

# ***EXHIBIT B***



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

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** March 23, 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, March 28, 2011**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on February 16, 2011:
  - a. Revised Policy:
    - 1) Policy #5128, Students, Admission, Acceptance and Evaluation of Credits  
(Exhibit B-1)
2. Recommend approval of new Policy #4170, Business, Expenditures, College Credit Card  
(Exhibit B-2)
3. Recommend the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the Ocean County College Cocktail Party prior to the presentation of "Three Phantoms in Concert," which is being held on campus on Saturday evening, April 9, 2011, for the special grand opening of the Ocean County College Arts and Community Center.

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

Ocean County College, Toms River, NJ

STUDENTS  
ADMISSION  
Acceptance and  
Evaluation of Credits #5128

**POLICY**

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

1. Only courses listed on an official transcript from regionally accredited member institutions of the American Council on Education are accepted for advanced standing subject to the following conditions:
  - a. Advanced credit will be granted for courses completed with grades of "C" or better or the equivalent numerical classification. Grades of "D" may be accepted for transfer to Ocean County College only if the student was in good academic standing (i.e., a 2.00 CUM GPA or equivalent) upon leaving the sending institution. Grades of "D" earned in the first part of a sequential course may be accepted if followed by a grade of "C" or better in the second half of the sequence.
  - b. Course content must be equivalent to a corresponding course offered at Ocean County College when it is accepted for credit in lieu of a course specified as a general degree or a curriculum requirement (e.g., ENGL 151 for all degrees). A maximum of one-half of the number of semester hours required for the Associate degree may be granted for elective courses at the discretion of the Registrar.
  - c. The maximum credits allowable is one-half of the total number of semester hours required for the Associate degree for the curriculum chosen.
2. Credits granted for work done while in the Armed Services:
  - a. Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified by the American Council on Education. All evaluations of credits shall be made on the basis of recommendations issued in its "Guide to the Evaluation of Educational Experiences in the Armed Services." "Request for Military Evaluation" forms will be processed only for matriculated students. For example; Veterans, active duty personnel, reservists, and National Guard members who have completed Basic Military/Recruit Training may apply to receive ~~credit for HEHP 110~~ **3 credits for HEHP 893** in accordance with the American Council on Education guidelines. A copy of DD Form 214, Notice of Basic Eligibility, Commander's Certificate of Eligibility, or any other document that provides proof of completion of recruit training and a request for HEHP credit must be submitted to the Financial Aid Office.
  - b. No credit shall be given for U.S. Armed Forces Institute courses in which the student fails to achieve a score equivalent to "C" or better.

Ocean County College, Toms River, NJ

**STUDENTS  
ADMISSION  
Acceptance and  
Evaluation of Credits #5128**

- c. Credit may be granted for courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student matriculates at Ocean County College.
- d. The Registrar shall not grant more than one-half of the total number of semester hours required for the Associate degree for U.S. Armed Forces Institute courses, service training courses, and Comprehensive Examination or G.E.D. Test - College Level.
- e. Advance credit for Military (USAF 1) Comprehensive College Tests will be evaluated and accepted according to the following criteria:
  - I. ~~4-~~ Advanced credit for USAF 1 and/or CLEP tests will be evaluated and accepted on the basis of departmental criteria and approval by the Vice President of Academic Affairs.
  - II. ~~2-~~ Maximum of one-half of the total number of semester hours required for the Associate degree will be granted.
- 3. Advanced placement examinations approved for credit by Ocean County College will be evaluated and credit awarded on the basis of departmental criteria and approval by the Vice President of Academic Affairs.
- 4. Advanced placement in English for placement directly into ENGL 152, Introduction to Literature, may be granted by the Department of English and Literature for those students who have demonstrated superior capabilities in writing. Students who receive advanced placement will be required to substitute a 3 s.h. literature elective to complete the 6-credit graduation requirement. Advanced placement will be awarded to students based on criteria as recommended by the Department of English and Literature and approved by the Vice President of Academic Affairs.

ADOPTED: August 26, 1968

***Revised: March 28, 2011***

Revised: April 26, 1971

Revised: June 26, 1972

Revised: May 21, 1973

Revised: February 25, 1974

Revised: August 27, 1979

Revised: June 27, 1988

Revised: December 7, 1992

Revised: December 6, 1993

Revised: April 22, 1996

Revised: March 24, 1997

Revised: February 28, 2000

Revised: November 20, 2000

Revised: March 24, 2003

Revised: December 1, 2008

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

***Ocean County College, Toms River, NJ***

***BUSINESS EXPENDITURES  
College Credit Card #4170***

**POLICY**

***The College will maintain a College credit card to provide an alternative method of payment for the purchase of necessary goods and services. It shall be used to expedite transactions in accordance with existing purchasing procedures and guidelines.***

***The use of College credit cards will be governed by the procedure to this policy.***

***ADOPTED: March 28, 2011***