

POLICY

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

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

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

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

Academic Standing Calculation*

Academic Performance	Academic Standing	Academic Consequence
Cumulative GPA at or above 2.0	Good Standing	Students may register for up to 18 credits in a semester
Cumulative GPA below 2.0 for one semester	Academic Warning	Can enroll for no more than 16 credits in a semester
Cumulative GPA below 2.0 for two consecutive semesters	Academic Probation	Can enroll for no more than 13 credits in a semester
Cumulative GPA below 2.0 for three consecutive semesters	Continued Probation	Can enroll for no more than 7 credits in a semester
Cumulative GPA below 2.0 for four consecutive semesters	Academic Suspension	One year suspension from taking credit courses
Returning after Academic Suspension	Academic Reinstatement	Can enroll for no more than 7 credits in a semester

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

3. Developmental Probation/Restriction/Suspension

A. Developmental Probation

Students who fail to receive a grade of "C" or better in a developmental mathematics course (MATH 011 or MATH 012 or MATH 023) will be placed on developmental probation.

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

C. Withdrawal - "W" Grade

Withdrawals from developmental courses will be handled as follows:

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

4. Student Appeals

Students placed on Academic Sanction or Academic Suspension may appeal the action, via our centralized reporting and recordkeeping system to the Academic Standards Committee. Appeals are placed on the Academic Standards Committee's agenda for review and decision, See Procedures under the specific Academic Penalty for information regarding the appeal process.

5. Academic New Beginning (Academic Forgiveness)

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

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

The following conditions apply for New Beginning Appeals:

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

6. Nursing ProgramNon-Passing Grades

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

Students who receive a non-passing grade in a BIOL course or in courses satisfying the OCC or general education requirements may repeat the course(s) in an attempt to attain a "C" grade.

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

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

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

Students who have failed out of the Nursing Program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Nursing Program administrator for consideration on a case-by-case basis.

Students may apply for readmission one time only, and do so via the regular nursing application process. Readmission requires a student to start the Nursing Program over again. Applicants for readmission to the Nursing Program must satisfy all new and/or additional admission requirements prior to acceptance, including achieving the minimum grade point average. Upon acceptance into the program, students must repeat all NURS courses, regardless of any prior successful grades. Applicants have two options for readmission:

Option I

Retake Anatomy & Physiology I (BIOL 130), Anatomy & Physiology II (BIOL 131), and a student success course, all as Ocean County College face-to-face courses

Option II

Successfully achieve an LPN license.

Nursing Program: Re-Entry after Withdrawal/Failure

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

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

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

7. Program Requirements

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

8. Prerequisite Requirements

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

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PROCEDURE

Academic Warning

Students assigned Academic Warning will be instructed to reduce their course load for the upcoming fall or spring semester to no more than 16 credits. If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.

Academic Probation

Students assigned Academic Probation will be instructed to reduce their course load for the upcoming fall or spring semester to no more than 13 credits. If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.

Continued Probation

Students assigned Continued Probation will be instructed to reduce their course load for the upcoming fall or spring semester to no more than 7 credits. If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.

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

Academic Suspension

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

Academic Reinstatement

Students returning from Academic Suspension will be required to meet with an advisor in order to register for courses. Upon determining that the student is returning from suspension, advising will confer with the Registrar to apply the Academic Reinstatement penalty, which will restrict the student to 7 credits.

Academic Standing Appeals

A. Continued Probation and Academic Suspension

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

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

B. Students Returning from Academic Suspension

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

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

C. Students Who Are Not Continuously Enrolled

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

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

- i. Students who have been away from OCC for less than one year (only one fall or spring semester) cannot appeal to register for additional credits than what is allowed under their Academic Standing.
- ii. Students who have been away from OCC for one-two years (2-5 consecutive fall/spring semesters) can appeal to register for a maximum of 16 credits. Students may submit their appeal to the Office of Registration and Records, and the appeal will be reviewed by the Academic Standards Committee.
- iii. Students who have been away from OCC for three or more years (6+ consecutive fall/spring semesters) will be permitted to register for up to 16 credits upon request. Students may submit their request to the Office of Registration and Records.

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