cultural Awareness				
Ethical Reasoning and Action				
Independent/Critical Thinking	x	8: a-i	9:1-4	Quiz, exam, research paper, group project, oral presentation, group presentation, etc.

12. NEEDS:

- Instructional Materials (text, etc.): Textbook chosen by the appropriate department
- Technology Needs: laptop computers with word processing software
- Human Resource Needs (Presently Employed vs. New Faculty): Presently employed
- Facility Needs:
- Library needs (list specific needs and must be initialed by library director):

13. 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

APPROVAL PROCESS FOR REVISED COURSE PROPOSALS

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	
#2 Semester Hours/Contact Hours	#5 Maximum Class Size/Lab Fee Code/

#8 Course Objectives	#12 Needs
#11 General Education Goals – Rubric	#13 Grade Determinants

Board of Trustees Approval Date: May 2017