

EXHIBIT B



**BOARD OF TRUSTEES
Bylaw, Policy, and Curriculum Committee Agenda Items**

To: Board of Trustees
From: Office of the President
Date: January 19, 2011

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, January 24, 2011**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on December 1 and December 15, 2010:
 - a. Revised Degree Program:
 - 1) A.A.S. Degree in Nursing (**Exhibit B-1**)
 - b. New Policy:
 - 1) Policy #5122.1, Students, Admission, ESL Students (**Exhibit B-2**)
 - c. Revised Policies:
 - 1) Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress (**Exhibit B-3**)
 - 2) Policy #5180, Students, Classes and Instruction, Cheating and Plagiarism (**Exhibit B-4**)
 - 3) Policy #5247, Students, Campus Life, Conduct, Discipline (**Exhibit B-5**)
 - 4) Policy #7110, Educational Programs, Courses and Curriculum, Writing across the Curriculum (**Exhibit B-6**)

EXHIBIT B-1

NURSING - A.A.S. Degree Program – Effective catalog year 2011-2012

Ocean County College's nursing program is a planned, two-year curriculum of classroom study and clinical experience that prepares graduates for employment in the hospital and various health care settings. Successful completion of the program leads to the Associate in Applied Science (A.A.S.) degree and eligibility to take the licensure examination for Registered Nurses in New Jersey.

NURSING DEGREE REQUIREMENTS

Students must complete the following courses with a minimum grade of "C."

- ENGL 151 & ENGL 152: English I & II
- PSYC 172: General Psychology
- ***CHEM 180: Introductory Chemistry or CHEM 181: General Chemistry I***
- BIOL 130 & BIOL 131: Human Anatomy & Physiology 1 & II
- One math course (except MATH 151) from the list of Approved General Education Courses (MATH 156 recommended)
- One Humanities course from the list of Approved General Education Courses
- OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP course.

PROGRAM SPECIFIC COURSES

NURS 175	Nursing I	9 cr.
NURS 176	Nursing II	9 cr.
NURS 174	Nutrition	3 cr.
BIOL 232*	Microbiology	4 cr.
NURS 273	Nursing III	9 cr.
NURS 275	Nursing IV	10 cr.
NURS 274	Contemporary Nursing	2 cr.

* May be taken prior to entering the nursing program.

FIRST SEMESTER

ENGL 151	English I	3 cr.
BIOL 130	Human Anatomy & Physiology I	4 cr.
PSYC 172	General Psychology	3 cr.
<i>CHEM 180</i>	<i>Introductory Chemistry</i>	<i>4 cr.</i>
<i>or CHEM 181</i>	<i>General Chemistry I</i>	
NURS 175	Nursing I	<u>9 cr.</u>
		<i>19 cr. 20 cr.</i>

SECOND SEMESTER

ENGL 152	English II	3 cr.
BIOL 131	Human Anatomy & Physiology II	4 cr.
NURS 176	Nursing II	9 cr.
NURS 174	Nutrition	<u>3 cr.</u>
		19 cr.

THIRD SEMESTER

_____	Any Math course (except MATH 151) from the List of Approved General Education Courses (MATH 156 recommended)	3 cr.
BIOL 232 _____	Microbiology OCC Requirement: Any course from the List of Approved General Education Courses or ACAD 155 or any HEHP Course	4 cr. 2-3 cr.
NURS 273	Nursing III	<u>9 cr.</u> 18 -19 cr.

FOURTH SEMESTER

_____	Humanities Gen Ed Requirement	3 cr.
<i>PSYC 172</i>	<i>General Psychology</i>	<i>3 cr.</i>
NURS 275	Nursing IV	10 cr.
NURS 274	Contemporary Nursing	<u>2 cr.</u> 15 18 cr.

TOTAL CREDITS ~~71-72~~ 75-76

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: May 29, 2007

Board of Trustees Approval Date: December 1, 2008

Board of Trustees Approval Date: January 25, 2010

EXHIBIT B-2

Ocean County College, Toms River, NJ

STUDENTS
ADMISSION
ESL Students #5122.1

POLICY

English as a Second Language (ESL) students are defined at Ocean County College as those for whom English is not their first/"native" language and who do not demonstrate sufficient proficiency in the English language to be ready for college courses taken in English.

Applicants to the College's ESL program fall into one of the following categories:

1. Applicants Wishing to Attend OCC with an F1 Student Visa

A. Students residing in the U.S. are required to:

- 1) Include scores from the Test of English as a Foreign Language (TOEFL) with their application.*
- 2) Achieve TOEFL cut scores designated for students currently residing in the U.S.*
- 3) Contact the OCC ESL Coordinator and take an English language proficiency test for placement into ESL courses.*
- 4) Take any required ESL courses as well as pursue a degree.*

B. Students Residing Outside the U.S. are required to:

- 1) Include scores from the TOEFL with their application.*
- 2) Achieve TOEFL cut scores designated for students residing outside the U.S. indicating sufficient proficiency in English which will allow them to take the College Skills Placement Test to determine their eligibility to enroll in college-level courses.*

2. Applicants wishing to attend OCC without obtaining an F1 Student Visa

These students:

- Already reside in the U.S.*
- Are not required to submit results of the TOEFL.*
- Voluntarily contact the OCC ESL Coordinator and take an English Language Proficiency test for placement in ESL courses.*
- Are required to complete any identified ESL remediation or be waived from the ESL courses before continuing at OCC.*

The cut scores on the various versions of the TOEFL exam will be set by the Vice President of Academic Affairs and reviewed periodically to ascertain their ongoing value.

In all cases, successful completion of indicated ESL courses will be required before an ESL student can participate in college credit courses. In special cases, ESL students may be permitted to take college courses along with ESL courses (permission of ESL Coordinator required).

Adopted: January 24, 2011

EXHIBIT B-3

POLICY1. Academic Warning Notices

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

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

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

ACADEMIC PROGRESS VIOLATIONS**Grade Point Deficiency**

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

*Credits attempted

**Credits registered for as of the official day of counting student enrollment

3. Developmental Probation/Restriction/Suspension

A. Developmental Probation

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

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

B. Developmental Restriction

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

- i. Students placed on developmental restriction are limited to a maximum credit load of twelve/thirteen semester hours. The credit load must include the needed developmental course. **For students needing ENGL 091, the remainder of the credit load must be selected from the approved Limited Load Course List in Procedure 5165, Attachment B.**
- ii. Students placed on developmental restriction and failing to pass a developmental course on their second attempt are limited to a maximum credit load of six/seven semester hours. The credit load must include the needed developmental course. **For students needing ENGL 091, A any additional course must be selected from the approved Limited Load Course list in Procedure 5165, Attachment B.**
- iii. Students failing to attain a grade of "C" or better in Reading and Writing I or II on their third attempt will be limited to enrolling only in that course until it is completed with a grade of "C" or better.

C. "W" Grade

Withdrawals from developmental courses will be handled as follows:

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

4. Student Appeals

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

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

5. Academic Forgiveness Appeals

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

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

The following apply for this special appeal process:

- A. The student's GPA prior to the period of absence from the College must have been below 2.00.
- B. A minimum of five years without OCC enrollment in credit courses must have elapsed prior to the student's re-enrollment.
- C. A student must complete a minimum of twelve (12) credits following reenrollment, with a minimum GPA of 2.50, prior to submitting the appeal.
- D. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or toward graduation.
- E. All previous coursework will continue to appear on the student's transcript. However, it will not be included in the cumulative GPA.
- F. Credits excluded as a result of the Academic Forgiveness Appeal cannot be used to meet course or program prerequisites or requirements.
- G. An academic forgiveness Appeal may be approved only once for any individual student and is irrevocable. If the appeal is approved, a notation will appear on the student's transcript.

6. Nursing Program

Non-passing Grades

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

A student who receives a non-passing grade in a BIOL course or in courses satisfying the OCC or general education requirements may repeat the course(s) in an attempt to attain a "C" grade. A student receiving his/her first non-passing grade in a NURS course may repeat the course only once. If a student achieves a second non-passing grade in a NURS course, he/she will fail out of the Nursing Program. However, nursing students who have failed out of the Nursing Program and who subsequently show successful remediation by achieving an LPN license may re-apply to the Nursing Program. They would need to meet all the requirements in effect at that time for the Traditional or OSOL or Career Mobility tracks. Upon acceptance into the program, the student must repeat all NURS courses regardless of any prior successful grades.

If a student exceeds the four semester limit, he/she will be required to re-apply to the program and to meet the current qualifications of the program. All prior NURS courses must be re-taken, even if the student had been successful in the past. In addition, the student must satisfy additional requirements specified in the Nursing Student Handbook.

Nursing Program: Re-entry after Withdrawal/Failure

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

If a student leaves for more than one semester, he/she must take the OCC Test of Prior Nursing Knowledge and complete the required practicum before re-entering the program even if he/she has already successfully completed NURS 175.

If a student exceeds the four semester limit, he/she will be required to re-apply to the program and to meet the current qualifications of the program. All prior NURS courses must be re-taken, even if the student had been successful in the past. In addition, the student must satisfy additional requirements specified in the Nursing Student Handbook.

Acceptance for re-entry is a decision made by the Assistant Dean of Nursing following the student's successful completion of the OCC Test of Prior Nursing Knowledge. Students are not guaranteed a seat in the course the next time it is offered.

Program Requirements

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

7. Prerequisite Requirements

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

Adopted: August 26, 1968
Revised: May 20, 1974
Revised: March 28, 1977
Revised: August 25, 1980
Revised: January 26, 1981
Revised: March 23, 1981
Revised: August 24, 1981
Revised: December 12, 1983
Revised: December 9, 1985
Revised: June 22, 1987
Revised: June 27, 1988

Revised: January 22, 1990
Revised: April 22, 1991
Revised: June 28, 1993
Revised: September 24, 1996
Revised: March 24, 1997
Revised: February 28, 2000
Revised: November 20, 2000
Revised: May 27, 2003
Revised: December 10, 2007
Revised: January 25, 2010
Revised: June 28, 2010

Revised: January 24, 2011

EXHIBIT B-4

STUDENTS
CLASSES AND INSTRUCTION
Cheating and Plagiarism #5180

POLICY

1. Academic dishonesty includes, but is not limited to, plagiarism, cribbing, fabrication, misrepresentation, unauthorized collaboration, and/or cheating on any academic assignment submitted for a course *as well as identity fraud in any face-to-face or distance learning course, exam, or academic exercise*. Any student aiding another student in any form of academic dishonesty is considered equally guilty and subject to the same penalties.
2. Faculty shall inform their students about the importance of complete honesty in all academic work as it is understood within the academic discipline of the course. Departments may establish discipline specific definitions of academic dishonesty to guide the Academic Affairs Committee on Integrity in the implementation of Procedure #5180.
3. For a reported and determined incident of academic dishonesty, the maximum academic penalty that a faculty member may assign is a course grade of "F" and, in the case of the final course grade of "F", the student shall be administratively withdrawn from the course. This report shall be in the student's disciplinary record.
4. The Vice President of Student Affairs may take further disciplinary action(s) against the student, with a maximum disciplinary penalty of expulsion from the College. This sanction shall be in the student's disciplinary record, according to Policy #5247, Conduct - Student Discipline.
5. Any student may appeal, in writing, the determination of academic dishonesty or the assigned academic penalty to the Vice President of Academic Affairs.
6. Students may refer to Procedure #5180 for appeal procedures.

ADOPTED: May 24, 1971	Revised: February 28, 2000
Revised: January 12, 1976	Revised: November 20, 2000
Revised: June 27, 1977	Revised: May 23, 2005
Revised: March 23, 1992	Revised: April 27, 2009
Revised: April 22, 1996	Revised: January 24, 2011

EXHIBIT B-5

POLICY

Ocean County College reserves the right to suspend, expel or take other corrective or disciplinary action against students for behavior reported to the Vice President of Student Affairs that contributes or results in:

- A. Danger to the safety and well-being of oneself and/or others.
- B. A breach of college rules and/or regulations as set forth in this policy and the most current Student Handbook and College Catalog.
- C. A disruption of any college curriculum or co-curriculum program.

Specific disciplinary action shall be determined by the Vice President of Student Affairs, utilizing the procedures and sanctions cited in the Student/Faculty Judiciary Council in accordance with its constitution. These sanctions include: verbal or written reprimand, restitution of costs, disciplinary probation, suspension, or expulsion.

The following is a specific, although not exhaustive, list of disruptive behaviors as defined and/or qualified by current statutes and case law that may result in the imposition of disciplinary action:

- 1. Persistent, repeated or gross acts of willful disobedience or defiance toward college personnel.
- 2. Assault, battery, or any other form of physical or sexual abuse of a student or college employee.
- 3. Verbal abuse of a student or college employee.
- 4. Any conduct that threatens the health or safety of another individual (including any such action that takes place at an event sponsored or supervised by the college).
- 5. Theft or damage to the property of the college, an employee, or another student.
- 6. Interference with the normal operations of the college (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions).
- 7. Use of personal portable sound amplification equipment (e.g., radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the college.
- 8. Unauthorized entry into, or use of, college facilities.
- 9. Forgery, falsification, alteration or misuse of college documents, records, or identification.
- 10. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college and its officials, *including identity fraud in any face-to-face or distance learning course, exam, or other academic exercise.*
- 11. Disorderly, lewd, indecent, or obscene conduct.

12. Extortion.
13. Conduct disruptive to any activity on college property or at any college sponsored or supervised function.
14. The use, possession, sale or distribution of narcotics or other dangerous illegal drugs on college property or at any function sponsored or supervised by the college.
15. Possession or use of alcoholic beverages on college property or at any function sponsored or supervised by the college.
16. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on college property or at college sponsored activities.
17. Smoking in classrooms or other unauthorized campus areas.
18. Failure to satisfy college financial obligations.
19. Failure to comply with directions of college officials, faculty, staff, or campus security officers who are acting in performance of their duties.
20. Failure to identify oneself upon the request of a college official acting in the performance of his/her duties.
21. Gambling.
22. Sexual harassment or sexual and racial discrimination.
23. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the college computing system.
24. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

25. Abuse of the campus judicial system, including but not limited to:
- a. Failure to obey the summons of a judicial body or college official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
 - e. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - f. Failure to comply with the sanction(s) imposed under the student code.
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
26. Violation of other applicable federal, state, and local laws as such violations impact on campus personnel, the curricular or co-curricular programs, and other college rules and regulations not cited above.

ADOPTED: August 23, 1976

Revised: August 25, 1980

Revised: June 26, 1995

Revised: April 22, 1996

Revised: February 28, 2000

Revised: November 20, 2000

Revised: May 29, 2001

Revised: January 24, 2011

EXHIBIT B-6

Ocean County College, Toms River, NJ

EDUCATIONAL PROGRAMS
COURSES AND CURRICULUM
Writing Across the Curriculum #7110**POLICY**

~~To foster intentional learners who are empowered to communicate effectively in writing, Ocean County College developed a Writing Across the Curriculum process in which students are required to generate at least 1200 words of written, graded work in courses designated as "Writing Intensive." These courses, whose goal is "writing to learn," are listed in the document "Writing Intensive Courses for Writing across the Curriculum." Department deans, at their discretion, may designate additional courses as writing intensive.~~

~~The possibilities for writing assignments are endless and are best generated by faculty members in the various disciplines. Assignments might take the form of narrative lab reports in science classes, classroom observations in education classes, detailed explanations of a mathematical process or of a problem-solving process in mathematics or engineering classes, reviews of a concert or a film or an annotated museum visit in humanities classes, an analysis of a company's annual report in business classes, an explanation of a complex social issue in social science classes, an original documented essay generated by information from three or more print or electronic sources, an explanation of various body functions or malfunctions in health and human performance classes, an editorial on a controversial environmental issue in science or social science classes, clinical reports or patient histories in nursing classes.~~

Ocean County College believes that all students in all courses should engage in writing activities designed to enhance learning in the disciplines (writing to learn). From time to time the academic deans may request that faculty give evidence of the writing activities that they use in their courses to promote learning.

In addition, certain courses will be identified by the College as Writing Intensive (WIC) Courses in which students will generate at least 1200 words of graded student writing per semester in formats appropriate to the discipline. Deans will review, annually with WIC faculty, sample student writings from these courses and discuss improvements, if needed. Faculty evaluations of submitted student writing assignments should be primarily content-based, but faculty should reject papers not written in standard written English with appropriate documentation.

Course identified as "Writing Intensive" will be reviewed from time to time by the Vice President of Academic Affairs and adjusted as needed.