

ACADEMIC INFORMATION AND REGULATIONS



Absences: (*Policy #5163*): Ocean County College recognizes that students must maintain consistent class attendance in order to obtain the maximum benefit from educational opportunities. Class attendance ensures educational growth; ideas and concepts, knowledge, social development, and success are derived from the interaction of students and faculty.

Ocean County College recognizes that students will experience situations in life that may cause them to be absent.

For all teaching personnel who choose to include value for attendance in their course grading scheme, excused absences are considered for the reasons listed below. Classwork and examinations missed due to excused absences must be made up as required by the instructor.

1. Religious obligation or observance over the course of the term when submitted in writing to the instructor during the first week of class.
2. Participation in College-sponsored events or activities, such as intercollegiate athletics or course trips.
3. Active and reserve military training, jury duty and subpoenas.
4. Documented illness.
5. In accordance with the Americans with Disabilities Act of 1990 (ADA), as amended, disability-related excused absences with proper notification from the Office of Disability Services.

Academic Adjustment: Any student with a documented disability is invited to contact Disability Services to discuss issues that may relate to equal access to their educational programs.

Academic Integrity: (*Policy #5180, Academic Dishonesty*): All students of the Ocean County College community are responsible for their conduct and for the truthful representation of their individual or group work submissions, which may include content and material used in preparing documents and assessments, data, scholarly or creative works, research project data and findings, or other academic research exercises.

- Students are responsible for the complete, accurate, specific, and truthful acknowledgment of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data, which include written or non-written sources.
- Ocean County College students bear responsibility for their academic conduct; as such, they should familiarize themselves with the Ocean County College Academic Integrity Manual, which is also available on the College website.
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- Students may refer to the Academic Integrity Manual for appeal procedures.

Academic Standings: (*Policy #5156*): 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 if they 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.

ACADEMIC INFORMATION AND REGULATIONS, cont'd.....

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 PERFORMANCE	ACADEMIC PENALTY	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.

Academic Forgiveness: (Policy #5156): A student who has exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal for Academic Forgiveness to have the previously earned grades disregarded in calculating the GPA.

An Academic Forgiveness appeal must be submitted to the Academic Affairs Office within two semesters of the student's return to Ocean County College. Academic Affairs will submit it to the Academic Standards Committee for review and decision.

Students seeking Academic Forgiveness should consult with the Financial Aid Office about any 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.

Academic Warning Notices: (Policy #5156): A professor may send a notice of unsatisfactory progress to a student at any time during the semester in order to advise the student of their academic standing in the class. Students are responsible for monitoring their academic progress. Students may consult with their instructor about their academic progress at any point throughout the term/semester.

Americans with Disabilities Act:
See related issues under *Academic Adjustments* (p.55), and *Disability Services* (p.27).

Audit: (Policy #5154): The grade of "R" (Registered for Audit) will be recorded if the student so requests at the time of registration during the "add" period and if 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.

Guided Self-Placement: (Policy #5165)
OCC allows students to use guided self-placement to register for college-level English and math courses.

At Ocean County College, we are committed to providing students with every opportunity to succeed in achieving their goals, both now and in future career settings. We have designed our English and math courses to help students develop important skills such as critical thinking and effective communication. While a student's first college English and math courses should be challenging, current skill levels in

areas such as reading, writing, mathematics, and critical thinking skills will also play a role in a student's success. As a result, selecting the best class is very important. Specific details about the guided self-placement process at OCC can be found on the College website.

Students may refer to Procedure #5165 for more information regarding English and math placement.

Credit by Examination: (Policy #5140): Fully matriculated students can earn credit for what they already know by earning qualifying scores on CLEP tests or through training and educational program evaluations conducted by the National College Credit Recommendation Service (NCCRS), for which OCC has current course equivalencies as recommended by the deans and approved by the Academic Standards Committee.

Credit from unaccredited institutions and/or credit for work and other appropriate life experiences may be granted for appropriate courses on the basis of examination. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate department administrator. A fee shall be assessed for each examination of this type, as indicated in Policy #5300: Tuition/Fee Schedule. Alternatively, students may earn credits through Thomas Edison State University Credit by Exam Program and transfer these to Ocean County College according to College Policy #5128.

Disabilities: Disability Services works with students to ensure access to academic, resources and facilities. Students must self-identify in order to receive services. All contacts and services are confidential. (See page 27)

Grading System: (Policy #5154)

GRADE	STANDARD	QUALITY POINTS
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Pass/Below Average	1.0
F	Failure	0.0
T	Transfer	0.0
I	Incomplete	0.0
R	Registered for Audit	n/a
W	Withdrawn	n/a
P	Pass	n/a
*P	Pass (with 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 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.

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. When the work is completed, the permanent grade will be recoded 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.



Students may repeat any course offered by the College subject to the restrictions described below.

The highest grade shall be applied to the cumulative grade point average and toward total credits. The lower grade(s) shall remain on the student's permanent record and be marked "repeated" but shall not be included in the grade point average or toward total accumulated credits before graduation.

Graduation Requirements: (Policy #5152)

1. To qualify as a candidate for the degree of Associate in Arts, Associate in Science, or Associate in Applied Science, a student must have the following:
 - a. A minimum of 60 hours of non-remedial credit, which must include all courses required in the curriculum elected by the student.
 - b. Waiver of courses requires that an equivalent number of credits must be completed to meet graduation requirements.
2. To qualify as a candidate for an associate degree, a student must have earned at least 60 semester hours of non-remedial credit, or as specified otherwise for certain curricula, and accrued sufficient grade points for a cumulative grade point average of 2.0 (average grade of "C").
- 3a. A student may transfer a maximum of 30 credit hours at any time during the student's candidacy for a degree.
- 3b. Service personnel on active duty and their dependents must meet all College degree requirements with the following exceptions.
 - A minimum of 24 semester hours of the 60 required must be earned through attendance of classes at Ocean County College.
 - These 24 semester hours may be earned at any time during the student's candidacy for a degree.
4. The College will confer associate degrees three times per year. Candidates for graduation must file an application for graduation by an established deadline to be eligible for the next upcoming graduation. The specific deadlines and the actual dates of graduation will be determined by the Registrar, within the following guidelines:
 - After the fall semester.
 - Deadline to apply: mid-November
 - Actual graduation: second week of January
 - After the spring semester.
 - Deadline to apply: mid-March
 - Actual graduation: day of Commencement
 - After the summer sessions.
 - Deadline to apply: mid-July
 - Actual graduation: last business day of August
5. A candidate whose final cumulative grade point average is 3.50 or higher will be graduated with honors based on the following: 3.50-3.79 cum laude (with honors); 3.80-3.89 magna cum laude (with high honors); 3.90-4.00 summa cum laude (with highest honors). A student graduating with honors will receive an emblem on the diploma, indicating the honors category. The appropriate honors distinction shall also be shown on the student's official College transcript.
6. All specific courses required for a second degree must be completed without repeating any previous courses in which credit was earned. Neither will any courses judged to be at a lower academic level than those previously completed be used toward the second degree.

7. No less than 18 additional credit hours, including those required, must be earned beyond the number established for the initial degree.
8. The prescribed procedure will be followed in filing an application for a second degree.

Plagiarism: (Policy #5180)

See *Academic Integrity Manual*.

President's Honors List: The President's Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits with no grade lower than "C" in a given semester and has achieved a semester grade point average of 3.5 or better qualifies for this honor. The President's Honors List is compiled at the end of each semester, including the summer sessions.

Part-time students (taking less than 12 credits in a given semester) are eligible for this honor at the completion of 15, 30, 45 and 60 credit hours, respectively, having a cumulative grade point average of 3.5 or better and no grade lower than a "C" during each review period.

Religious Holidays: (Policy #5163)

See *Absences*

Research Paper Policy: Information about research and source documentation is available on the OCC Library website and at the Writing Center. Questions regarding research methods should be directed to your instructor for clarification.



Withdrawal (Policy #5142) Students may withdraw themselves from any course during the time between the end of the registration period for the term and up to the course withdrawal deadline date for the term. Students who withdraw or are withdrawn are no longer enrolled in the course and a grade of "W" is recorded for the course. (see exceptions below where a grade of "F" may be recorded).

Withdrawal from College (Policy #5142)

1. All students seeking total withdrawal from the College are encouraged to contact the Academic Advising Office, and the Financial Aid Office if they are receiving financial aid, prior to withdrawal.
2. A student may withdraw from all courses through the College's online Course Withdrawal system
3. Tuition refunds are in accordance with Policy/Procedure #5144.
4. Tuition refunds for withdrawals due to military reasons are in accordance with Policy-Procedure #5144, Withdrawal Refund.

