

POLICY

1. Students are responsible for knowing their own academic progress. Students must be able to obtain evidence of their academic progress in the current learning management system. Instructors will update grades on a weekly basis. Official grades are posted in the "Student Planning" database and on unofficial/official transcripts.

Grading System

The following grading system is used:

<u>GRADE</u>	<u>STANDARD</u>	<u>POINTS</u>	<u>QUALITY EARNED</u>	<u>ATTEMPTED</u>
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	X
D	Pass/Below average	1.0	X	X
F	Failure	0		X
I	Incomplete	0		X
P	Passing (Not for Credit)	n/a	n/a	
*P	Passing (for Credit)		n/a	X
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, W, CR, and NC 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 the college website. Nursing students should refer to the Nursing Student Handbook for procedures.

3. Grade of "I" (Incomplete)

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 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. It 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.

To qualify:

- A full-time student must complete 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.
- A part-time student is eligible for this honor at the completion of 15, 30, 45, and 60 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.

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 3.50 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.

All students with a grade point average of 2.50 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 apply for readmission.

A student who has failed out of the Nursing Program due to clinical performance in at least one NURS course cannot 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: February 28, 2000
Revised: November 20, 2000
Revised: January 28, 2008
Revised: August 25, 2008
Revised: December 1, 2008

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: April 22, 1996
Revised: May 27, 1997

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: December 7, 2023

PROCEDURE

1. Course Withdrawal

Students are responsible for knowing their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain from faculty evidence of their academic progress prior to the course withdrawal deadline. Specific information pertaining to grades that may be recorded when a student withdraws or is withdrawn are detailed in the procedures for Policy #5142.

- a. A student who has a documented emergency or other documented extraordinary circumstance may appeal his/her grade of “F” to “W” in writing to the Academic Standards Committee via the college’s centralized reporting and recordkeeping system.
 - Written appeals with supporting documentation and the instructor’s recommendation must be made within one semester of the grade verification. Appeals are placed on the Academic Standards Committee’s agenda for review and decision.
 - This is a one-time only option.
- b. A student officially dropping a class before the census date will receive no course grade. The course will not appear on the student’s transcript.
- c. The semester grade as reported (or confirmed in the case of a “W” or “F” issued before the end of the semester) to the Registrar is final and will not be changed. Grade appeals must be submitted using the Final Grade Appeal Process noted below.

2. Final Grade Appeal NOTE: Nursing Students should follow the procedures outlined in the Nursing Handbook.

The steps in the final grade appeal process are:

- 1st – Informal Conference
- 2nd - Formal Appeal
- 3rd – Final Appeal

Students must complete each step in the process before proceeding to the next step. Assistance for students in understanding and navigating the final grade appeal process is available through the Office of Academic Affairs. Contact information can be found on the website. All final grade appeals must be made within 45 college business days of the end of the term.

a. Step 1: Informal Conference

Students must first attempt to resolve any final grade appeals with the instructor of the course; allow three college business days for a response from the instructor after reaching out to schedule an informal conference. If the grade appeal is settled at the informal conference step, the instructor will complete an online “Change of Grade” form, if applicable. Should the student be unable to resolve the final grade appeal informally, he/she may choose to file a formal appeal.

b. Step 2: Filing a Formal Appeal

Formal appeals must be filed using OCC's online Formal Grade Appeal form. Formal appeals will be forwarded to the appropriate Office of the Dean. Documentation of the formal appeal should include:

- A detailed description of the issue(s) and the negative effect on the final grade.
- Specific details regarding the instances of non-compliance with course or college policies and procedures.
- The results of any previous discussion resulting from the informal conference.
- All appropriate evidence and documentation related to the final grade appeal.
- A proposed resolution.

Following the submission of the online Formal Grade Appeal form by a student, the formal appeal is forwarded to the appropriate Office of the Dean. The office of the Dean will conduct an impartial and thorough investigation of the final grade appeal and respond to the student in writing with findings and a resolution (if applicable) within 15 college business days. Responses are delivered via the student's Ocean County College email address.

c. Step 3: Final Appeal

Should the student be dissatisfied with the resolution of the formal appeal by the Office of the Dean, he/she may appeal to the Office of the Vice President of Academic Affairs. This appeal must be submitted using the Final Grade Appeal form within seven (7) college business days of the office of the Dean's notification to the student of the findings and resolution of the formal appeal. The resolution letter will contain directions to guide the student should he/she wish to pursue an appeal of the decision. In the written appeal, the student must address the grounds for an appeal and provide supporting documentation for any facts that relate to his/her point of view. A committee convened by the Office of the Vice President of Academic Affairs will review all documentation of the incident, the formal complaint, and the resolution by the Dean or designee and respond to the student in writing with findings and a decision within 15 college business days. Responses are delivered via the student's Ocean County College email address. The formal grade dispute process ends with the response to the appeal from the Office of the Vice President; no other opportunity for pursuing the complaint is available.

3. Quality Point Averages

- a. Only final course grades are used to compute quality point averages. For all purposes of record and reference, the cumulative grade point averages do not change at any time except at the close of a semester, including summer or other shorter sessions.
- b. A semester grade point average is the total number of quality points earned in a particular semester or summer session, divided by the total number of attempted semester hours for that semester.
- c. A cumulative grade point average is the total number of quality points earned at Ocean County College in all semester and summer sessions divided by the total number of attempted semester and summer sessions. Transfer credits do not affect quality points.
- d. The grades of "W", "P", "P*", "T", "NC", and "R" are not included in any quality points.

4. Course Repeats

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

- a. 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. Note: Students will be required to file an appeal with the Academic Standards Appeal Committee after failing or withdrawing from a single course three times. The class cannot be repeated unless the student's appeal is granted by the committee. At the discretion of the Academic Standards Appeal Committee, approval of appeals may be made conditional on a student completing an academic plan created by faculty/staff designated by the Academic Standards Appeal Committee. This plan may require that the student participate in specific kinds of academic support in order to help the student succeed in their studies, including but not limited to counseling, academic advising, tutoring, or coaching. The appeal process can take up to 30 days.

- b. 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 in writing. 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. A student is not guaranteed a seat in the course the next time it is offered.

If a student leaves for more than one semester, he/she must take and successfully achieve the passing grade for 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 any NURS course. A student is not guaranteed a seat in the course the next time it is offered.

If a student exceeds the four-semester limit (based on the last successful NURS course), he/she will be automatically dismissed from the Nursing Program and will be required to reapply to the program and satisfy any new and/or additional requirements prior to acceptance.

All prior NURS courses must be re-taken, even if the student had been successful in the past.

- c. Armed Forces Active Duty

Upon submission of the appropriate documentation to the Registration and Records Office, a student who is recalled from reserve status or is engaged in overseas active duty may elect to do one or more of the following:

- Withdraw from or all classes, and receive a "W" grade and a full refund from each class from which he/she withdraws.
- Arrange with the instructor(s) a way that the remainder of the class can be completed so that a grade may be assigned.
- Arrange with the instructor(s) that an Incomplete grade ("I") be given with a longer time

frame than the usual (see Policy item 2, above). To use this option, the student and instructor must complete the appropriate form, which delineates the course requirements that must yet be met and the date by which those requirements must be completed.

ADOPTED: August 25, 2009
Revised: June 29, 2010
Revised: July 19, 2011
Revised: September 22, 2016
Revised: August 22, 2019
Revised: March 25, 2021
Revised: December 7, 2023