

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** November 30, 2023

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, December 7, 2023**:

1. Recommend approval of the following items as accepted by the College Senate at its meeting on November 30, 2023:
  - a. Revised Policy
    - 1) #5154, Students, Academic Standards, Grades and Scholastic Honors (**Exhibit B-1**)
2. Recommend the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, for the Community Medical Center Foundation and Ocean County College Foundation 2<sup>nd</sup> Annual Miniature Golf Tournament on Friday, January 19, 2024, in the Jon and Judith Larson Student Center from 6:00 p.m. to 10:00 p.m.

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

**POLICY**

- Students are responsible for knowing their own academic progress. Students must be able to obtain from instructor, evidence of their academic progress in the current learning management system LMS. Grades for assignments should be updated on a weekly basis. Instructors will update grades on a weekly basis. Official grades are posted in the WebAdvisor. "Student Planning" and database and on uUofficial/oOfficial transcripts.

**2. Grading System**

The following grading system is used:

GRADE	STANDARD	QUALITY		EARNED	ATTEMPTED
		POINTS			
A	Excellent		-4.0	X	X
B+	Very Good		-3.5	X	X
B	Good		-3.0	X	X
C+	Above Average		2.5	X	X
C	Average		2.0		X
<del>P</del>	<del>Passing (Not for Credit)</del>	<del>n/a</del>			
<del>*P</del>	<del>Passing (for Credit)</del>	<del>n/a</del>		X	
D	Pass/Below average		1.0	X	X
F	Failure		0		X
I	Incomplete		0		X
<del>P</del>	<del>Passing (Not for Credit)</del>	<del>n/a</del>	<del>n/a</del>		
<del>*P</del>	<del>Passing (for Credit)</del>	<del>n/a</del>	<del>n/a</del>	X	
<del>UNEARNED GRADES</del>					
R	Registered for Audit		n/a		
T	Transfer				
W	Withdraw		n/a		
CR	Credit		n/a		
NC	No Credit		n/a		

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or \*P has been received are defined as "earned" semester hours. Quality points are earned for A, B+, B, C+, C, or D grades and, thus, affect the cumulative grade point average.

Semester hours of credit in which a grade of A, B+, B, C+, C, D, or F has been received are defined as "attempted" semester hours. These grades count as attempted hours in computing the cumulative grade point average.

Grades of P, R, T, CR, NC, or W are neither "earned" nor "attempted." These do not affect the cumulative grade point average.

**2. Final Grade Appeal**

A student must submit an online "Final Grade Appeal" form within 45 college business days of the end of the term in which the grade was verified. The form is located on our the college website. Nursing students should refer to the Nursing Student Handbook for procedures.



3. Grade of "I" (Incomplete)

3.

In order to be eligible for a grade of "I" (Incomplete), a student shall have a reasonable chance at passing the course at the time of the request, as deemed by the instructor. The grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a Request for Incomplete form received from the student no later than the day of the final examination. A valid reason for the request must be offered. The faculty member must respond to the student completing the Request for Incomplete Form within five (5) college business days after the student submits the Request. If the instructor approves the request, the instructor must provide a plan and approved deadlines for the completion of the work. Approval of the request will allow up to 30 days from the completion of the term for which the "I" was issued, for the work to be completed and the final grade to be submitted to the Registrar. If the student is enrolled in a course for which the "I" grade course is a pre-requisite the work for the incomplete course must be made up by the fifth day of the next term or the student will be administratively withdrawn from the higher-level course<sup>[CM2]</sup><sup>[CM3]</sup>. When the work is completed, the permanent grade will be recorded by the instructor and a corrected grade report will be prepared. If the work is not completed by the required due date, the grade of "F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades.

## 4. Grade of "R" (Registered for Audit)

The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration or during the "add" period and the instructor approves. Students registered for audit are expected to participate in all course activities but receive no credit. Any course for which a student receives an "R" may not be used as a prerequisite. In special circumstances, a student may appeal in writing to the Academic Standards Committee for permission to change to audit, if passing. No student may change from audit to credit. A student may change from credit to audit with the permission of the instructor. An instructor may request the Vice President of Academic Affairs to administratively withdraw a non-contributing or non-participatory audit student and assign a grade of "W." Students may not audit courses in which they have an "I" grade.

## 5. Grade of "W" (Withdrawal)

The grade of "W" will be assigned when a student withdraws or is administratively dropped from a course in accordance with College policy (see Procedure).

## 6. President's Honor List

The President's Honor List is official recognition by the faculty of outstanding academic achievement. The President's Honor List is compiled each semester, including the summer session. Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant. A student who has

To qualify:

- A full-time student must completed a minimum of 12 credits, with a semester grade point average of 3.50 or better and no grade lower than a "C" in that semester, to qualify for this honor. ~~The President's Honor List is compiled each semester, including the summer session.~~
- A part-time students are eligible for this honor at the completion of 1516, 3032, 4548 and 6064 credit hours respectively, with a cumulative grade point average of 3.50 or better and no grade lower than a "C" during each review period.



~~Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.~~

#### ~~7. Pass/No Credit~~

~~A<sub>[JE4]</sub> full-time student who has completed his/her freshman year may register for one free elective course outside of his/her major field on a pass-no credit basis each semester beginning with his/her third semester. A part-time student who has earned a minimum of 28 semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a~~

2

~~maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of "P" will be recorded for successful completion of each course with semester hours of credit applied toward degree. A grade of "NC," No Credit, will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the cumulative grade point average be affected.~~

#### ~~8.7.~~ Honors by Contract Program

The Honors by Contract Program allows high achieving students the opportunity to work individually with faculty members on directed higher-level educational activities that are related to course objectives while being enrolled in a regular course.

Students complete the regular course assignments in addition to faculty directed higher-level academic assignments. Students completing Honors by Contract courses will have the designation denoted on their transcripts. Students who successfully complete four Honors by Contract courses with an overall grade point average of 3.5 or above will graduate from Ocean County College with the designation of Ocean County College Honors Students. This designation will be noted on the students' transcripts, diplomas, and in Commencement programs.<sub>[JE5]</sub>

All students with a grade point average of 2.5 or above, or its equivalent, from high schools, other higher education institutions, or Ocean County College are eligible to enroll in the Honors by Contract courses. Students may only enroll in two Honors by Contract courses per semester. Students enrolled in any remedial courses may not participate in the Program. Students may appeal to the Vice President of Academic Affairs for special permission to participate in Honors by Contract courses. Faculty members who teach college-level courses (100 level and above) may participate in the Honors by Contract Program; however, STSC and developmental courses may not be included.

The guidelines to be followed for the Honors by Contract Program are included with the Honors by Contract application.

## 9. Nursing Program

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 receiving his/her first non-passing grade in any NURS course (clinical or non-clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the Nursing Program.

If a student achieves 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 student who has failed out of the Nursing Program due to academic (as opposed to clinical) performance may ~~automatically~~ apply for readmission ~~n.a.~~

3

A student who has 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.

## 10. Developmental Courses

A passing grade for courses designated as developmental is "C" or better. These courses may not be used for credit toward graduation.

ADOPTED: August 26, 1968  
Revised: December 21, 1970  
Revised: January 22, 1973  
Revised: March 26, 1973  
Revised: June 23, 1975  
Revised: June 17, 1976  
Revised: June 23, 1978  
Revised: January 22, 1979  
Revised: June 4, 1979  
Revised: August 25, 1980  
Revised: January 26, 1981  
Revised: August 24, 1981  
Revised: April 26, 1982  
Revised: December 13, 1982  
Revised: June 27, 1983  
Revised: January 26, 1987  
Revised: June 22, 1987  
Revised: January 22, 1990  
Revised: May 29, 1990  
Revised: March 25, 1991  
Revised: March 23, 1992

Revised: February 28, 2000  
Revised: November 20, 2000  
Revised: January 28, 2008  
Revised: August 25, 2008  
Revised: December 1, 2008  
Revised: August 24, 2009  
Revised: June 28, 2010  
Revised: July 25, 2011  
Revised: January 28, 2013  
Revised: May 27, 2014  
Revised: December 8, 2014  
Revised: August 22, 2019  
Revised: May 28, 2020  
Revised: March 25, 2021  
**Revised: August 2023**

Ocean County College, Toms River, NJ

STUDENTS  
ACADEMIC STANDARDS  
Grades & Scholastic Honors #5154

Revised: April 22, 1996

Revised: May 27, 1997