EXHIBIT B

OCEAN
COUNTY COLLEGE

BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees

From: Office of the President

Date: December 2, 2015

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, December 7, 2015**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on November 2, 2015:

   a. Revised Policies
      1) Policy #5122, Students, Admission, General Requirements **(Exhibit B-1)**
      2) Policy #5132, Students, Registration, General Requirements **(Exhibit B-2)**
      3) Policy #5134, Students, Registration, Classification **(Exhibit B-3)**
      4) Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress **(Exhibit B-4)**
      5) Policy #5165, Students, Academic Standards, College Skills Assessment Program **(Exhibit B-5)**

   b. Revised Program
      1) AS in General Studies, 2016-2017 **(Exhibit B-6)**

   c. New Courses
      1) ITAL 200, Intermediate Italian I **(Exhibit B-7)**
      2) ITAL 202, Intermediate Italian II **(Exhibit B-8)**

EXHIBIT B-1

POLICY

1. All applicants for admission to a degree curriculum shall be required to:

    a. File a formal application for admission.

    b. Furnish certified transcripts covering all previous high school and college records or a high school equivalency certificate.

    c. Furnish a Certificate of Residency properly validated by the designated high school, county, or college official. Proof of residence in the county may be substantiated by such documentary evidence as a driver's license, motor vehicle registration, or voter registration card bearing an Ocean County address.

    d. Be a graduate of an accredited high school or have satisfactorily completed the requirements for the Hhigh Sschool Eequivalency Ccertificate,; or, not possessing either of the foregoing, be at least 18 years of age, not possessing either of the foregoing, and have the potential to benefit from postsecondary education.

    e. All applicants for admission will cComply with the requirements of pPolicy #5165, pertaining to the College Skills Assessment Program. Additionally, applicants desiring consideration for admission to the Honors Program, the Nursing Program, or full-time Early Admissions Program are required to have the results of either the Scholastic Aptitude Test (SAT) or the American College Test (ACT) submitted for evaluation.

    f. Supply a completed medical history form if applying forApplicants to specific academic programs in the School of Nursing and Allied Health Department Health Sciences. are required to submit a completed medical history form

2. Admission of qualified high school seniors:. Admission for full-time status of qualified high school students

    a. For Ffull-time status, students: must have senior standing and Ffulfill cCollege requirements as specified by policy #5122,in paragraphs 1a, 1b, 1c, 1e, and 1f above; submit the written recommendations from the a high school counselor and the high school principal; and have achieved above the 90th percentile within the high school class.

3. Admissions of high school studentsjunior and seniors.: Admission for part-time status of qualified high school students

    a. For pPart-time status, students: must Ssatisfy any course prerequisites; submit the written recommendations from thea high school principal and/or guidance counselor authorization signed by their parent/guardian for the particular courses desired; and have earned an overall average of "C" or better in high school or demonstrated a high potential to succeed in special areas related to college courses desired.

    b. High school students will be permitted to register for a maximum of 6 credits each semester.

    b. The college will accept high school students in courses during the summer session if the following conditions are met:

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

Ocean County College, Toms River, NJ

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STUDENTS
ADMISSION
<u>General Requirements #5122</u>

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4. Admission of ~~G~~gifted <u>elementary school</u> ~~S~~students:~~ prior to junior year in high school~~:

   ~~Admission~~

   a. School GPA of a least a 3.75 on a 4.0 scale (or the equivalent), ~~and~~<u>with an absence of C's, D's, and F's on the school transcript;</u>

   b. ~~Absence of any C's, D's, or F's (or the numerical equivalent) on the school transcript, and~~

   ~~c.~~<u>Letter of support from</u>~~Written approval of the~~ <u>a</u> school counselor <u>or</u>~~and~~ principal testifying to the student's exceptional academic ability<s>,</s> <u>and</u> achievements<u>;</u>~~, and maturity, including an explanation of why the school is unable to fulfill the student's potential within the regular school curriculum, and~~

   b.

      ~~d.~~c. A meeting with the Vice President of Academic Affairs or designee;~~An SAT score of 1200 (or PSAT) (a minimum 540 in critical reading and 530 in math), and~~

      ~~e.~~d. Additional testing may be required for mathematics courses.~~Documented evidence of exceptional academic achievement or recognized talent or ability beyond the school GPA, and~~

   <u>Enrollment of gifted elementary school students at Ocean County College is at the discretion of the institution.</u>

      ~~f.   Interview and permission of the Vice President of Academic Affairs or designee, the school dean or assistant dean, and instructor required, for each semester of enrollment, and~~

   ~~g. Additional testing may be required for mathematics courses, and~~

      ~~h.   For Ocean County Arts High School students who can clearly demonstrate a talent or ability by audition to achieve a high level of accomplishment in the creative or performing arts, written approval of the school dean or assistant dean is required.~~

   ~~Courses~~

   ~~a. Limit of two courses per semester~~

      ~~b.   Enrollment in foreign languages, fine arts, computer studies, natural sciences, and mathematics courses only.~~

5. Admission to non-credit service courses:

   Students registering for non-credit service courses numbered 001-099 must meet the same admission requirements as students taking credit courses. There are no academic requirements

for admission to non-credit service courses numbered 900-999. These courses are open to all interested members of the community.

6. Senior Ccitizens:

    Senior Ccitizens, {as identified in pPolicy #5325, Tuition and Fees, Senior Citizens,} will not be required to show proof of high school graduation or high school equivalency for admission.

Ocean County College, Toms River, NJ

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STUDENTS
ADMISSION
General Requirements #5122
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7. International Education:

    Admission

    a. All applicants for admission to International Education programs sponsored by Ocean County College shall be required to:

        i.   File a formal application for admission to OCC and provide proof of eligibility as specified by College policy #5122 (items 1 through 6 of this policy).

        ii. File a formal application with the affiliate overseas university or college.

        iii. Only after a students have has met fully the admission requirements stipulated by Ocean County College and the affiliate overseas university or college can theyhe/she be admitted into the overseas part-time or full-time program.

    b. To qualify as a candidate for any degree conferred by Ocean County College, students enrolled in the overseas programs must fulfill the exact requirements stipulated by College pPolicy #5152, Graduation, {items 1 through 3}.

    Credits

    a. The maximum number of credits earned by a student in an overseas program shall not exceed the number specified in item 3B (1) of College pPolicy #5152, Graduation, item 3B (1).

    b. Courses and credits earned at institutions evaluated and approved by the American Association of Collegiate Registrars and Admissions Officers as shall appear on a student's' Ocean County College transcripts after an evaluation by Rockland Community College and Ocean County College. (For further information, consult reference works on particular countriesy appearing in World Education Series.)

    c. c.   Courses and credits earned at institutions of higher learning other than those mentioned in the preceding item shall be subject to exact guidelines listed in the Learning Contract Handbook. These, in turn, shall be subject to revisions and amendments as dictated by OCC policy.

    d. All academic credits earned by students in overseas programs shall be subject to review and final approval by Ocean County College.

Evaluation of Courses and Programs

a. All courses and programs in the area of International Education, generated by Ocean County College for member colleges of the College Consortium for International Studies (CCIS), shall be subject to the same screening and approval procedures as on-campus courses and programs.

Ocean County College, Toms River, NJ

STUDENTS
ADMISSION
General Requirements #5122

b. All courses generated by member colleges of CCIS and sponsored by Ocean County College shall be subject to procedures governing transfer of academic credits and courses among accredited institutions.

c. All courses and programs in the area of International Education shall be subject to the following evaluation procedure:

    i. Regular and comprehensive review and evaluation of programs in International Education as dictated by College policy.

    ii. Regular, on-site evaluation of overseas programs by designated members of Ocean County College faculty and administration.

    iii. Mandatory evaluation by students participating in overseas academic courses and programs.

    iv. Debriefing of returning overseas students by the Advisory Committee on International Education, and/or anyother standing College Ccommittee so designated.

8. Home-Sschooled Sstudents:

a. Fulfill cCollege requirements as specified by policy #5122in this policy, paragraph item 1, a-f. a,b,c,e, and f.

b. Home-schooled students who have received home-school diplomas will be admitted.

c. -Home-schooled students who have not received diplomas but are at least eighteen years of age or have GED's or have the approvals of their district high schools to attend OCC will be admitted.

d. -Home-schooled students who are under the age of eighteensixteen or seventeen years of age and have a parent's signature in place of that of a high-school guidance counselor will be permitted to register fortake a maximum of 6 creditstwo courses each semester.

e. Home-schooled students under sixteen years of age refer to policy #5122, paragraph 4.

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

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

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

Revised: March 25, 2002
Revised: May: 4, 2004
Revised: August 25, 2008
Revised: February 28, 2011
Revised:

EXHIBIT B-2

Ocean County College, Toms River, NJ

POLICY

1. All students are expected to register on the dates specified in the College Calendar or as scheduled for pre-registration by the Director of Registration and Records.

2. ~~For the first seven days of a major semester (fall and spring),~~During Fall and Spring semester late registration through the census date~~.~~ students may add ~~a~~ courses without faculty consent, provided ~~that~~ there are available seats in the classes and the students adhere to all attendance requirements and assignment deadlines. ~~From the eighth day through the attendance census date, faculty must indicate their consent by signing a Drop/Add form. For the Quick Terms (fall and spring), consent is required beginning on the sixth day through the attendance census date.~~ In all other terms, including the ~~W~~winter ~~I~~intersessions and the ~~S~~summer ~~T~~terms, students may add courses without faculty consent until the attendance census date. ~~Faculty may refuse if the students have already missed too much work.~~ If ~~the~~a class is full and the faculty member signs ~~the~~a Drop/Add form, he/she must also sign a Course Overload form.

3. Declarations to "audit" a course must be filed by students with the instructors and the Office of Registration and Records prior to the term census date.

4. Students may register for no more than 18 semester hours in the ~~f~~Fall or ~~s~~Spring semester~~s~~ except by recommendation of their faculty advisors and approval ~~by~~of the Vice President of Academic Affairs or his/her designee.

5. Students may register for no more than 18 credits in the summer terms. The summer terms include the First Five-Week, Second Five-Week, Ten-Week, Six-Week, and Post-Terms. Students may register for academic course loads in multiple summer terms within the following guidelines:

SUMMER TERM	MAXIMUM NUMBER OF CREDITS PER TERM
First Five-Week	11
Second Five-Week	11
Ten-Week	16
Six-Week	11
Post-Terms	6
When all credits are combined, the allowed maximum is 18 credits.	

   a. Students visiting OCC from other colleges must adhere to the above enrollment restrictions and testing exemption policy.
   b. Exceptions to the summer registration credit limits are determined by the Vice President of Academic Affairs or his/her designee.

6. Students who have an academic ~~sanction~~penalty for the current semester may not register ~~for~~the next semester for more credits than the limit of their imposed ~~sanction~~penalty. When notified of penalty clearance, students may add additional courses.

ADOPTED: August 26, 1968
Revised: June 26, 1972
Revised: February 25, 1974
Revised: August 27, 1979
Revised: March 28, 1983
Revised: May 28, 1991
Revised: February 26, 1996
Revised: April 22, 1996
Revised: February 28, 2000
Revised: November 20, 2000
Revised: January 25, 2010
Revised: December 5, 2011
Revised: January 26, 2015
Revised:

EXHIBIT B-3

Ocean County College, Toms River, NJ

POLICY

Students are classified into one of the following categories:

a. A ~~d~~Degree ~~s~~Student is one who has matriculated in a specific degree or certificate curriculum and may be either a full-~~time~~ or part-time student.

b. A ~~n~~Non-~~d~~Degree ~~s~~Student is ~~a first-time student~~one who has not matriculated in a specific degree or certificate curriculum. ~~and may only take up to 3 classes (or 11 credits) before declaring a degree program.~~ The ~~n~~Non-~~d~~Degree/non-matriculating student may complete only 3 classes (or 11 credits) before officially declaring a degree or certificate curriculum choice. It is the student's responsibility to file~~is responsible for filing~~ a Change of Curriculum form ~~to~~with the Registration and Records ~~o~~Office ~~to officially declare their degree or certificate curriculum choice.~~

c. A ~~v~~Visiting ~~s~~Student is one~~a student~~ who is currently enrolled at another institution with no plans of earning a degree or certificate from Ocean County College. A Visiting ~~s~~Students must provide a current valid school ID card or unofficial transcripts from his/her ~~their~~ current college/university. A Visiting Student may only be a part-time student. A Visiting ~~S~~students accepts responsibility for meeting course prerequisites and transferability. A Visiting ~~S~~students cannot simultaneously take two courses for which one is the pre-requisite of the other without approval from the school Dean.~~t.~~

d. A ~~p~~Personal ~~e~~Enrichment ~~s~~Student is one~~a student~~ who is taking courses for personal enrichment only and does not plan to matriculate in a specific degree or certificate curriculum. If a Personal Enrichment Student wishes to exceed 11 credits, approval must be obtained from the Vice President of Academic Affairs or designee. If a Personal Enrichment Student wishes to seek a degree or certificate, the student must officially file a Change of Curriculum form with the Registration and Records Office after obtaining signed approval from the Vice President of Academic Affairs or designee.

e. ~~-~~Degree Students~~All students~~ must adhere to ~~all~~ College policies, procedures, and practices regarding prerequisites and testing (see ~~p~~Policy #5165, College Skills Assessment Program).

f. ~~Any personal enrichment student wishing to exceed the eleven credit limit must obtain the approval of the Vice President of Academic Affairs or designee. A personal enrichment student deciding to change to a degree- or certificate-seeking student must file with the Registration and Records Office and obtain an approved Change of Curriculum form signed by the Vice President of Academic Affairs or designee.~~

g. A semester schedule of 12 or more credit hours constitutes full-time enrollment.

h. A semester schedule of ~~11 or~~less than 12 credit hours constitutes part-time enrollment.

i. Students who have earned 30 or more credit hours are classified as sophomores, and those who have earned fewer than 30 credits~~less than that number~~ are classified as freshmen.

ADOPTED: August 26, 1968
Revised: November 27, 1972
Revised: August 27, 1979   REVIEWED: April 23, 1991
Revised: February 26, 2001

Revised: May 28, 2013
Revised: November 3, 2014
Revised:

EXHIBIT B-4

<u>POLICY</u>

1. <u>Academic Warning Notices</u>
   Professors <u>may send</u>~~have the option of submitting~~ a notice of unsatisfactory progress to <u>a</u> student~~s~~ ~~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. <u>Academic Penalties for Unsatisfactory Academic Progress</u>

   The academic penalties for failing to maintain satisfactory academic progress are Academic Warning, Academic Probation, Academic Sanction, <u>and</u> Academic Suspension~~, and Academic Reinstatement.~~ These penalties will be imposed on students who fail to maintain <u>specific</u> ~~a~~ cumulative Grade Point Averages <u>(GPA)</u> ~~of at least 2.0,~~ 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 ~~in~~ accordance with the <u>criteria</u>~~chart~~ below.

   Any student <u>with a GPA below 2.0</u> ~~withdrawing~~ <u>withdrawn</u> from ~~at least~~ 50 percent <u>or more</u> of registered credits <u>by the census date</u> for two consecutive semesters <u>will have an academic penalty</u> ~~in~~ imposed in accordance with the criteria below. Where two penalties apply, the more severe will be in effect. ~~may be subject to Academic Suspension for insufficient academic progress,; if Academic Suspension is imposed, the student's continued enrollment~~ and must be approved by the ~~Academic Standards Committee for continued enrollment.~~

~~ACADEMIC PERFORMANCE~~	~~ACADEMIC PENALTY~~	~~ACADEMIC CONSEQUENCE~~
~~Cumulative GPA below 2.0 for one semester~~	~~Academic Warning~~	~~Can enroll~~ <u>for up to 18 credits</u> ~~(N~~<u>n</u>o more than 15-16 credits is recommended)~~
~~Cumulative GPA below 2.0 for two consecutive semesters~~	~~Academic Probation~~	~~Cannot enroll for more than 12-13 credits (four courses)~~
~~Cumulative GPA below 2.0 for three consecutive semesters~~	~~Academic Sanction~~	~~Cannot enroll for more than 6-7 credits (two courses)~~
~~Cumulative GPA below 2.0 for four consecutive semesters~~	~~Academic Suspension~~	~~One- year suspension from taking credit courses~~
~~Returning after Academic Suspension~~	~~Academic Reinstatement~~	~~Cannot enroll for more than 12-13 credits (four courses)~~

ACADEMIC PROGRESS VIOLATIONS
Grade Point Deficiency

Grade Point Deficiency 1-32 33 or more credits attempted	Failure to Earn 50% of credits*	Academic Penalty	Academic Consequence
1-11 1-11	not applicable	Academic Warning	~~Can enroll up to 18 credits (no more than 15-16 credits recommended)~~ 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 or more 12 or 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 enrollment or a second two consecutive semesters of enrollment penalty	Academic Suspension	One-year suspension from taking credit courses

*Credits registered for as of the census date

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.

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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 12-13~~twelve/thirteen~~ 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 and failing to pass a developmental English course on their second attempt are limited to a maximum credit load of 6-7six/seven semester hours. The credit load must include the needed developmental English course. The remainder of the credit loadAny additional course must be selected from the approved Limited Load Course lList in Procedure #5165, College Skills Assessment Program, Attachment B.

iii. Students failing to attain a grade of "C" or better in a developmental English courseReading 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. Withdrawal - "W" Grade

Withdrawals from developmental courses will be handled as follows:

i. A sStudents receiving a grade of "W" for the first time in a specific course:
   a) mMust enroll in the developmental course in the next semester infor which theyhe/she registers;
   b) wWill not have the developmental restriction applied;
   c) wWill be limited to a total of 14 semester hours.

ii. A sStudents receiving a grade of "W" more than oncee 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 sStudents placed on Academic Sanction or Academic sSuspension, may appeal the action to the Academic Standards Committee.

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

5. 5.Academic Forgiveness Appeals Academic New Beginning

A sStudents who haves 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 (GPA).

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~~An~~ New Beginning ~~a~~Appeal~~s~~ must be submitted ~~via the Director of Registration and Records~~ to the Academic Affairs Office within two semesters of the student's return to OCC. ~~Standards Committee for the final decision.~~ Academic Affairs will submit the appeals to the Academic Standards Committee for review and decision. ~~A s~~Student~~s~~ seeking ~~an Academic Forgiveness~~ New Beginning Appeal~~s~~ should consult with the Financial Aid Office about the impact ~~that an~~ the appeal ~~may~~might have on ~~their~~his/her financial aid and/or ~~V~~veteran's benefits. ~~A s~~Student~~s~~ transferring to ~~another~~ college~~s~~ will be bound by the ~~incoming college's~~ transfer schools' terms and conditions for acceptance of transfer credits.

The following conditions apply for New Beginning Appeals~~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. A minimum of five years' ~~without OCC~~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. 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~~C. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or toward~~s~~ graduation.

~~E~~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.

~~F~~E. Credits excluded as a result of ~~the Academic Forgiveness~~New Beginning Appeal~~s~~ cannot be used to meet ~~course or~~ program ~~prerequisites or~~requirements or course prerequisites.

~~6.~~ ~~G~~F. A~~n academic forgiveness~~New Beginning Appeal ~~may~~can be approved only once for any individual student and is irrevocable. ~~If the appeal is~~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-~~p~~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 s~~Student~~s~~ 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 s~~Student~~s~~ receiving ~~his/her first~~ 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 student~~s~~ are~~is~~ dismissed from the ~~n~~Nursing ~~p~~Program.

~~If a student~~Students achiev~~ing~~es 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 s~~Student~~s~~ who ha~~ve~~s failed out of the ~~n~~Nursing ~~p~~Program due to academic (as opposed to clinical) performance may automatically apply for readmission.

A~sStudents who ha~ves failed out of the nNursing pProgram 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.

<u>Application for R</u>readmission to the nNursing pProgram provides two options:

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<u>Option I</u>

A studentStudents may reapply to the nNursing pProgram one time only after retaking Anatomy and& Physiology I (BIOL 130), Anatomy and& Physiology II (BIOL 131), and Student Success (ACAD 155) as Ocean County College Fface-to-Fface courses. A-sStudents must satisfy allny new and/or additional requirements prior to acceptance.

<u>Option II</u>

A studentStudents may reapply to the nNursing pProgram one time only after successfully achieving an LPN license. A-sStudents must satisfy allny new and/or additional requirements prior to acceptance. This studentThese students would be eligible to apply to the Traditional, OSOL, or Career Mobility tracks. Upon acceptance into the program, the students must repeat all NURS courses, regardless of any prior successful grades.

<u>Nursing Program: Re-eEntry after Withdrawal/Failure</u>

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

If a students leaves for more than one semester, he/shethey must take and successfully achieve thea passing grade onfor the OCC Test of Prior Nursing Knowledge and complete the required practicum before re-entering the program even if he/she hasthey have already successfully completed any NURS course. A student isStudents are not guaranteed a seats in the courses the next time it isthey are offered.

If a studentstudents exceeds the four--semester limit (based on the last successful NURS course), he/shethey will be automatically dismissed from the nNursing pProgram; and they will be required to re-apply to the program and satisfy allny 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. <u>Program Requirements</u>

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

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8.   Prerequisite Requirements

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

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PROCEDURE

All sStudents with Academic Penalties

Following submission of grades in the fFall and sSpring semesters, Academic Affairs and the College Registrar will generaterun a report to generate- a report listing of 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, with the exception of students on Academic Reinstatement, are notifiedcontacted via mail and/or email. generated by the Registration and Records Office. Students are notified of their Academic Penalties, given instructions to modify their semester schedules, if applicable, and instructed to enroll in athe required supportive remediation program run by the Career, Employment, and Counseling Services Office.

Students with Academic Sanctions and Academic Suspension Penalties have the right tomay appeal their status by submitting. Students must submit a written appeal explaining/describing extenuating circumstances. Appeals of aAcademic sSanctions and Academic Suspension are reviewed and considered by the Academic Standards Committee.

Academic Warning

Students with an Academic Warning Penalty receive a letter from the Career, Employment, and Counseling Services Office with information on the required remediation program. Students are informed that, until they complete the required supportive remediation program, they will not be able to register for the upcoming semester.

Students with an Academic Warning Penalty will be instructed to reduce their course loads for the upcoming fall or spring semester, including qQuick tTerms, to no more than 15-16 credits (five courses). Registration will be restricted until students complete any required academic intervention.

At the request of the Registration and Records Office, Information Technology will modify the registration access of these students. This modification will restrict registration, – both online and in person, – until the students attends the required remediation program, after which and –registration access will beis granted by the Career, Employment, and Counseling Services Office. At this point, students will be encouraged to meet with an academic adviser, but will be permitted to register online.

Academic Probation

Students 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.

~~At the request of the Registration and Records Office, Information Technology will modify the registration access of these students. This modification will prevent online registration and restrict in-person registration without the signature of an academic advisor. In practice, t~~This action will require ~~students on Academic Probation to meet with an advisor before registering for classes for the upcoming semester.~~

~~Early in each f~~E~~all and s~~S~~pring semester, the Advising Center will do outreach to~~contact ~~these students. Advisors will encourage~~The ~~students ~~will be encouraged~~ to meet with an advisor early in the semester to discuss academic progress~~,~~; ensure students understand that they will need an advisor'~~s~~ signature to register~~,~~; discuss campus resources;~~, and offer academic planning support. These students will also receive communication from ~~the ~~Career, Employment~~,~~ and Counseling Services ~~Office ~~instructing them to attend the required supportive remediation program.~~

~~4~~

Academic Sanction

Students with an Academic Sanction Penalty will be instructed to reduce their course load~~s~~ 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 load~~s~~, 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.

~~At the request of Registration and Records, Information Technology will modify the registration access of these students. This modification will prevent online registration and restrict in-person registration without the signature of an academic advisor. In practice, t~~This action will require students on Academic Sanction to meet with an advisor before registering for classes for the upcoming semester.~~

~~At the end of each s~~S~~pring semester, the Advising Center will do outreach to~~contact ~~these students. Advisors~~The students ~~will ~~be encouraged~~ students ~~to meet with an advisor early in the summer term to discuss academic progress~~;~~, discuss campus resources;~~, and offer academic planning support. These students will also receive communication from ~~the ~~Career, Employment~~,~~ and Counseling Services ~~Office instructing them to attend the required supportive remediation program.~~

Students with an Academic Sanction Penalty may~~can~~ appeal their status~~.~~ by ~~Students must ~~submitt~~ing~~ 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.~~If students wish to return from Academic Suspension, they will be assigned the Academic Reinstatement Penalty upon returning to OCC.~~

Students with an Academic Suspension Penalty may~~can~~ appeal to overturn the~~a~~ suspension.~~ Students must ~~by submitt~~ing~~ 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 Reinstatement

Students returning from Academic Suspension will be classified under the Academic Reinstatement Penalty. At the request of Registration and Records, Information Technology will modify the registration access of these students. This modification will restrict registration, — both online and in person, — until the students attends the required supportive remediation program, after which and registration access is granted by the Career, Employment, and Counseling Services Office. After attending the supportive remediation program, students will be encouraged to meet with an academic advisor, but will be permitted to register online.

ADOPTED: May 27, 2014

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EXHIBIT B-5

Ocean County College, Toms River, NJ	STUDENTS
	ACADEMIC STANDARDS
	College Skills Assessment Program #5165

POLICY

All dDegree seeking students are required to demonstrate college-level proficiency in English and Mmathematics, specifically Elementary Algebra, by taking the Accuplacer Placement Test.   All fFull-time students must take the Placement Test prior to registering for their first semester. Part-time students must take the Placement Test before registering for an English or Mmathematics course or before registering for their twelfth credit. Exemptions may be granted to students in accordance with the procedure attached to this policycollege procedure.   Any sStudents are permitted to who takes the Placement Test may take only one (and only one) retest.

Students identified as needing skill development must enroll in the appropriate developmental course(s). Students who do not pass the appropriate course(s) will be subject to academic restrictions.

ADOPTED: August 24, 1981
Revised: June 27, 1983
Revised: January 25, 1988
Revised: January 28, 1991
Revised: March 24, 1997
Revised: December 1, 2008
Revised: May 28, 2013

Ocean County College, Toms River, NJ	STUDENTS ACADEMIC STANDARDS College Skills Assessment Program #5165

PROCEDURE

I. Testing

A. All degree seeking students, both full-time and part-time (as defined in Policy No. #5134, Student Classification), are required to take athe Placement Test:

1. Full-time degree seeking students must take the Placement Test before registering for their first semester.

2. Part-time degree seeking students must take the Placement Test before (a) registering for their twelfth (12) attempted credit and/or (b) registering for an English or mathematics course. Prior to taking athe Placement Test, students may not enroll for more than three courses in a semester.

3. Part-time non-degree students may "auditAUDIT" courses without earning college credit or a course grade beyond the 11 eleven (11) credit limit with the following restrictions: (a) the student may not enroll in a college-level English or mathematics course and (b) the student must meet the course prerequisites, if any. NOTE: Students auditing a course receive no credit or grade for the course and may not change from audit to credit.

4. Non-degree students, visiting students, and/or personal enrichment students (as defined in Policy No. 5134) wishing to register for any English or mathematics courses must satisfy the college placement testing requirements as well as any prerequisite course requirements.

5.4. Placement Test scores are considered to be valid for a period of three years. After three years, students who have not taken the indicatedrequired courses indicated by the Placement Test will have to retake the Placement Test.

6.5. Students may have only one (and only one) opportunity to challenge their English and/or mathematics placement scores by taking a retest, commonly referred to as a "Challenge Test." The Challenge Test must be completed before beginning any English and/or mathematics coursework.

B. Exemptions

Students who meet the language arts exemptions noted in Attachment A will be waived from the English portions of the pPlacement tTest. (Note: Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills pPlacement tTests.)

Students who achieve the mathematics exemptions noted in Attachment A will be waived from the mathematics portion of the pPlacement tTest.

Students must make requests for these waivers by submitting their scores to the College.

Exemptions from placement testing are also available to students who hold a bachelor's degrees or who have previously passed college-level English and/or mathematics courses. Students must makinge requests for these exemptions mustby submitting their transcripts to the College. Please

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Ocean County College, Toms River, NJ	STUDENTS
	ACADEMIC STANDARDS
	College Skills Assessment Program #5165

~~note:~~ The College requires official transcripts to award credit for coursework from other institutions.

II. Placement Criteria

~~The p~~Placement criteria scores for reading, writing, and algebra are listed in Attachment A for information purposes.

III. Student Placement in Developmental Courses

A. All Students

1. Students identified as needing development in reading, writing, or algebra must demonstrate competency in the subject prior to receiving a degree from the ~~c~~College. Students enrolled in a certificate program that does not require a mathematics course do not need to demonstrate competency in algebra.

2. Students identified as needing development in reading, writing, or algebra must pass the required developmental course(s) before enrolling in any other course in that subject area.

3. Students identified as needing development in reading and/or writing must enroll in the required developmental courses(s) immediately. Students identified as needing development in algebra must enroll in the required developmental course(s) before completing 24 credits.

4. ~~The~~A passing grade for a developmental course is a grade of "C" or better. Developmental course credits do not count toward graduation requirements.

5. A student whose initial developmental placement is adjusted prior to the official tenth day of classes will be considered as incorrectly placed in that course and will have any reference to his/her enrollment in that course removed from his/her record.

6. Faculty teaching developmental courses may require, for course completion, that students work in a learning lab on specified assignments or that they receive the services of a designated tutor. Reasonable parameters for these requirements will be set at the discretion of the faculty member and will be tailored to the academic needs of the student.

B. Full-Time Students

1. During student registration,~~Each registration term, the~~ student's required developmental ~~English~~ courses takes enrollment priority over non-developmental courses. Matriculating students must ~~Enrollment~~ enroll in required developmental English ~~algebra course(s)~~ courses immediately and enroll in developmental algebra courses ~~must take place before a~~the student ~~completes 24~~ completing 15 credits.

2. A new full-time student needing Reading and Writing I (ENG 091) is limited to a maximum of 13 credits in the semester.

3. A student identified as needing Reading and Writing I (ENG 091) must register for that course and select the remaining courses (maximum of 13 credits) from the Limited Load Course List. For information purposes, the Limited Load Course List is Attachment B to this procedure.

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Ocean County College, Toms River, NJ	STUDENTS ACADEMIC STANDARDS College Skills Assessment Program #5165

C. Part-tTime Students

1. During student registrationEach registration term, a student's required developmental English courses takes enrollment priority over enrollment in non-developmental courses. Enrollment in required developmental algebra course(s) must take place before athe student completes 24 15 credits.

2. A student identified as needing Reading and Writing I (ENG091) who wishes to take an additional non-developmental course(s), must select the course(s) from the Limited Load Course List (Attachment B).

D. Limited Load Course List

Students whose performance on the Placement Test indicates the need for that they must complete remediation in ENGL 091 will be limited to thea maximum credit load of 13thirteen 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 (see Procedure 5165, Attachment B).

ADOPTED: June 28, 1983
Revised: April 3, 1984

Revised: December 9, 1985	Revised: November 2, 1999
Revised: January 13, 1988	Revised: December 4, 2007
Revised: January 29, 1991	Revised: December 2, 2008
Revised: June 23, 1992	Revised: August 25, 2009
Revised: March 25, 1993	Revised: January 25, 2011
Revised: March 25, 1997	Revised: July 19, 2011
Revised: February 23, 1999	Revised: December 5, 2011
Revised: May 2013_____	Revised:

Ocean County College, Toms River, NJ	STUDENTS ACADEMIC STANDARDS <u>College Skills Assessment Program #5165</u>

PROCEDURE

ATTACHMENT A

<u>OCC PLACEMENT TEST</u>

Students wishing to enroll at OCC must take the College Placement Test unless they have the following SAT / PSAT / ACT / HSPA scores:

SAT		PSAT		ACT*		HSPA	
Critical Reading	540+	Critical Reading	54+	English/Writing	23+	Language Arts Literacy	235+
Mathematics	530+	Mathematics	53+	Mathematics	22+	Mathematics	250+
				(see note below)			

*Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay, and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills pPlacement tTests.

<u>PLACEMENT INTO ENGLISH CLASSES</u>

Accuplacer Essay Score of 7, or 8: No Remediation. Student registers for ENGL 151.
Accuplacer Essay Score of <6 or less: Student takes the Sentence Skills Test and Reading Test.

Register for:	If your Accuplacer test scores are:
ENGL 151	Writeplacer Essay > 7
ENGL 151	Writeplacer Essay = 6 AND Reading Comprehension + Sentence Skills > 200
ENGL 095	Writeplacer Essay = 6 AND Reading Comprehension + Sentence Skills between 135 and 199
ENGL 095	Writeplacer Essay < 5 AND Reading Comprehension + Sentence Skills > 135
ENGL 091	Writeplacer Essay < 6 AND Reading Comprehension + Sentence Skills < 134

<u>PLACEMENT INTO MATH CLASSES</u>

SCORE	MATH COURSE PLACEMENT
20-50	MATH 011: Introduction to Algebra I
51-75	MATH 012: Introduction to Algebra II
76+	No Remediation
Students wishing to enroll in MATH 191 or higher must take the College Level Math Test (Policy #5161).	

Ocean County College, Toms River, NJ

STUDENTS
ACADEMIC STANDARDS
College Skills Assessment Program #5165

Adopted: August 25, 1987   Revised: July 19, 2011
Revised: March 5, 1991   Revised: March 14, 2012
Revised: July 22, 1997
Revised: March 9, 2000
Revised: December 2, 2008
Revised: August 25, 2009
Revised:

Ocean County College, Toms River, NJ	STUDENTS ACADEMIC STANDARDS College Skills Assessment Program #5165

PROCEDURE

ATTACHMENT B

College Skills Limited Load Courses (48) Master List
For Students Enrolled in ENGL 091

BUSINESS AND COMPUTER SCIENCE (8)

ACCT 121	Fundamentals of Accounting	3 s.h.
BUSN 125	Introduction to Office Systems	3 s.h.
BUSN 126	Word Processing	1 s.h.
BUSN 131	Introduction to Business Administration	3 s.h.
BUSN 133	Microcomputer Keyboarding	1 s.h.
BUSN 147	Keyboarding/Document Processing I	3 s.h.
BUSN 170	Small Business Management	3 s.h.
CSIT 110	Computer Literacy	3 s.h.

HEALTH & PHYSICAL EDUCATION (8)

HEHP 225	Contemporary Health	3 s.h.
HEHP 110	Applied Modern Health	2 s.h.
HEHP 100	Aerobic Conditioning	1 s.h.
HEHP 101	Weight Training & Body Building	1 s.h.
HEHP 102	Volleyball	1 s.h.
HEHP 109	Tennis	1 s.h.
HEHP 172	International Folk Dance I	1 s.h.
HEHP 210	Karate I	2 s.h.

HUMANITIES (27)

ARTS 159	Visual Literacy	3 s.h.
ARTS 170	Ceramics I	3 s.h.
ARTS 174	Creative Arts for Children	3 s.h.
ARTS 183	Basic Drawing	3 s.h.
ARTS 184	Two-Dimensional Design	3 s.h.
ARTS 186	Three-Dimensional Design	3 s.h.
ARTS 270	Ceramics II	3 s.h.
ARTS 271	Ceramics III	3 s.h.
ARTS 272	Ceramics IV	3 s.h.
ARTS 286	Painting I	3 s.h.
ARTS 287	Painting II	3 s.h.
COEM 120	Television Production	3 s.h.
ASLN 100	Basic American Sign Language I	3 s.h.
COMM 110	Introduction to Communications	3 s.h.
COMM 192	Voice and Diction	3 s.h.
COPH 181	Basic Digital Photography	3 s.h.
DANC 160	Modern Dance	3 s.h.
DANC 170	Ballet I	3 s.h.
DANC 180	Jazz Dance	3 s.h.

Ocean County College, Toms River, NJ	STUDENTS
	ACADEMIC STANDARDS
	College Skills Assessment Program #5165

EXHIBIT D - 5

PROCEDURE

HIST 173	United States History to 1877	3 s.h.
HIST 174	United States History from 1877	3 s.h.
MUSC 140	Jazz Ensemble Studies I	3 s.h.
MUSC 150	Introduction to Keyboard Instruction I	3 s.h.
MUSC 160	College Choir I	1 s.h.
MUSC 164	Group Voice I	2 s.h.
MUSC 173	Concert Band I	1 s.h.
THTR 193	Introduction to Acting I	3 s.h.

MATH

Mathematics courses as determined by the Accuplacer Placement Test

SCIENCES (2)

| BIOL 114 | Principles of Biological Science | 4 s.h. |
| CHEM 180 | Introduction to Chemistry | 4 s.h. |

SOCIAL SCIENCES (3)

ACAD 155	Student Success	3 s.h.
PSYC 172	General Psychology	3 s.h.
SOCI 181	Introduction to Sociology	3 s.h.

EXHIBIT B-6

GENERAL STUDIES – A.S. Degree Program - Effective Catalog Year 2016-2017

The Associate in Science (A.S.) degree is designed for students who wish to create an individualized program in a specific academic area. Students may explore career fields while selecting courses that will facilitate their goal of transferring to a four-year college/university or beginning a career. Students must complete the following:

a. A minimum of 30 credits from the list of Approved General Education Courses.
b. At least 18 credits from one academic area to satisfy the Department Concentration.
c. Additional elective credits to meet the requirements for the degree (minimum of 64 credits).

GENERAL EDUCATION CORE REQUIREMENTS

COMMUNICATIONS   6 cr.
    English I / English II

HUMANITIES   3 cr.
    One (1) Humanities course selected from the
    list of Approved General Education Courses

SOCIAL SCIENCE   3 cr.
    One (1) Social Science course selected from the
    list of Approved General Education Courses

ADDITIONAL HUMANITIES OR SOCIAL SCIENCE CREDIT   3 cr.
    One (1) Humanities or Social Science course selected from
    the list of Approved General Education Courses

MATHEMATICS – SCIENCE – TECHNOLOGY   9 cr.
    Students must select at least one math course, one lab science
    course, and one technology course* from the list of Approved
    General Education Courses.
    * Students may attempt to "test out" of the technology requirement.
    If they succeed, they must take an additional course(s) in
    math, science, or technology from the List of Approved General
    Education Courses.

ADDITIONAL GENERAL EDUCATION CREDIT   6 cr.
    (From list of Approved General Education Courses)

DEPARTMENT CONCENTRATION   18 cr.

To satisfy the Department Concentration, students must earn 18 credits from one academic area. Course prefixes for each area are listed below:

Business	ACCT, BUSN, CSIT*, HRTM, LAAW,
Computer Studies	CSIT*
Health and Physical Education	HEHP, HHAW
Humanities	ARTS, ASLN, COEM, COCG, COMM, COPH, DANC, ENGL, FILM, HIST, HUMN, MUSC, PHIL, THTR, or any foreign language course.
Math	MATH
Science	BIOL, CHEM, ENVI, PHYS, SCIE
Social Science	ACAD, ALDC, ANTH, CRIM, ECON, EDUC, FIRE, GEOG, HLSC, HSRV, POLI, PSYC, SOCI

ELECTIVE COURSES (to total 64 or more cr.)   16 cr.

TOTAL CREDITS 64

*CSIT 110, CSIT 123, and CSIT 165 cannot be applied to this concentration.
Note: cr. (credit) = semester credit hour
Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Board of Trustees Approval Date: September 24, 2007
Board of Trustees Approval Date: December 1, 2008
Board of Trustees Approval Date: August 24, 2009
Board of Trustees Approval Date: December 6, 2010
Board of Trustees Approval Date: May 28, 2013
Board of Trustees Approval Date: March 30, 2015
Board of trustees Approval Date: October 5, 2015
Board of Trustees Approval Date: Curriculum Committee 10/28/2015 (this is the most current revision to the 2016-2017 General Studies program)

EXHIBIT B-7

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: ITAL 200: Intermediate Italian I

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

3. CATALOG DESCRIPTION

This is the start of the series of intermediate college-level Italian language courses that focuses on the development of mid to high level beginner communication skills in the Italian language. This course strives to improve spoken and written skills that will enable students to engage in daily conversations.

4. PREREQUISITES: ITAL 102   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   COURSE FEE CODE: 0
   DIFFERENTIAL FUNDING CATEGORY: A

   COURSE TYPE FOR PERKINS REPORTING: ___ vocational__x_ non-vocational

6. JUSTIFICATION

   a. Describe the need for this course.
   The Italian language is a valuable choice for students who desire to broaden their cultural horizons and become more aware of the global landscape. The study of Italian contributes to the students' awareness of diversity and encourages them to adopt a global perspective.

   Additionally, the study of languages at an intermediate level offers students the opportunity to move beyond basic language skills and into areas of travel and business that require a higher skillset. Students in intermediate courses can master more than basic conversation with native speakers, which allows them greater insight into the global community.

   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?   _x_ yes (pending NJCCC approval)   ___ no

           If yes, mark with an "x" the appropriate category below.
           ___ Communication   ___ Social Science   ___ History
           _x_ 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:

1

___ Program-specific requirement for the following degree program(s):

_____

___ 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
Brookdale CC	Intermediate Italian I	ITAL 203	3	
Mercer CC	Intermediate Italian I	ITA 201	3	
Bergen CC	Intermediate Italian I	LAN 221	3	
Camden CC	Intermediate Italian I	ITA 201	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	ITA 201, Intermediate Italian I, 3 credits	General Education		
Kean University	ITAL 2101 Intermediate Italian I	General Education		
Stockton University	LANG 2ECL, Foreign Language Elective Credit, 3 credits	General Education		
Rowan	ITAL 04201,	General Education		

University	Intermediate Italian I, 3 credits				
Rutgers – New Brunswick	01:560:131 Intermediate Italian	General Education			

    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 will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.

♦ This course is consistent with the following goals of the college as expressed in the Academic Master Plan:

➢ Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students.
➢ Establish a shared commitment to high and meaningful educational standards.
➢ Prepare students for successful transfer to other educational institutions.
➢ Prepare students for a rewarding life marked by personal growth and life-long learning.

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

X 1. Communication – Written and Oral (objective 7a)
_ 2 Quantitative Knowledge and Skills
_ 3. Scientific Knowledge and Reasoning

_ 4. Technological Competency/Info Literacy
_ 5. Society and Human Behavior

X 6. Humanistic Perspective(objective 7a)
X 7. Historical Perspective (objective 7d)
X 8. Global and Cultural Awareness (objective7d)
_ 9. Ethical Reasoning and Action
X 10. Independent/Critical Thinking (objective 7d)

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Converse fluently at an intermediate level in Italian.
b. Develop a more expansive Italian vocabulary.
c. Correctly utilize Italian pronouns.
d. Relate the details of Italian and Italian-American culture and history.
e. Compose compound sentences in Italian.

8. METHODS OF INSTRUCTION

3

  a Video presentation
  b. Lecture
  c. Text and workbook exercises (pronunciation and grammar)
  d. Language laboratory
  e. Group interaction
  f. Testing and skills assessment

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

Unit 1	Italian and Italian American history and culture are added to all units as part of the discussion and use of the language. Past and Imperfect Tenses
Unit 2	Sapere and Conoscere in the past and imperfect
Unit 3	The Pronoun Ci
Unit 4	Double Object Pronouns
Unit 5	Comparatives of Equality and Inequality
Unit 6	Superlatives
Unit 7	The Past Perfect
Unit 8	Expressing Duration of an Action
Unit 9	Disjunctive Pronouns
Unit 10	The Informal Imperative
Unit 11	The Informal Imperative and Pronouns
Unit 12	The Present Conditional
Unit 13	The Past Conditional
Unit 14	Suffixes
Unit 15	Ordinal Numbers

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 three major examinations and one major written assignment, or the
equivalent.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

4

In order to maintain a central file of current course documents on Ocean Connect 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	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 12, 2012
Board of Trustee Approval Date: Curriculum Committee 10-28-2015

EXHIBIT B-8

OCEAN COUNTY COLLEGE
COURSE PROPOSAL FORM #7100-1 / OFFICIAL COURSE DESCRIPTION
SCHOOL OF ARTS AND HUMANITIES

1. COURSE NUMBER AND TITLE: ITAL 202: Intermediate Italian II

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

3. CATALOG DESCRIPTION
This second intermediate Italian course, is a continuation of Intermediate Italian I. The course emphasizes a further development of Italian conversational skills within the context of Italian culture in order to improve speaking and writing for daily communication.

4. PREREQUISITES: ITAL 200   COREQUISITES: None

5. MAXIMUM CLASS SIZE: 25   COURSE FEE CODE: 0
DIFFERENTIAL FUNDING CATEGORY: A

COURSE TYPE FOR PERKINS REPORTING: ___ vocational _x_ non-vocational

6. JUSTIFICATION

a.   Describe the need for this course.
The Italian language is a valuable choice for students who desire to broaden their cultural horizons and become more aware of the global landscape. The study of Italian contributes to the students' awareness of diversity and encourages them to adopt a global perspective.

Additionally, the study of languages at an intermediate level offers students the opportunity to move beyond basic language skills and into areas of travel and business that require a higher skillset. Students in intermediate courses can master more than basic conversation with native speakers, which allows them greater insight into the global community.

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?   _x_ yes **(pending NJCCC approval)**   ___ no

If yes, mark with an "x" the appropriate category below.
___ Communication   ___ Social Science   ___ History
_x_ 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:

1

_____ Program-specific requirement for the following degree program(s):

_____

_____ 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
Brookdale CC	Intermediate Italian II	ITAL 204	3	
Mercer CC	Intermediate Italian II	ITA 202	3	
Bergen CC	Intermediate Italian II	LAN 222	3	
Camden CC	Intermediate Italian II	ITA 202	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	ITA 202, Intermediate Italian II, 3 credits	General Education		
Kean University	ITAL 2102 Intermediate Italian II	General Education		
Stockton University	LANG 2EC2, Foreign Language elective credit, 3 credits	General Education		
Rowan	ITAL 04102	General Education		

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University				
Rutgers – New Brunswick	01:560:132 Intermediate Italian II	General Education		

    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 will help the college to fulfill its mission of fostering excellence by offering comprehensive programs that develop intentional learners of all ages.

- This course is consistent with the following goals of the college as expressed in the Academic Master Plan:

> ➢ Provide a challenging, coherent, and integrated curriculum, including high quality instructional and cultural programs for a diverse population of students.
> ➢ Establish a shared commitment to high and meaningful educational standards.
> ➢ Prepare students for successful transfer to other educational institutions.
> ➢ Prepare students for a rewarding life marked by personal growth and life-long learning.

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

<u>X</u> 1. Communication – Written and Oral (objective 7a)

_ 2 Quantitative Knowledge and Skills

_ 3. Scientific Knowledge and Reasoning

_ 4. Technological Competency/Info Literacy

_ 5. Society and Human Behavior

<u>X</u> 6. Humanistic Perspective (objective 7a)

<u>X</u> 7. Historical Perspective (objective 7e)

<u>X</u> 8. Global and Cultural Awareness (objective 7c)

_ 9. Ethical Reasoning and Action

<u>X</u> 10. Independent/Critical Thinking (objective 7e)

7. SPECIFIC COURSE LEARNING OBJECTIVES

Students who successfully complete this course will be able to:

a. Communicate in intermediate Italian in both oral and written formats.
b. Acquire and retain detailed vocabulary in Italian.
c. Compare social norms in the Italian speaking world with other cultures.
d. Create vocabulary subsets for specialty interests like health care or business
e. Think critically about and analyze the effect of the events of Italian history and culture and how those occurrences were influenced by the Italian language

8. METHODS OF INSTRUCTION

a Video presentation

3

b. Lecture
c. Text and workbook exercises (pronunciation and grammar)
d. Language laboratory
e. Group interaction
f. Testing and skills assessment

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
Each unit below focuses on a particular language skill. The topics considered while practicing these skills are Italian and Italian American history and culture

Unit 1	Irregular Plural of Nouns
Unit 2	Irregular Singular Nouns with Regular Plural Forms
Unit 3	The Impersonal Construction
Unit 4	Relative Pronouns
Unit 5	Adverbs and Reflexive Verbs of Reciprocity
Unit 6	Indefinite Adjectives and Pronouns
Unit 7	Indefinites Used as Either Adjectives or Pronouns
Unit 8	The Present Subjunctive
Unit 9	The Past Subjunctive
Unit 10	Verbs that Require the Subjunctive
Unit 11	Impersonal Expressions with the Subjunctive
Unit 12	Infinitive Constructions
Unit 13	Expressing to Take Time
Unit 14	Verbs Followed by Verbs in the Infinitive
Unit 15	The Formal Imperative

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 three major examinations and one major written assignment, or the equivalent.

APPROVAL PROCESS FOR A REVISED COURSE PROPOSAL (SYLLABUS)

4

In order to maintain a central file of current course documents on Ocean Connect, 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	#8 Methods of Instruction
#2 Semester Hours/Contact Hours	#9 Instructional Materials
#3 Catalog Description	#10 Tentative Topical Outline
#4 Prerequisites & Corequisites	#11 Grade Determinants
#5 Maximum Class Size/Lab Fee Code/ Differential Funding Category	#12 Number of Papers and Examinations
#6 Justification	
#7 Course Objectives	

PLT Approval Date of form: May 22, 2012
Board of Trustee Approval Date: Curriculum Committee 10-28-2015