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: October 28, 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, November 2, 2015**:

1. Recommend approval of the following 2015-2016 Ocean County College Advisory Committees (**Exhibit B-1**):

   a. Addictions and Human Services Advisory Committee
   b. Business Advisory Committee
   c. Computer Studies Advisory Committee
   d. Criminal Justice Advisory Committee
   e. Education Advisory Committee
   f. Engineering Advisory Committee
   g. Environmental Science Advisory Committee
   h. Fine Arts Advisory Committee
   i. Fire Science Advisory Committee
   j. Health and Human Performance Advisory Committee
   k. Homeland Security Advisory Committee
   l. Interpreter Training Advisory Committee
   m. Media and Communications Advisory Committee
   n. Nursing Advisory Committee
   o. Paralegal Advisory Committee
   p. Sailing Advisory Committee

2. Recommend approval of the following items as accepted by the College Senate at its meeting on October 8, 2015:

    a. Revised Policies
        1) Policy #5122, Students, Admission, General Requirements **(Exhibit B-2)**
        2) Policy #5132, Students, Registration, General Requirements **(Exhibit B-3)**
        3) Policy #5134, Students, Registration, Classification **(Exhibit B-4)**
        4) Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress **(Exhibit B-5)**
        5) Policy #5165, Students, Academic Standards, College Skills Assessment Program **(Exhibit B-6)**
        6) Policy #7220, Special Programs, Institutional Research Projects/Data Requests **(Exhibit B-7)**

EXHIBIT B-1

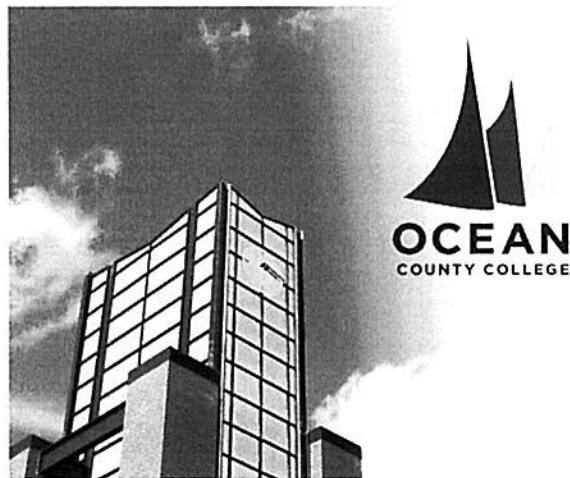# OCEAN COUNTY COLLEGE

ADVISORY COMMITTEE HANDBOOK

2015-2016

OCEAN
COUNTY COLLEGE

TABLE OF CONTENTS

Members listed serve for the 2015-2016 Academic Year

OCEAN
COUNTY COLLEGE

MESSAGE FROM THE PRESIDENT

Dear Advisory Committee Member:

Congratulations on your appointment by the Board of Trustees as a member of an Ocean County College advisory committee. On behalf of the trustees, I want to express to you my sincere appreciation for your willingness to dedicate your time and services for the benefit of our students. Your membership denotes your strong civic mindedness, your outstanding contributions within the community, and the high esteem in which your peers hold you. The contributions you make will play a vital role as we provide our students with meaningful, current, and effective academic program offerings.

I am deeply grateful for your service to Ocean County College. If I can be of assistance to you regarding your service as an advisory committee member or in any other way, please do not hesitate to contact me.

Sincerely,

Jon Larson

Jon H. Larson, Ph.D.
President

ESTABLISHMENT OF ADVISORY COMMITTEES

"In order to assist the Board of Trustees, the President, and the staff in the development and evaluation of programs and the determination of community needs, an Advisory Committee, or Committees, may be appointed by the Chairman with the approval of the Board" (Ocean County College Policy # 1256).

ADVISORY COMMITTEE FUNCTIONS

1. To serve as a communication link between the College and community occupational groups.

2. To inform the College of changes in and the current status of the labor market.

3. To list specific skills required of graduates and to recommend technical and other information related to the curriculum.

4. To suggest methods for improving public relations so as to assure effective program promotions.

5. To assist with student recruitment and with intern and graduate placement in appropriate positions.

6. To recommend potential instructors from among competent and academically qualified personnel in community occupational groups.

7. To assist in both ongoing and cyclical evaluation of the program.

ADVISORY COMMITTEE STRUCTURE AND OPERATIONS

1. Members shall be appointed annually.

2. Each committee shall have a dean or his/her designee as the chairperson.

3. The elected chairperson shall preside at committee meetings.

4. Committees shall meet semi-annually or more often as deemed necessary by the Academic Dean. Meetings may be held electronically.

5. The Academic Dean or designee shall:
   a. Call meetings, establish agendas and make all necessary arrangements for meetings.
   b. Provide the necessary administrative support for committee functions.

6. The meeting agenda shall be distributed to the membership at least seven calendar days prior to each meeting.

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7. The Academic Dean or designee shall arrange for the taking of minutes at each meeting, and arrange for the distribution of the minutes to the committee members no later than 14 calendar days after the meeting date.

8. The Academic Dean shall make available to the Vice President of Academic Affairs the meeting minutes summarizing the committee's work during the year. Outcomes of the meetings will also be reported in program evaluation reports.

COMMITTEE ESTABLISHMENT AND MEMBERSHIP

The responsibility for recommending advisory committee members rests with the appropriate Vice President and the appropriate Academic Dean. The authority to appoint members lies with the Board of Trustees upon recommendation of the President of the College, per College Policy #1256.

Four essential criteria shall be applied by the Academic Dean, the Vice President of Academic Affairs, the President of the College, and the Board of Trustees in selecting the membership of each advisory committee. Citizens shall be asked to serve who have demonstrated:

1. Competence within their occupational field.
2. Interest in occupational education.
3. Time sufficient for committee activities.
4. A strong sense of responsibility and civic mindedness.

Procedures for committee establishment are:

1. During each spring semester, the Academic Dean, through consultation with faculty, members of the community, and the appropriate Vice President, shall prepare a list of potential new committee members for the upcoming academic year.

2. To determine potential members' interest in serving, the Academic Dean shall contact each individual and review the committee functions, responsibilities, and activities as expressed in the Advisory Committee Handbook.

3. Administrative assistants in the academic schools will contact existing committee members beginning in the spring to determine their interest in continuing to serve and to request a current resume if one is not already on file.

4. After consent of potential members is obtained, the Vice President of Academic Affairs shall submit the membership list to the President and the Board of Trustees for approval. A resume for each new member shall be included.

5. The Academic Dean shall send a letter of appointment to each member specifying the length of service required and providing the Advisory Committee Handbook.

VISION, VALUES, MISSION, AND GOALS

Vision Statement

Ocean County College aspires to be an institution of distinction where faculty and staff serve to awaken students to a love of learning. We foster educational innovation through effective teaching-learning strategies, designed to develop and nurture intentional learners who are informed and empowered. We employ technology and learning outcomes assessment to enhance student success. We offer quality, life-enhancing, cultural and athletic activities, and take full advantage of our seacoast and pineland environments to enhance the curriculum. Our nationally recognized planning and resource management model, our institutional effectiveness design, and our continuing creation of strategic partnerships signify our intention of reinventing the collegiate structure and taking a leadership position in the academic community. Our ultimate vision is to ensure that our students have what they need to transfer well, to find meaningful career opportunities, and to thrive in an increasingly diverse and complex world. Our vision is, very simply, to be the best.

Values

- The freedom of intellectual pursuit
- A commitment to multiple teaching-learning styles
- An open-door environment with accessible faculty and staff
- A respect and an appreciation for cultural diversity
- A climate of civility and courtesy
- A family spirit in an intellectual community
- A collaborative, creative, and team-spirited approach to leadership
- The highest personal and institutional integrity
- The highest standards of professional commitment

Mission Statement

It is the mission of Ocean County College to foster excellence and a caring environment through its commitments to:

- Offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs
- Provide broadly-based student support, starting from our initial contact with every individual student, regardless of his or her unique needs
- Measure employee attitudes toward the workplace and student attitudes toward the learning experience and make responsive adjustments in institutional strategies
- Provide a well-designed campus and facilities with advanced technology
- Address our human resource needs by recruiting and hiring highly qualified people and continuing to develop the potential of each employee

- Generate and manage fiscal resources to best serve strategic priorities
- Employ the leadership team to continue to efficaciously address outreach, development, engagement, institutional effectiveness, and a fully realized implementation of the college's vision
- Continue to reach out to members of the Ocean County community and beyond in order to create meaningful, fulfilling, and mutually beneficial partnerships

Institutional Goals, 2010-2015

1. Advance Developmental Learning
2. Increase Student Academic Engagement
3. Advance Student Articulation Needs
4. Respond to Economic Conditions through Suitable Academic Programming
5. Develop a Teaching/Learning Institute
6. Enhance Our Distance Learning Potential
7. Recast the Academic Calendar for Increased Productivity
8. Intensify Support for Student Engagement
9. Use CCSSE and SENSE for Assessment/Improvement of Student Engagement
10. Reach Out to Targeted Student Populations
11. Complete the One-Stop Enrollment Facility
12. Develop Career Services for Targeted Populations
13. Enhance the College Athletic Program and Facilities
14. Measure Employee Attitudes
15. Develop Action Plans Based on CCSSE Outcomes
16. Refine and Implement The Facilities Master Plan
17. Continue to Enhance Classroom Technology
18. Continue Technological Upgrades
19. Develop an Employee Succession Plan
20. Employ Culturally Sensitive Hiring Practices
21. Take a Mutual Gains Approach to Collective Bargaining
22. Continue College-Wide Staff Development and Training Programs
23. Complete a Comprehensive Compensation Analysis
24. Complete a Revision and Realignment of Employee Evaluation Forms
25. Refine the Long-Term Capital Financial Plan
26. Review Outsourcing and its ROI and Efficiency
27. Use the Strategic Plan to Formulate Planning and Budgeting Documents
28. Provide Professional Development for the Leadership Team
29. Expand the use of Board Book Technology
30. Restructure Leadership Schedules for Efficiency
31. Extend Educational Partnerships
32. Use Technology and Social Networking for Alumni Outreach

ADVISORY COMMITTEES
2015-2016

Addictions and Human Services Advisory Committee

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*Ocean County College representative

EXHIBIT B-2

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 Nursing and Allied Health Department. are required to submit a completed medical history form

2. Admission of qualified high school seniors:-

   a. For Ffull-time status, students: must 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.:

   a. For pPart-time status, students: must Ssatisfy any course prerequisites; submit the written recommendations from thea high school principal and/or guidance counselor 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

STUDENTS
ADMISSION
General Requirements #5122

4. Admission of ~~G~~gifted elementary school ~~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~~with an absence of C's, D's, and F's on the school transcript;

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

~~c.~~Letter of support from~~Written approval of the~~ a school counselor or~~and~~ principal testifying to the student's exceptional academic ability~~,~~ and achievements;~~, 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~~

Enrollment of gifted elementary school students at Ocean County College is at the discretion of the institution.

~~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 ~~C~~citizens: |

Senior ~~C~~citizens, (as identified in ~~p~~Policy #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

STUDENTS
ADMISSION
General Requirements #5122

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 they~~he/she~~ be admitted into the overseas part-time or full-time program.

b. To qualify as a candidate for any degree conferred by Ocean County College, students enrolled in the overseas programs must fulfill the exact requirements stipulated by College ~~p~~Policy #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 ~~p~~Policy #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 countries~~y~~ 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 ~~any~~other standing College ~~C~~committee so designated.

8. Home-~~S~~schooled ~~S~~students:

   a. Fulfill ~~c~~College requirements as specified ~~by policy #5122~~in this policy, ~~paragraph~~item 1, a-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 eighteen~~sixteen or seventeen years of age~~ and have a parent's signature in place of that of a high-school guidance counselor will be permitted to register for~~take~~ a maximum of 6 credits~~two courses~~ each semester.

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

Information Note: College ~~p~~Policy #5152, item 3B (1) states: Members of the Armed Forces on active duty and their dependents must meet all ~~c~~College 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-3

Ocean County College, Toms River, NJ

STUDENT
REGISTRATION
General Requirements #5132

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, 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-4

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~~Student~~s~~ 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.

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
Revised: February 26, 2001
Revised: May 28, 2013
Revised: November 3, 2014
Revised:

REVIEWED: April 23, 1991

EXHIBIT B-5

POLICY

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

2. Academic Penalties for Unsatisfactory Academic Progress

   The academic penalties for failing to maintain satisfactory academic progress are Academic Warning, Academic Probation, Academic Sanction, and Academic Suspension~~, and Academic Reinstatement~~. These penalties will be imposed on students who fail to maintain specific a cumulative Grade Point Averages (GPA) ~~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 criteria~~chart~~ below.

   Any student with a GPA below 2.0 ~~withdrawing~~ withdrawn from ~~at least~~ 50 percent or more of registered credits by the census date for two consecutive semesters will have an academic penalty ~~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 for up to 18 credits (Nno 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.

1

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

iii.   Students failing to attain a grade of "C" or better in <u>a developmental English course</u>~~Reading and Writing I or II~~ on their third attempt will be limited to enrolling only in that course until it is completed with a grade of "C" or better.

C. <u>Withdrawal - "W" Grade</u>

Withdrawals from developmental courses will be handled as follows:

i.   A ~~s~~<u>S</u>tudent<u>s</u> receiving a grade of "W" for the first time in a specific course:
a) ~~m~~<u>M</u>ust enroll in the developmental course in the next semester ~~in~~<u>for</u> which <u>they</u>~~he/she~~ registers<u>;</u>
b) ~~w~~<u>W</u>ill not have the developmental restriction applied;
c) ~~w~~<u>W</u>ill be limited to a total of 14 semester hours.

ii.   A ~~s~~<u>S</u>tudent<u>s</u> receiving a grade of "W" more than on<u>ce</u>~~e 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. <u>Student Appeals</u>

A ~~s~~<u>S</u>tudent<u>s</u> placed on Academic Sanction or Academic ~~s~~<u>S</u>uspension~~,~~ 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~~ <u>Academic New Beginning</u>

A ~~s~~<u>S</u>tudent<u>s</u> who ha<u>ve</u>~~s~~ exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal <u>for an Academic New Beginning</u> to have the previously earned grades disregarded in calculating the Grade Point Average ~~(GPA)~~.

2

An New Beginning aAppeals must be submitted via the Director of Registration and Records to the Academic Affairs OfficeStandards Committee for the final decision. Academic Affairs will submit the appeals to the Academic Standards Committee for review and decision. A sStudents seeking an Academic Forgiveness New Beginning Appeals should consult with the Financial Aid Office about the impact that an the appeal maymight have on theirhis/her financial aid and/or Vveteran's benefits. A sStudents transferring to another colleges 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 Appealsthis special appeal process:

A. The student's GPA prior to the period of absence from the College must have been below 2.00.

BA. A minimum of five years' without OCCabsence 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.

DC. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or towards graduation.

ED. 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.

FE. Credits excluded as a result of the Academic ForgivenessNew Beginning Appeals cannot be used to meet course or program prerequisites or requirements or course prerequisites.

6. GF. A n academic forgivenessNew Beginning Appeal maycan 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-pPassing 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 sStudents 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 sStudents 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 students are is dismissed from the nNursing pProgram.

If a studentStudents achievinges 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 sStudents who haves failed out of the nNursing pProgram due to academic (as opposed to clinical) performance may automatically apply for readmission.

A sStudents who haves 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.

Application for ~~R~~readmission to the ~~n~~Nursing ~~p~~Program provides two options:

3

Option I

~~A student~~Students may reapply to the ~~n~~Nursing ~~p~~Program 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 ~~F~~face-to-~~F~~face courses. ~~A s~~Student~~s~~ must satisfy al~~l~~~~ny~~ new and/or additional requirements prior to acceptance.

Option II

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

Nursing Program: Re-~~e~~Entry after Withdrawal/Failure

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

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

If ~~a student~~students exceeds the four--semester limit (based on the last successful NURS course), ~~he/she~~they will be automatically dismissed from the ~~n~~Nursing ~~p~~Program~~; and~~ they will be required to re-apply to the program and satisfy al~~l~~~~ny~~ new and/or additional requirements prior to acceptance. All prior NURS courses must be re-taken, even if the student~~s~~ had been successful in the past.

7. Program Requirements

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

4

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.

Adopted: August 26, 1968
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:

Revised: May 20, 1974
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

EXHIBIT B-6

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

EXHIBIT B - 6

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

EXHIBIT B-7

Ocean County College, Toms River, NJ

SPECIAL PROGRAMS
<u>Institutional Research Projects/Data</u>
<u>Requests #7220</u>

<u>POLICY</u>

1. This policy is intended to ensure that data requests and research projects conducted by any college office, employee, student, or affiliate are sound and that they do not violate board policy, college operating procedures, ethical responsibilities, and federal and state regulations (Title 45, Code of Federal Regulations, Part 46[1]) concerning protection of human participants or the appropriate use and interpretation of data.

2. Employees of the college or appropriate external researchers may conduct research projects, including those that involve the use of human subjects, under appropriate circumstances and with appropriate safeguards (see Appendix 1 of this policy). Such persons shall be called the Principal Investigators (PI).

3. All research and data requests must be initiated through IR. Projects need approval of the Institutional Review ~~Board~~ _Committee_ (IRB_C_) following the prescribed procedures and must be compatible with Ocean County College's mission and purpose. The research should deal with the teaching/learning environment or with the college's policies, procedures, or operations. Data requests will be prioritized and processed by IR (see attached form IR
1001).

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[1]_While the Institutional Review Committee ensures the ethical treatment of human subjects through its research approval process and adheres to federal/state guidelines for human subject research, the IRC is **not an IRB**. This committee is pursuant to Ocean County College policies and is **not a registered IRB** and therefore only approves projects that are aligned with the aforementioned policy. If your research is funded by state or federal monies and adheres to Ocean's guidelines, you will need to obtain approval from both Ocean's IRC and a federally registered IRB._

ADOPTED: June 26, 2006
Revised: December 7, 2009
Revised: March 26, 2012
Revised: May 29, 2012