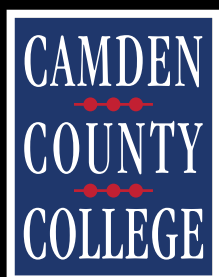


2021



STUDENT HANDBOOK

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MESSAGE FROM THE PRESIDENT

Greetings and welcome to Camden County College, one of the premier educational institutions of the Delaware Valley.

Since its founding in 1967, CCC has served hundreds of thousands of students and area residents. Today, the College continues to allow enrollees to prepare for further study at four-year institutions, secure skills for immediate employment or supplement previous education and training. It also serves other community members through recreational learning, informative presentations and diverse cultural programming.

The College's highly specialized campus locations function in distinct ways to fill the needs of the populations they serve. All of them, however, fulfill the common mission of providing accessible, affordable higher education, occupational study and personal development to all who may benefit.

Camden County College offers more than 100 associate degree and certificate programs in math, science, nursing, health sciences, human services, arts, humanities, social sciences, business, computer and professional studies and technical fields. Classes are available on campus, via distance education, in neighborhood locations and through customized training opportunities in the workplace. In addition, thanks to partnerships with Rutgers University and other four-year institutions, a number of baccalaureate degree programs may be completed on CCC's campuses. As you are likely aware, much of our instruction will be virtual due to the risks associated with COVID-19 and indoor contact over extended periods of time. We made this decision due to the fact that our primary concern is the health of our students and staff. There will be hybrid classes offered that require "hands on" learning that cannot be done in a virtual environment. These programs will be delivered with strict adherence to CDC guidelines to ensure your safety and well-being.

Consistently ranking among the nation's top colleges and universities in associate degree completion, Camden County College is here to help you fulfill your educational aspirations. So be sure to review this handbook, visit the College website at www.camdencc.edu – where you can check course schedules and register any time – and tour our campus facilities. On the Blackwood Campus, stop by our Taft Hall Student Services Center, which houses resources such as recruitment, registration, financial aid, academic advisement and tutoring services in one convenient location. For further information about the College, you can check out CCC portal, photos, videos and podcasts via Facebook, Twitter, YouTube and iTunes.

Whether it's this term or a future term, all of us at Camden County College look forward to seeing you on one of our campuses very soon.

Best wishes,

A handwritten signature in black ink that reads "Donald A. Borden".

Donald A. Borden
President

ABOUT THE COLLEGE

Mission, Vision, Values, and Goals

Mission

Camden County College is a learning community committed to the success of our diverse student population in achieving their full academic, career and personal potential while delivering a high-quality, inclusive, affordable and accessible education.

Vision

Camden County College will be the regional leader in the provision of innovative academic and workforce training pathways to best serve our community.

Strategic Directions & Institutional Goals

Direction 1: Student Success

Build academic pathways to increase equitable outcomes in recruitment, retention, and credential/degree completion for transfer and employment opportunities.

Goal 1: Equitably implement Guided Pathways to Success model across campuses and modalities.

Goal 2: Recruit more students into and increase yield from pre-enrollment programs.

Direction 2: Adaptive Innovation

Promote a culture of innovation, cooperation, and receptiveness to adapt quickly to the changing landscape in higher education.

Goal 1: Expand access to professional development experiences and resources college wide.

Goal 2: Develop and sustain partnerships with higher education institutions, private and public sector industries, and community organizations.

Goal 3: Expand and improve our eLearning division with ongoing professional development on effective teaching/learning strategies and additional fully online programs.

Direction 3: Leaders in Workforce Development & Community Engagement

Become a regional leader in workforce development and community engagement through strategic partnerships with business, industry, and premier institutions to deliver a career-ready education to students.

Goal 1: Promote the College as an industry-driven partner responsive to the needs of the surrounding community

and employer pool by offering educational programs and preparation for high demand occupations.

Goal 2: Offer exploratory opportunities to promote career knowledge and develop industry focused programs that reflect the needs of the region.

Direction 4: Organizational Sustainability

Position the College for long-term sustainability with a focus on financial stability, human capital, resource allocation, and succession planning.

Goal 1: Commit to a sustainable future by improving social, economic, and environmental health for both the College and surrounding community.

Goal 2: Develop operational plans to maintain financial sustainability and leverage technology to drive operational efficiencies.

Goal 3: Sustain an inclusive culture by establishing a framework for a collaborative decision-making process to enhance the long-term viability of the College and the surrounding community while upholding its core values.

Direction 5: Social Justice

Create and support a culture that demonstrates an ongoing commitment to Social Justice which strengthens our institution and community.

Goal 1: Create a Social Justice framework to guide/recommend changes to our campus, policies, and practices to embrace diversity, inclusion, fairness, and equity.

Goal 2: Develop programming for our faculty, staff, students, and community to address and combat racism.

Values

- Academic excellence
- Accountability
- Goal attainment
- Integrity
- Respect for individuals
- Student-centered (focused) decision making
- Student learning

History and College Locations

Camden County College's mission to provide affordable, high-quality education to local residents was launched when planners purchased the land and buildings that had served as Mother of the Savior Seminary in Gloucester Township in early 1967. That fall, the first class of Camden County College students was taking courses.



This **Blackwood Campus** site evolved throughout the 1970s, 1980s and 1990s as construction kept pace with growing enrollments and expanding academic offerings. Then, in 2005, the Camden County Freeholders announced an \$83 million capital initiative to modernize the Blackwood Campus. This plan included refurbishment of the busiest classroom building, Madison Hall, and construction of the Connector, which links Madison with the Otto R. Mauke Community Center and houses the Center for Civic Leadership and Responsibility. It also featured creation of roads and athletic fields and additional demolition, refurbishment and construction, including the 107,000-square-foot Kevin G. Halpern Hall for Science and Health Education that opened in 2013 and renovation of the former science building into the one-stop Taft Hall Student Services Center that opened in 2015. The Blackwood Campus offers a traditional collegiate setting with more than 22 buildings on 320 acres and provides the majority of the College's academic programs.

The College's presence in the City of Camden began in 1969, when a diploma-completion program was launched in borrowed space to help students prepare to pass their GED test so they could begin college-level courses on the Blackwood Campus that fall. In 1991, a five-story **Camden City Campus** building – now called College Hall – provided CCC's first permanent home in the City. The eight-story academic, retail and parking facility known as the Camden Technology Center was added in 2004 as one of the first projects completed under the Camden Municipal Rehabilitation and Economic Recovery Act. Today, the Camden City Campus supports the economic development of the City of Camden and Camden County by providing associate degree studies, workforce training and community meeting space.

Camden County College's third campus location opened in 2000 as the result of a public/private partnership between CCC, Cherry Hill Township and the William G.

Rohrer Charitable Foundation. The **William G. Rohrer Center** is named to reflect the generosity of the late banker's endowment and offers core associate degree courses and business and industry training.

In 2011, CCC assumed administration of the Camden County Regional Emergency Training Center and the Camden County Police Academy, both at Lakeland, and the Technical Institute of Camden County, housed on the campus of Camden County Technical Schools in Sicklerville. This development brought all County-funded post-secondary education under the supervision of the College. The **Regional Emergency Training Center** is a state-of-the-art, environmentally safe site that serves firefighters, emergency medical technicians and other public safety personnel and houses the Camden County Fire Academy and Camden County Police Academy. It offers classroom and hands-on instruction in the most extensive and contemporary array of credit and certification courses available for first responders. The renamed Career & Technical Institute of Camden County College offers a wide range of training programs in the most in-demand trades.

Thanks to technology-rich physical resources and well-qualified, dedicated faculty, staff and administrators, Camden County College maintains a tradition of high-quality education and a reputation of agile, responsive service. Each year, the College serves more than 20,000 students through 100-plus degree and certificate programs and hundreds of trade, professional development and personal-interest courses.

Degree, certificate and training programs cover technical fields such as automotive technology and mechanical engineering; health professions such as nursing and medical coding; and liberal arts and sciences such as English and chemistry. There also is a multitude of recreational offerings, ranging from social dancing to computer applications.

All who study, visit or work at the College experience comfortable, safe and attractive settings. These sustain a vibrant academic community that is characterized by imaginative teaching, caring support services, energetic management and collegial discussion of diverse ideas and opinions.

Into the future, Camden County College will continue to enhance the quality of life in Camden County and beyond by preparing students to live, work and thrive in a global economy. The College also will further fulfill its responsibility to the citizens of Camden County, New Jersey and beyond by continuing to create a skilled and stable local workforce; encourage enlightened civic engagement; provide an avenue of social mobility; and serve as a destination for cultural and recreational activities.



College Foundation

Founded in 1992, the Camden County College Foundation was established to enhance the Camden County College tradition of academic excellence and student success by providing additional resources in support of the College.

The Camden County College Foundation Board of Directors is made up of a diverse group of community and corporate representatives committed to advancing the College's mission. These philanthropic volunteers are dedicated to serving the College by placing public benefit above self-interest. Each Foundation board member contributes resources, time and professional expertise to the Foundation's initiatives. In doing so, they annually solicit support from the individuals, private foundations and corporate colleagues who share their commitment to ensuring that quality and affordable higher education remains accessible to all in our region. To contact the Office of Foundation & Alumni Relations call (856) 227-7200, ext. 4946. For information regarding scholarship options, visit www.camdencc.edu/scholarships.

Campus Tours

Campus tours are offered regularly throughout the academic year and must be arranged by appointment. To arrange a tour of the Blackwood Campus, call (856) 227-2700, ext. 4063; for the William G. Rohrer Center in Cherry Hill, call (856) 227-7200, ext. 6008. To arrange a tour of our Camden City Campus, call (856) 968-1348.

Accreditations

Camden County College is accredited by:
The Middle States Commission on Higher Education
3624 Market Street Philadelphia, PA 19104
(267) 284-5000

The New Jersey Commission on Higher Education
20 West State Street, CN 542, Trenton NJ 08625-0542
Phone: (856) 292-4310

The College is approved for veterans training by:
The State Approving Agency of the New Jersey Department of Military and Veteran's Affairs
Eggert Crossing Road, CN 340, Trenton, NJ 08625-0340
Phone: (856) 530-6863 | Fax: (856) 530-6970

It is a member of the American Association of Community and Junior Colleges and the New Jersey Council of County Colleges.

In addition to institutional accreditation, the following programs are accredited by their respective bodies:
The Addictions Counseling Program is accredited by:
The Addictions Professional Certification Board of New Jersey, Inc.

4 Cornwall Drive, Suite 103
East Brunswick, New Jersey 08816
Phone: (732) 390-5900

The Dental Assisting and Dental Hygiene programs are accredited by:

The Commission on Dental Accreditation of the American Dental Association
211 E. Chicago Avenue, Chicago IL 60611-2678
Phone: (312) 440-2719

The Radiology Course in the Dental Assisting Program is accredited by:

New Jersey Department of Environmental Protection Bureau of Radiological Health
PO Box 415, Trenton, New Jersey 08625-0415
Phone: (609) 984-5890
www.state.nj.us/dep/rpp/index.htm

The Dietetic Technology Program is accredited by:
The Commission on Accreditation of Dietetics Education
120 South Riverside Plaza, Suite 200
Chicago, Illinois 60606-6995
Phone: (800) 877-1600

The Health Information Technology program is accredited by:
The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA)
233 N. Michigan Avenue, Suite 2150
Chicago, Illinois 60601-5800
Phone: (312) 233-1100 | www.ahima.org

The Medical Coding Certificate Program is accredited by:
The Approval Committee for Certificate Programs (ACCP) a joint committee established by AHIMA and AHDI to approve Coding Certificate Programs
233 N. Michigan Avenue, 21st floor
Chicago, Illinois 60601-5800
Phone: (312) 233-1100 | www.ahima.org

The Cooperative Nursing Program with Our Lady of Lourdes School of Nursing is accredited by:
The National League of Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
Phone: (404) 975-5000 | Fax: (404) 975-5020
www.nlnac.org

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater, FL 33756
www.caahep.org
And approved by:
The NJ Board of Nursing (NJBON)
PO Box 45010, Newark, NJ 07101
Phone: (973) 504-6430

The Medical Laboratory Technology Program is accredited by:
The National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 670
Rosemont, IL 60018-5119
Phone: (847) 939-3597

The Respiratory Therapy Program is accredited by:
Committee on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road, Bedford, TX 76021-4244
Phone: (817) 283-2835.



Rutgers University (School of Health Related Programs), Camden County College's co-partner in this program is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools.

The Veterinary Technology Program is accredited by:
The Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA)
1931 North Meacham Road, Suite 100
Schaumburg IL 60173-8070
Phone: (908) 925-80709

The Practical Nursing Program is approved by:
The NJ Board of Nursing (NJBON)
PO Box 45010, Newark, NJ 07101
Phone: (973) 504-6430

The Massage Therapy Program is accredited by:
The Massage, Bodywork and Somatic Therapy Examining Committee under the authority of the New Jersey Board of Nursing
New Jersey Board of Nursing
PO Box 45010, Newark, NJ 07101
Phone: (973) 504-6430

ABMP
Associated Massage and Bodywork Professionals
P.O. Box 740879, Arvada, CO 80006-0879

AMTA
American Massage Therapy Association
500 Davis Street, Suite 900, Evanston, IL 60201-4695

AHHA
American Holistic Health Association
PO Box 17400, Anaheim, CA 92817

YA
Yoga Alliance
1701 Clarendon Boulevard, Suite 110, Arlington, VA 22209

The General Motors Automotive Service Educational Program (GM-ASEP), the Apprentice Program and the Toyota T-TEN Programs are all certified by the ASE Education Foundation

101 Blue Seal Drive, Suite 101, Leesburg, Virginia 20175
Phone: (703) 669-6650

Commission on Opticianry Accreditation (COA)

PO Box 592, Canton, NY 13617

Phone: (703) 669-6650

The Ophthalmic Medical Technician Program is accredited by:

International Council of Accreditation for Allied Ophthalmic Education Programs (ICA)

2025 Woodlane Drive

St. Paul, MN 55125

Phone: (651) 731-7237

CoA-OMP@jcahpo.org

GENERAL COLLEGE POLICIES

Policy on Non-Discrimination in Educational Programs

Camden County College complies with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975 and New Jersey's Law Against Discrimination. These laws prohibit discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, sex, familial status, domestic partnership status, disability and handicap. Decisions on

admission, recruitment, financial aid programs, access to course offerings, or other aspects of its educational programs or activities including vocational programs and vocational opportunities, are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Executive Dean of Student Affairs/Title IX Coordinator, Anne Daly-Eimer, Taft Hall, Office 233, (856) 227-7200, ext. 4371 or to the Secretary, Department of Education, Washington, D.C. 20201.

Equal Opportunity/Affirmative Action Policy

As an Equal Opportunity/Affirmative Action Institution, Camden County College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Older Americans Act of 1975. These laws afford equal opportunity to qualified individuals, regardless of race, color, religion, sex, national origin, age, handicap, ancestry, place of birth, marital status or liability for military service in the operation of its educational programs and activities. Decisions on admissions and financial aid are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Executive Dean of Student Affairs/Title IX, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, ext. 4371; or Secretary, Department of Education, Washington, D.C. 20201.

Rights of Students with Disabilities under Section 504 of The Rehabilitation Act of 1973

Camden County College is committed to complying with the spirit and the letter of legislation, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 which provides that:

- No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student.
- Colleges may not discriminate in the recruitment, admissions, or treatment of students. Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all postsecondary educational programs and activities. Postsecondary institutions must make such changes to ensure that the academic program is accessible to the greatest extent possible by all students with disabilities. Inquiries



regarding this law may be directed to Associate Dean of Students/Section 504 Coordinator Jacqueline Tenuto (856) 227-7200, ext. 5088.

The administration, faculty and staff of Camden County College encourage persons with disabilities to take advantage of the opportunity to participate in educational and co-curricular programs and activities. There are no degree, course or membership requirements that discriminate on the basis of a disability or have the effect of so discriminating. Interested persons are encouraged to request information about the College's guidelines developed to facilitate the educational experience of those with disabilities. For further information contact the Disability Services Office at (856) 227-7200, ext. 4506. For students who are Deaf or Hard of Hearing, services can be arranged by calling (856) 227-7200, ext. 4430. Questions about the College policy regarding Section 504 of the Rehabilitation Act of 1973 should be directed to the Associate Dean of Students/Section 504 Coordinator, Jacqueline Tenuto, (856) 227-7200, ext. 5088.

WHO IS PROTECTED UNDER THE LAW?

A "handicapped person" means "any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, [who] has a record of such impairment, or [who] is regarded as having such impairment."

A "qualified handicapped person" is defined as "one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution's programs and activities." Section 504 protects the civil rights of individuals who are qualified to participate and who have a disability.

Diversity and Civility

As an educational institution comprised of individuals from diverse backgrounds, Camden County College is committed to creating an atmosphere that is free from all manifestations of bias and from all forms of harassment, exploitation and intimidation.

As an intellectual community that attaches great value to freedom of expression and vigorous debate, the College condemns expressions of hatred and insensitivity directed against any individual or group. Statements that undermine the civility and sense of community on which the well-being of the college depends; that devalue the distinct contributions of individuals and groups; and that impair individuals' opportunities to contribute their views and talents to the community have no place at Camden County College. Not every idea or view expressed on a campus or in a classroom will be popular and acceptable to everyone. But a discussion marked by civility permits everyone to critically weigh the strengths and weaknesses



of new ideas and views, understand different perspectives, develop empathy for others and, perhaps most importantly, engage in self-reflection and personal growth.

Camden County College is working every day to build a welcoming community for Faculty and Staff that is committed to the spirit of diversity and inclusion. The Human Resources Department spearheads the College's Diversity and Inclusion committee. Diversity and Inclusion are among Camden County College's greatest assets. The committee is dedicated to cultivating a culturally inclusive environment where diversity of thought and expression are valued, respected, appreciated and celebrated. It serves as a resource to our campus community by providing information, referrals, advocacy, coordination and support for diversity-related events, activities, initiatives and discussions.

Questions or complaints about diversity at Camden County College should be directed to the executive director at the Office of Human Resources, Administrative Building, room 106, Blackwood Campus (856) 227-7200, ext. 4221; or the director of the Office of Public Safety, Otto R. Mauke Community Center, Blackwood Campus (856) 227-7200, ext. 4288.

Student Records/Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA) affords students attending Camden County College certain rights with respect to their educational records. The rights are:

The Family Educational Rights and Privacy Act of 1974, which became effective November 19, 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

In response to this legislation, Camden County College has developed the following policy regarding:

1. Access to Education Records
 - i. Access to information contained within a student's permanent education record shall be in accordance with the guidelines as set for in the above legislation. Procedures for access shall be maintained in the Executive Dean of Student Affairs/Title IX Coordinators Office.
2. Release of Information Contained In Educational Records
 - i. Since a student's permanent educational record contains both public and private information, it is necessary to establish criteria for the maintenance and disclosure of each. Therefore, information which is regarded as public designated Directory Information, and subject to release without the written consent of the student, is listed in Category A. Information which can be released only with the written consent of the student and is regarded as private or privileged is listed in Category B.
 - ii. Any and all information contained in Categories A and B shall not be, at any time or under any circumstances released to or made available for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Category A – Directory Information

The data in Category A include official administrative records necessary for the continuance and operation of the administrative system at the college. Specifically, the information included would be:

1. Student's name
2. Student's address
3. Student's telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletes
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by the student

Data in Category A., designated as Directory Information, are considered public information and may be disseminated, without written consent of the student unless otherwise indicated on the student's record folder.

Category B – Privileged Information

Data contained in Category B are privileged use of the members of the Dean of Students staff and the faculty of Camden County College. This information may not be released to any other parties without the written consent of the student.

1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary Reports including disciplinary actions
6. Any and all information maintained in a student's permanent educational record not specifically listed in Category A.

Procedure

In order to insure that the privacy of student records is maintained in those cases where students do not wish Directory Information to be released, the following procedure is in effect:

1. All written requests for Directory Information should be directed to an administrative staff member in the Office of Admissions and Records to verify whether or not a student has placed a ban on the release of any information. A list of all such students is maintained in the Dean of Students Office, the Office of Admission and Records and the Health Office.
2. A label indicating that "No Directory Information should be released without the written consent of the student" will be placed on the cover of the student's record file by the Office of Admissions and Records for those students who have placed restrictions on such information.

Disclosure without Student Consent

The College will disclose information to government agencies entitled to such information by law.

The College will disclose information in response to a lawfully-issued subpoena.

The College will disclose information when necessary to determine the student's eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.

Anti-Harassment, Intimidation and Bullying Policy

Camden County College shall provide an academic environment free of harassment, intimidation and bullying, and prohibits any acts of harassment, intimidation, or bullying on any Camden County College property, or at any function sponsored by Camden County College. The College defines harassment, intimidation and bullying as any gesture, any written, verbal, or physical act, or any electronic communication (cyber bullying/stalking), whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, gender expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, when these behaviors substantially disrupt or interfere with the orderly operation of the institution or with the rights of students and other constituencies.

The College further holds that these behaviors constitute harassment, intimidation, or bullying when a reasonable person should know under the circumstances that they:

1. Will have the effect of physically or emotionally harming another person or damaging that person's property, or of placing them in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
2. Will have the effect of insulting or demeaning any student or group of students or College employees or constituencies; or
3. Create a hostile educational environment for a student; or
4. Infringes on the rights of a student at Camden County
5. College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to a student.

Students who engage in acts of harassment, intimidation or bullying are subject to disciplinary action as outlined in the Student Handbook, up to and including expulsion from the College. Copies of this policy shall be posted on the College's website.

Visitors who engage in these acts are subject to penalties as determined by the College and law enforcement officials with jurisdiction over the location in which the offense occurs.

Employees who engage in these acts are subject to disciplinary action including termination of employment as outlined in the College's policies on Code of Conduct,



Acceptable Use of Technology, Diversity and Civility, Sexual Harassment, and to penalties as determined by any applicable laws.

Sex Discrimination and Sexual Harassment Policies

TITLE IX POLICY AND PROCEDURES FOR STUDENT SEX DISCRIMINATION

Camden County College is an institution of higher learning that is also a community resource which lends itself to the development of people of all ages. It is committed to providing its sites and facilities as places conducive to intellectual and mindful education and personal mental development. It strives to be a place that sets an example as a haven for education and students at all levels. It furthers this goal by providing an atmosphere free of any form of sexual pressures or influences. To that end it prohibits any sexual contact of any kind at any sites or in any of its programs.

Camden County College shall provide a work and academic environment free of harassment, sexual or otherwise, sexual or relationship violence, stalking or violence of any kind. The College prohibits all forms of harassing conduct, including but not limited to sexual harassment. This is true whether by peers, visitors, vendors or supervisory personnel. Harassment is prohibited by and against students, staff and visitors regardless of gender or gender identity, same sex harassment, and harassment based on sexual orientation.

For more information, please visit:
www.camdencc.edu/title-ix/

What is Title IX?

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX applies to any institution receiving federal financial assistance from the Department of Education, including state and local educational agencies. Educational programs and activities that receive federal funds from the Department of Education must operate in a nondiscriminatory manner. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified or participated in any complaint action under Title IX.

Important Definitions and Examples:**Complaint**

A complaint brought under this Policy.

Complainant

The alleged victim of an act of Prohibited Conduct, whether reported by the alleged victim or by a third party.

Complicity

Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

Confidential Resources

Any person who has a legal obligation to protect confidentiality when acting in a professional capacity unless there is an imminent threat to health or safety or other legal basis for disclosure. Confidential Resources include licensed mental-health counselors, pastoral counselors, social workers, psychologists, and psychiatrists.

Consent

Words or actions that demonstrate an affirmative, knowing and voluntary agreement to engage in a mutually agreed-upon sexual act. Consent must be informed and freely given by a person aged 16 years or older. Consent cannot be given when it is forced, coerced, or when a person is physically and/or mentally incapable of giving consent. For example, a person who is substantially impaired by drugs or alcohol may not be able to consent.

Consent is an active, on-going process. It can be withdrawn at any time, and consent for one sexual act does not imply consent for another subsequent sexual act. Consent, a lack of consent, or a withdrawal of consent can be expressed by words, actions, or both. For example, verbal silence or the absence of physical resistance does not automatically mean someone has consented to a sexual act; nor is physical resistance required for a person to verbally communicate a lack of consent or to withdraw consent.

Some of the key points regarding Consent include:

- Consent to one form of sexual activity does not automatically imply consent to any other form of sexual activity;
- Consent may be withdrawn at any time;
- Previous relationships or prior consent does not automatically imply consent to future sexual acts;
- Consent cannot be given by an individual who one knows to be, or, based on the circumstances, should reasonably have known to be, substantially impaired; and
- Intoxication is not a basis for failing to obtain Consent.
- Cyberstalking
- A form of Stalking in which electronic media, such as the Internet, email, social networks, text messages, cell phones, or other electronic devices are used.

Dating Violence

Violence committed by a person who is or who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the Complainant's statement, and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the persons in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating Violence does not include conduct that constitutes Domestic Violence.

Discrimination

The treatment of a member of Camden County College less favorably because that person is a member of or associates with a member of a protected class. The College prohibits discrimination on the basis of race, color, religion, sex (including pregnancy), gender identity, sexual orientation, reproductive health decision, national origin, age (over 40), disability (mental or physical), genetic information, marital status, family responsibilities, victim of domestic violence, sexual offense, or stalking, or veteran status.

Violence

Violence committed by a current or former intimate partner of the victim or by any person against a victim who is protected from the person's acts under the domestic or family-violence laws of the jurisdiction in which the act of violence occurred. Domestic Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Gender-Based Harassment

A form of Sexual Harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

REPORT FORM FOR SEX DISCRIMINATION AND/OR SEXUAL HARASSMENT

Please bring the completed form to Jacqueline Tenuto, Associate Dean of Students, Blackwood Campus, Taft Hall, room 302. If you have any questions, please call Ms. Tenuto at (856) 374-5088 or email at jtenuto@camdencc.edu.

TITLE IX REPORT OF POTENTIAL SEXUAL OR GENDER BASED HARASSMENT OR VIOLENCE

Title IX of the Educational Amendments of 1972 requires Camden County College to provide a prompt and equitable resolution for all complaints of gender based and sexual harassment as well as complaints of sexual violence. This form will provide the information needed for the College to begin the investigation of the incident reported.

Complainant (Alleged Victim)		Name			
Complainant wishes to be contacted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	EMAIL	PHONE	
Reporter Information		Name			
EMAIL	PHONE	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> JOB TITLE:
Respondent (Alleged Offender) Information		Name			
ADDRESS			EMAIL	PHONE	
Information About the Incident		Date	Time	Location	
Campus(es) of Involved Parties	<input type="checkbox"/> Camden	<input type="checkbox"/> Blackwood	<input type="checkbox"/> Rohrer Center	<input type="checkbox"/> RETC	<input type="checkbox"/> Other
<input type="checkbox"/> Sexual Harassment		<input type="checkbox"/> Sexual Exploitation (includes Voyeurism)		<input type="checkbox"/> Non-Consensual Sexual Intercourse	
<input type="checkbox"/> Stalking		<input type="checkbox"/> Hazing		<input type="checkbox"/> Non-Consensual Sexual Contact	
<input type="checkbox"/> Relationship Violence		<input type="checkbox"/> Bullying		<input type="checkbox"/> Intimidation, defined as implied threats or acts that cause unreasonable fear of harm in another.	
<input type="checkbox"/> Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.		<input type="checkbox"/> Discrimination, defined as actions that deprive other members of the College community of education, employment access, benefits, or opportunities at Camden County College.			
Brief Description of Incident or Conduct Reported (Please continue on an additional sheet if necessary.)					
Signature				Date	
The investigation will begin upon submittal of this form.					

Hostile Environment

Results from unwelcome conduct that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a member of the College community to participate in, or receive benefits, services, or opportunities from the College's programs or activities.

Incapacitated

A state in which an individual cannot make rational, reasonable decisions because the individual lacks the capacity to give knowing Consent (e.g., to understand the "who, what, when, where, why, or how") of his or her sexual interaction. Examples include, but are not limited to, being: unconscious; asleep; voluntarily or involuntarily intoxicated; or use of any drug, intoxicant, or controlled substance. An individual who is incapacitated cannot give Consent.

Interim Measures

Reasonably available and feasible measures, accommodations, or steps the College may take while a Complaint is pending in order to assist, support, and/or protect the Complainant, Respondent, or another person, and/or to protect the integrity of the investigation and resolution process.

Non-Consensual Sexual Contact

Any intentional sexual touching, however slight, with any body part or object, by an individual upon another that is without Consent. Sexual contact includes intentional touching of the individual's anus, breast, buttocks, or genitalia; or any intentional touching of another person with the Respondent's anus, breast, buttocks, or genitalia.

Preponderance of the Evidence

Based on the evidentiary record, the Respondent more likely than not engaged in the conduct at issue.

Prohibited Conduct

The conduct prohibited by this Policy, which includes Sexual Misconduct, Complicity, and Retaliation.

Relationship Violence

Dating Violence and Domestic Violence.

Respondent

The person alleged to have engaged in or committed the Prohibited Conduct.

Responsible Employee

Any College employee, who has the authority to take action to report Sexual Misconduct, has the duty to report incidents of Sexual Misconduct to the Title IX Coordinator, or whom a student reasonably believes has such authority or duty. Responsible Employees do not include Confidential Resource. Responsible Employees include academic administrators, advisors, supervisors, department heads and chairs, deans, student affairs staff, faculty, human-re-

sources personnel, campus-security officers, and athletic coaches. Responsible Employees must promptly report all known relevant information to a Title IX Coordinator, including the name of the Complainant, Respondent, and any witnesses.

Retaliation

Intimidating, threatening, coercing, or in any way discriminating against an individual because the individual filed a Complaint or who participates in the investigation or resolution of a Complaint in any way, or opposes in a reasonable manner an act or policy believed to constitute sex discrimination. For example, Retaliation occurs where a professor gives a student a lower grade because the student appeared as a witness in a proceeding under this Policy, or where a supervisor denies an employee's request for time off because the employee claimed that she was sexually harassed by the supervisor.

Sexual Assault

Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, and all forms of Sexual Violence that occurs without Consent. Resistance, or the absence thereof, is irrelevant to the determination of whether Sexual Assault has occurred.

Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for that individual's own advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute Sexual Assault. Examples of Sexual Exploitation include but are not limited to:

- Engaging in voyeurism;
- Exposing one's genitals or inducing another to expose his or her genitals;
- Knowingly transmitting a sexually transmitted infection to another;
- Taking, sharing, or publishing a photograph, video recording, or audio recording of sexual activity without the consent of all persons involved in the activity;
- Going beyond the boundaries of consent (for example, allowing another person to hide in a closet to watch you engage in consensual sex);
- Prostituting another; and
- Possession, use, and/or distribution of alcohol or other drug (e.g., Rohypnol, Ketamine, GHB, Burundanga, etc.) for the purpose of engaging in or facilitating Sexual Misconduct.

Sexual Harassment

Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct may take many forms, including verbal

acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical.

Sexual Intimidation

Threatening behavior of a sexual nature directed at another person and includes threatening to sexually assault another; engaging in indecent exposure; and Stalking.

Sexual Misconduct

Sexual Harassment, Sexual Assault, Sexual Exploitation, Sexual Intimidation, Sexual Violence, Relationship Violence, and Stalking.

Sexual Violence

One or more physical sexual acts perpetrated against a person's will or where a person is incapable of giving Consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a "course of conduct" means two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant's property. Stalking includes Cyberstalking.

Title IX Coordinator

The role of the Title IX Coordinator is described in this Policy. Where the "Title IX Coordinator" is used in this Policy, it is implied that this may refer to the Title IX Coordinator or his or her designee. (i.e., Deputy Coordinator)

CAMDEN COUNTY COLLEGE'S SEXUAL HARASSMENT POLICY

Camden County College shall provide a work and academic environment free of sexual harassment. The College prohibits all forms of sexually harassing conduct, including, but not limited to, harassment by peers, as well as by supervisory personnel, harassment by and against students, harassment against males, as well as against females, same sex harassment and harassment based on sexual orientation.

No one shall threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect his or her employment, academic advancement, evaluation, wages, advancement, assigned duties or any other condition of employment or career development. Nor shall any supervisor favor any individual in any way because that individual has submitted

or has shown a willingness to submit to sexual overtures or advances of the supervisor. Any individual who is found, after appropriate investigation, to have engaged in conduct prohibited by this policy will be subject to whatever disciplinary or corrective action Camden County College considers appropriate under the circumstances, up to and including termination of employment or student dismissal.

Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
- such verbal or physical conduct interferes with an individual's work, professional or academic performance, productivity, physical security, extracurricular activities, academic or career opportunities or other services.
- Other sexually harassing conduct in the workplace, whether committed by peers or supervisors, includes, but is not limited to:
- unwelcome sexual flirtations, touching, advances or propositions;
- slurs or other verbal abuse of a sexual nature;
- graphic or suggestive comments about an individual's dress or body;
- sexual degrading words to describe an individual;
- the display in the workplace of sexually suggestive objects or pictures;
- off-color language or jokes of a sexual nature;
- questions regarding an individual's sexual conduct, orientation or preferences; or
- physical assault. (Any criminal sexual assault will be addressed in compliance with the Camden County College Sexual Assault Policy.)

The College's policy to provide a work and academic environment free of sexually harassing conduct extends to the conduct of students, vendors, contractors, visitors, volunteers and other persons who enter upon College property. No such person may engage in sexually harassing conduct, as defined in this policy, while on College premises or while engaged in any College-sponsored activity or function.

No trustee, officer, faculty member, student or employee of Camden County College is authorized to engage in any activity, to take any action or to refrain from taking any action, if the action or failure to act will result in a violation of this policy. Any such action or failure to act is a violation of College policy and constitutes unauthorized action/inaction on the part of the trustee, officer, faculty member, student or employee involved.

NOTE: Any applicant for employment who feels he or she has been subject to or who witnesses sexual harassment should direct a complaint to Kathie Kane in the Office of Human Resources, (856) 227-7200, ext. 4221. If any student feels he or she has been subject to or who witnesses sexual harassment should contact Executive Dean of Student Affairs/Title IX Coordinator, Anne Daly-Eimer, Taft Hall, Office 233, (856) 227-7200, ext. 4371.

Students who have witnessed or learn of another person becoming a victim of sexual harassment, discrimination or discriminatory harassment should report the matter immediately. The following staff members of Camden County College have been specifically trained on Title IX regulations.



TITLE IX TEAM

Anne Daly-Eimer

(856) 227-7200, ext. 4371, adalyeimer@camdencc.edu
Executive Dean of Student Affairs/Title IX Coordinator
Blackwood Campus, Taft Hall, Office 236

Jacqueline Tenuto

(856) 374-5088, jtenuto@camdencc.edu
Associate Dean of Students
Deputy Title IX & Section 504 Coordinator
Blackwood Campus, Taft Hall, Office 302

Crystal Killebrew

(856) 227-7200 ext. 4391, ckillebrew@camdencc.edu
Assistant Director of Human Resources
Deputy Title IX & Section 504 Coordinator
Blackwood Campus, Roosevelt Hall, Office 106D

Robert Doyle

(856) 227-7200 ext. 5012, rdoyle@camdencc.edu
Camden County College Public Safety
Investigator

Trish Passanante

(856) 227-7200 ext. 4221, tpassan@camdencc.edu
Human Resources Associate
Investigator

HOW TO REPORT A VIOLATION

For Emergency Assistance Call

Public Safety (856) 374-5089
Emergency Assistance on Campus 7777
Or Dial 911

Resources and Reporting Options

- Call 911 for police emergency
- Camden County Women's Shelter-Domestic Violence Services: (856)227-1800
- 24 hour hotline; emergency shelter, provides emergency safe hour; individual and group counseling; children's counseling program; legal advocacy; court accompaniment; 911 cell phone program: 800-246-8910
- Camden County Prosecutor's Office: (856)225-8400
- Domestic Violence Crisis Intervention Unit: (856)227-1234
- Victim/Witness Unit: <https://camdencountypros.org/tip-line/>

24 Hour Hotlines

- Contact Camden County 24 hour crisis intervention helpline; for a non-judgmental, loving, concerned ear: (856) 227-1234
- Contact Camden County Services Empowering Rights of Victims (SERV) 24 hour crisis intervention helpline; for a non-judgmental, compassionate, concerned ear: (866) 295-7378

Mental Health

- Twin Oaks Integrated Care, Early Intervention Support Services:
First Come, First Served
2051 Springdale Road, Cherry Hill, NJ, 08003
Monday-Saturday: 9 a.m. – 3 p.m.
(856)254-3800
(You can be dropped off, given information or walk in on your own.)
- Services include individual therapy, case manage-

ment, psychiatric medications, peer support.

Program is short term.

- NJ HopeLine: (855) 654-6735 (24 hrs./7 days a week)
- National Suicide Prevention Hotline: (800) 273-8255
- Crisis Text Line: Text HELLO to 741-741
- Camden County College Office of Public Safety: (856) 374-5089
- Crisis Screening Center: (856) 428-4357 (24 hrs./7 days a week)

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued.

Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving this end. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and nonconsensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

BILL OF RIGHTS

The following rights shall be accorded to victims of sexual assault that occur: on the campus of any public or independent institution of higher education in the state of New Jersey; where the victim or alleged perpetrator is a student at that institution; and/or when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights

Students have the right:

- to have allegations of sexual assault treated seriously;
- to be treated with dignity;
- to be free from any suggestion that
 - victims are responsible for the commission of crimes against them;
 - victims were contributory, negligent or assumed the risk of being assaulted;
- victims must report the crimes to be assured of any other right guaranteed under this policy;

- victims should refrain from reporting crimes in order to avoid unwanted personal publicity;
 - to be free from any pressure from campus personnel to
- report crimes if the victim does not wish to do so;
- report crimes as lesser offenses than the victim perceives the crimes to be; and
- refrain from reporting crimes.

Rights to Resources On and Off Campus

Students have the right:

- to be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault, whether or not the crime is formally reported to campus or civil authorities;
- to have access to campus counseling under the same terms and conditions as apply to any other students in their institution seeking such counseling; and
- to be informed of, and assisted in, exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy and any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

Students have the right:

- to be afforded the same access to legal assistance as the accused;
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; and
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

Students have the right:

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; and
- to receive full and prompt cooperation and assistance of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

Students have the right:

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants; and
- to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.



LIBRARY



COMMUNITY CENT
ADVISEMENT
OFFICES



COMMUNITY CENTER
BOOKSTORE
FOOD COURT



CIVIC HALL



CAMDEN
COUNTY
COLLEGE



Dream.
Learn.
Prosper.

TAFT
HALL

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every necessary effort to ensure that every student at that institution receives a copy of the Campus Sexual Assault Victim's Bill of Rights.

Nothing in this act or in any Campus Assault Victim's Bill of Rights developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

For more information about the Campus Assault Victim's Bill of Rights, contact one of the following offices:

Blackwood Campus (856) 227-7200

Emergency (856) 227-7200, ext. 7777
(or any red phone)

Public Safety (856) 227-7200, ext. 4288

Student Services..... (856) 227-7200, ext. 4371

Camden City Campus..... (856) 968-1393

Emergency (856) 227-7200, ext. 1393

Direct (856) 968-1393

Public Safety (856) 227-7200, ext. 1393

William G. Rohrer Center..... (856) 874-6000

Emergency (856) 874-6057

Public Safety (856) 874-6057

Center Services (856) 874-6032

Student Right to Know Act and the Campus Security Act/Clery Act

In accordance with the *Student Right to Know and Campus Security Act/Clery Act*, the College annually makes available information on graduation, completion and transfer-out rates, as well as information on campus safety and security, including crime statistics.

A copy of each report can be found by clicking on the HEOA/Consumer Information link at the bottom of the College's home page at **www.camdencc.edu**.

Emergency Notifications

Every student is urged to participate in the Camden County College "Cougar Call" telephone and text messaging system. "Cougar Call" is a program where faculty, staff and students register to receive emergency notifications and other important information, including weather related closings.

When students participate in this free service, the College will be able to contact them at a moment's notice, providing important information, first hand, in the event the College will close for inclement weather or if an unforeseen event is affecting any campus.

Whenever contact information changes, the student must update the system. The student may opt-out at any time. It is recommended that everyone check his/her wireless phone provider regarding costs for incoming text or phone messages. All information provided is completely confidential and will not be released to other providers.

To be sure the student is registered please complete a Request for Cougar Call online registration form at any Public Safety Office. For questions about the "Cougar Call" system, please call the Office of Public Safety at (856) 227-7200, ext. 4288. To register now for "Cougar Call" or if you are not receiving messages, send an e-mail to nhixon@camdencc.edu.

School Closings

In the event of inclement weather, especially during the winter months, school closings or delays will be announced on KYW News Radio 1060 AM and other local radio and television stations. You can also check the Camden County College website at www.camdencc.edu, your official student email and CCC Social Media posts.

The College's emergency closing number is:

CAMDEN COUNTY COLLEGE

Broadcast Number: 559

Student Rights and Responsibilities

The central functions of an academic community are learning, teaching, research and scholarship. Students at Camden County College have joined a community dedicated to student success and, ideally, characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities for all members.

Camden County College places emphasis upon certain values which are essential to its nature as an academic community. Among these are: freedom from personal force, freedom from violence or intimidation, freedom of movement. Interference with any of these freedoms must be regarded as an unacceptable violation of the rights upon which the community is based. Furthermore, although the administrative processes and activities of the College cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the College. Therefore, interference with members of

the College in the performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the College.

Theft or willful destruction of property belonging to Camden County College or its members must also be considered a serious violation of the rights of the community as a whole. Physical violence or the threat of physical violence is considered to be an intolerable violation of the rights of the entire community. It is the responsibility of each individual member of this academic community to maintain an atmosphere in which such violations of rights are both prohibited and universally denounced.

The College has a Code of Conduct to which students are expected to adhere. There is also an established procedure for student disciplinary hearings and appeals. The Code of Conduct and hearings procedures are detailed in the *Student Development and Support/Student Code of Conduct, Disciplinary Hearings & Appeals section* of this publication, and is accessible on the College website at www.camdencc.edu.

Student Complaints or Grievances

STUDENT COMPLAINTS

Students who have grievances with actions, decisions, and/or processes at Camden County College are afforded formal means for registering those complaints and for their complaints to be deliberated and acted upon by college officials. The Student Complaint Reporting process is designed to help assure our students a quality education, provide excellent student support services, and help the College identify any serious or systemic problems or issues affecting a student or the quality of student life. The principles and procedures are intended to help Camden County College identify patterns of conduct that raise a legitimate concern with respect to the College's academic and non-academic offices and programs, and to comply with obligations set forth by federal regulations for receiving, responding to and tracking student complaints/concerns.

Camden County College is committed to treating all students fairly and respectfully. The College's policies that apply to students are published annually in the College Catalog and College Student Handbook and in the Student Code of Conduct, in addition to those found in other resources from individual departments and offices. In any instance of perceived violation of a College policy, a student may file a complaint in accordance with this process.

When a student encounters a problem on campus that he/she does not know how to resolve, he/she should whenever possible address the problem by discussing it with those involved. Dealing with concerns in the most direct and honest fashion should always be the first step toward



resolution. Many problems are resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.

If however, an issue or problem still exists, a student may initiate the formal complaint procedures at Camden County College. Details on specific types of complaints and related complaint policies and procedures are provided below.

www.camdencc.edu/student-complaint-form

ADDRESSING ACADEMIC CONCERNS AND APPEALS

Students who have a concern or grievance regarding a faculty member or academic administrator involving an evaluation of their academic work (typically a grade given for an assignment or a final term grade) or a related academic concern can participate in the formal appeal process. This policy is printed in the Final Grade Appeals section on page 45 of this publication. Please go to www.camdencc.edu/concerns-and-complaints/

NON-ACADEMIC GRIEVANCES

The following grievance procedure, accessed via the College Catalog and student handbook, is available to students who feel they have not received fair treatment with respect to services provided by the College, outside of the classroom. The Associate Dean of Students advocates for student needs and provides student support and coordination of programs to help cultivate and develop student success, wellness and personal growth while attending Camden County College.

The Office of the Associate Dean of Students is located in Taft Hall 302 at the Blackwood Campus. If you have complaints, concerns or grievances related to non-academic issues, this office is here to assist you. Contact (856) 374-5088 for assistance at the Blackwood or RETC campuses. You may also go the Enrollment counter at the Rohrer Campus or Advisement Center CTC 207 on the Camden campus for assistance.

Complete records of such grievances, and records of their disposition, are maintained by the Office of Associate Dean of Students.

Student Conduct

PROCEDURAL REQUIREMENTS: COMPLAINT AND INITIAL INVESTIGATION

Students are most commonly referred to the Office of the Associate Dean of Students to document a complaint involving the Student Code of Conduct.

Complaints for alleged violations of the code of conduct may be filed against any student by any member of the College community. The complaint shall be a brief, written statement, citing the provisions of the code allegedly violated and providing a summary of the facts deemed to constitute a violation.

Complaints shall be filed with the Associate Dean of Students. The Associate Dean or designee shall promptly consider and investigate the complaint.

Following the investigation, the Associate Dean of Students or designee shall determine whether there are sufficient grounds to believe that violation of the code occurred. When the Associate Dean of Students has determined that there are insufficient grounds to believe a violation of the code occurred, the complaint shall be dismissed, and the complainant and the student complained against shall be informed, in writing of this action. When the Associate Dean of Students or designee has determined that there are sufficient grounds to believe that a violation of the code occurred, the Associate Dean or designee shall either hold an informal hearing, or refer the case to the Hearing Board, depending upon the severity of the alleged violations.

BIAS INCIDENT RESPONSE PROTOCOL

All incidents which would be determined bias-related or motivated will also be referred to the Office of the Executive Dean of Student Affairs/Title IX Coordinator, which includes a public, electronic record of situation resolution.

SEXUAL ASSAULT POLICY

Specific information is provided for students regarding options for reporting sexual crimes in the student handbook as well as in the Office of the Executive Dean of Student Affairs/Title IX Coordinator. This office maintains internal logs to record and track complaints pursuant to the college Sexual Assault Policy and in accordance with applicable laws.

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

A college in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving this end. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and nonconsensual sexual contact, the respect for all individuals and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

BILL OF RIGHTS

The following rights shall be accorded to victims of sexual assault that occur: on the campus of any public or independent institution of higher education in the state of New Jersey; where the victim or alleged perpetrator is a student at that institution; and/or when the victim is a student involved in an off-campus sexual assault:

1. Human Dignity Rights

- to have allegations of sexual assault treated seriously;
- to be treated with dignity;
- to be free from any suggestion that
 - victims are responsible for the commission of crimes against them;
 - victims were contributory, negligent or assumed the risk of being assaulted;
 - victims must report the crimes to be assured of any other right guaranteed under this policy;
 - victims should refrain from reporting crimes in order to avoid unwanted personal publicity;
- to be free from any pressure from campus personnel to
 - report crimes if the victim does not wish to do so;
 - report crimes as lesser offenses than the victim perceives the crimes to be; and
 - refrain from reporting crimes.

2. Rights to Resources On and Off Campus

- to be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault, whether or not the crime is formally reported to campus or civil authorities;
- to have access to campus counseling under the same terms and conditions as apply to any other students in their institution seeking such counseling; and
- to be informed of, and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy and any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

3. Campus Judicial Rights

- to be afforded the same access to legal assistance as the accused;

- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; and
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- to receive full and prompt cooperation and assistance of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

The College must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

The College shall make every necessary effort to ensure that every student at that institution receives a copy of the Campus Sexual Assault Victim's Bill of Rights. Nothing in this Campus Assault Victim's Bill of Rights developed in accordance with the provisions shall be construed to preclude or in any way restrict the College from reporting any suspected crime or offense to the appropriate law enforcement authorities.

For more information about the Campus Assault Victim's Bill of Rights, contact one of the following offices:

Blackwood Campus

Community Center

Emergency..... (856) 374-5089

Public Safety..... (856) 227-7200, ext. 4288

The Department of Public Safety is open 24 hours a day, 365 days a year. (The William G. Rohrer Center is staffed only during the open hours). There are direct emergency phones located at each campus that are clearly identified and can be called from any extension by dialing 7777 at Blackwood; 1393 at Camden; and 6666 at Rohrer.

Camden City Campus

Camden Technology Center Lobby

Emergency.....(856) 965-1393

Public Safety.....(856) 227-7200, ext. 1393

William G. Rohrer Center (Cherry Hill)

First Floor

Emergency.....(856) 874-6057

Public Safety.....(856) 874-6057

REGISTERING A COMPLAINT WITH THE HIGHER LEARNING COMMISSION

Camden County College is accredited by the Middle States Commission on Higher Education. Details about the College's Middle States accreditation can be found at this link: www.hlcommission.org/Student-Resources/complaints.html

Complaints about the college may be filed with the Middle States. Information about The State of New Jersey Office of the Secretary of Higher Education complaint process can be found at this link: www.msche.org/complaints/

Registering a Complaint with the Office of the Secretary of Higher Education at this link:
state.nj.us/highereducation/OSHEComplaintInstructions.shtml

In accordance with federal law (see 34 C.F.R., Section 600.9), Camden County College identifies the processes by which students may file complaints about the college with each U.S. state governing board or commission that governs college educational activity. A list of appropriate state boards/commissions, as well as contact information is provided below:

New Jersey
State of New Jersey
PO Box 542
Trenton, NJ 08625

Student Identification Cards

Students are required to obtain new photo identification cards upon registration for classes. ***Returning students need to update their photo identification card at the start of each semester.*** Identification cards and updates are available in Taft Hall first floor Public Safety Desk located on the Blackwood Campus, Camden City Campus and at the William G. Rohrer Center.

The ID card is the student's official College identification and should be carried at all times. The ID card is required in order to attend athletic events, theatre performances, student activities, cultural/social events and to use other College facilities, such as the library and computer labs, and to purchase textbooks at the College bookstore if

charges are being paid by a third party or financial aid. While on campus, students must present this ID card to any College official, Public Safety Officer or police officer when requested to do so. This ID card will also enable the student to take advantage of student discounts at many businesses and institutions. College identification is a crucial form of identification. Student identification cards remain the sole property of the College.

To obtain a student photo identification card, all students must present verifiable photo identification, such as a state-issued ID photo driver's license, and a current class schedule with name and information that matches the presented identification. If a student cannot produce a valid state driver's license, other forms of identification that may be accepted are military photo identification, a current foreign passport, recent secondary school photo identification or a county/state photo resident card. If the student is unable to present the required identification or if the information provided cannot be verified with supplemental information, the Public Safety Department has the right to refuse to issue a college identification card. In this event, the student will be referred to the appropriate agency to obtain the required documentation to submit for his/her identification. Students should promptly report the loss of ID cards to the Public Safety Department. Although the first card is free, there is a \$5 charge to replace any lost or stolen ID card.

Access for Worship or Reflection

Because Camden County College is a public institution it does not advance the mission or philosophy of any particular religious group but is ecumenical in its approach to religious beliefs. Therefore, a reflection room has been created in the Wolverton Learning Center, 2nd Floor. Students who seek a quiet place on campus for prayer or contemplation, at their own convenience or when their schedule allows. If assistance is needed in locating an available appropriate space students can contact the Associate Dean of Students, Jacqueline Tenuto, (856)374-5088 or jtenuto@camdencc.edu.

Acceptable Use of Information Technology Services

In support of Camden County College's vision of preparing students for leadership in society, expanding access and meeting the emerging learning and training needs necessary for concerned citizenship, the College maintains technology systems that allow students to pursue academic excellence and innovation through technology. The intent of this Acceptable Use Policy is to lay out responsibilities and guidelines for all students, alumni, and the public (users) of information technology at Camden County College. This policy will be included in the Student Handbook and placed on the College

website at www.camdencc.edu/wp-content/uploads/Acceptable-Use-of-Technology.pdf. If the following policies are violated, disciplinary procedures and the appeal process as outlined in the Student Handbook under Code of Conduct: Student Disciplinary Hearings and Appeal Procedures will be invoked. Those violating this policy may face penalties that include restrictions on their use of technology or more severe sanctions if circumstances warrant. In keeping with the tradition of the College and scholarly practice, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines outlined below. In addition to this policy, academic areas may have supplemental computing policies for specific labs and/or classrooms.

ACCEPTABLE USE POLICIES

1. Access to and use of Camden County College's information technologies by users is an affirmation that they accept the terms of Camden County College's Acceptable Use of Information Technology (3/98, Fall 03) - www.camdencc.edu/wp-content/uploads/Acceptable-Use-of-Technology.pdf, Printing Policy For Computer Open Access Facilities (4/03) - www.camdencc.edu/wp-content/uploads/Printing-Policy.pdf, and Guide to Acceptable Use of Technology - www.camdencc.edu/wp-content/uploads/Guide-to-Acceptable-Use-of-Technology.pdf. These policies are posted in all College computer public access facilities.
2. Access and use of the College's information technologies is granted only for academic purposes. The following constitutes academic purposes:
 - Completion of coursework as assigned by faculty;
 - Assigned research and/or limited independent research; and
3. Participation in campus sanctioned activities. Users granted access to College information technologies shall adhere to the following rules, responsibilities and acceptable use in five categories:
 - Access to Resources/Authorized Use/Security;
 - Academic Etiquette;
 - Misuse of Resources;
 - Privacy; and
 - Miscellaneous.

Electronic Devices

Instructors may have the policy that restricts the use of portable electronic devices such as cell phones, PDAs, music players, translation devices, or calculators in their classroom or lab. Students are expected to comply with the policy as stated in the instructor's first day handout. If there is a penalty for violating this restriction and you would like to appeal that penalty, please refer to the *Appeals Policy*.

Substance Abuse

Camden County College is an educational institution committed to maintaining an environment that allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with the policy approved by the Board of Trustees of Camden County College and in accordance with Public Law 10:101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. Being under the influence of, the possession and general use of alcoholic beverages on campus is prohibited.

The use, possession, sale or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances is illegal and forbidden on College property.

The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students from attaining the benefit of their learning experiences and expose them to serious illness and health risks. Therefore, illegal substances are prohibited on College property.

Tobacco-Free Institution Policy



Camden County College is committed to the promotion of the good health of our students, employees and the entire College community by providing a healthy environment in which to learn and work while furthering the mission of the College. Therefore, Camden County College has established this tobacco-free campus policy.

1. Smoking and the use of all tobacco or "tobacco-like" products and all vapes on all College property by any person at any time, is strictly prohibited.

- For purposes of this policy, “smoking” is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter of substance that contains tobacco or any tobacco-like product, as well as the use of smokeless tobacco, snuff, or similar substance. E-cigarettes and vapor cigarettes are additionally banned within this policy.

- College property includes all vehicles and real estate owned, leased, or controlled by the College.

- The use of all tobacco products is prohibited on the grounds, playing fields, walkways, roadways, parking lots, all vehicles on College property and in or around the perimeter of any building.

- This policy shall apply to all students, employees, contractors and visitors on College property as defined above.

2. Camden County College recognizes the health hazards associated with tobacco addiction. The College also recognizes the challenges faced by those addicted to tobacco products. The College supports students’ efforts to quit using tobacco products. Visit Student Services, Taft Hall, room 302 for support information.

3. Any student who violates this Policy shall be subject to fine and disciplinary measures in accordance with the provisions of the *Student Code of Conduct* as contained in the Student Handbook. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College property. All violators are also subject to sanctions provided by applicable laws and regulations.

Be healthy, live longer, and help us create a safer and cleaner campus!

Animals and Pets

No animals or pets are permitted in any College building without authorized approval. This policy does not pertain to the use of certified guide animals used by those with disabilities. Therapy animals are not permitted without prior approval of the Associate Dean of Students.

Children on Campus

Children are not permitted on campus property at any time unless they are under the immediate supervision of a parent/guardian, or enrolled in some special program being offered and supervised by the College. This precaution is for the safety of the children and for the maintenance of the learning environment of the campus. Students cannot bring children to classes. In addition, students cannot leave children unattended. Children enrolled or participating in College daycare, camps or activities are permitted on campus for the duration of their particular activity or while under the supervision of adults.

Sale of Merchandise or Services

Only authorized agencies may sell merchandise or services on Camden County College property. Students as individuals may not sell merchandise or services (with the exception of personally-owned textbooks) on College property or in any way use College facilities for private gains or profit. Other entities may not sell merchandise or services on College property or in any way use College facilities for private gain or profit, unless specifically authorized to do so by the appropriate College official. Solicitations, games of chance, the selling of raffle tickets, or any other fund-raising endeavors must be approved in advance by the appropriate College official, and must be conducted in accordance with all applicable laws. Questions about sale of merchandise/services by students should be directed to the Associate Dean of Students.

Acceptable Use of College Resources

Furniture and equipment have been assigned to specific areas of the College. Students are asked not to move furniture or equipment from one area to another without proper authorization.

Gender Neutral Bathrooms

The college strives to create and sustain a campus environment that supports and values all members of our community. One aspect of creating a supportive environment is providing safe, accessible and convenient restroom and bathroom facilities. As such students, staff, faculty and guests may utilize gender inclusive facilities.

See Campus Map on page 24 for the gender neutral bathroom locations.

BLACKWOOD CAMPUS

ACADEMIC BUILDINGS

ADMINISTRATIVE BUILDINGS

BUS STOPS

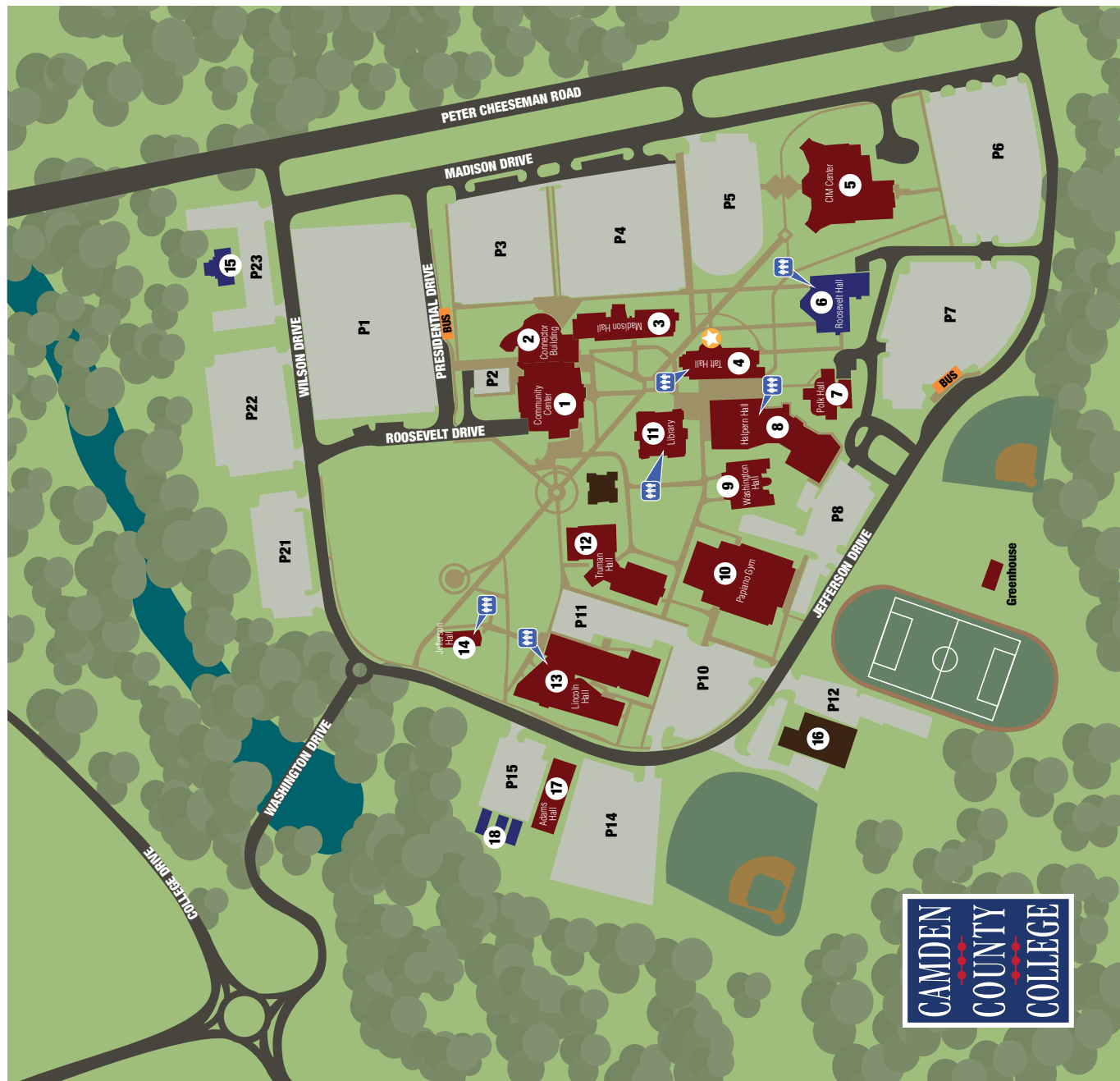
PARKING LOTS

FACILITIES

ROADS

SIDEWALKS

- 1) Otto R. Mauke Community Center..... **COM**
- 2) Connector Building – Civic Hall, Atrium..... **CON**
- 3) Madison Hall..... **MAD**
- 4) Taft Hall – ☀..... **TAF**
- 5) Gabriel E. Danch CIM Center..... **CIM**
- 6) Roosevelt Hall..... **PLK**
- 7) Polk Hall – Cooper University Health Care..... **PLK**
- 8) Kevin G. Halpern Hall for Science & Health Education..... **HAL**
- 9) Washington Hall..... **WSH**
- Brookfield Academy, Y.A.L.E.
- 10) Papiano Gymnasium..... **GYM**
- 11) Wolverton Library..... **LIB**
- New Jersey Childrens Assault Prevention (NJCAP)
- 12) Truman Hall..... **TRU**
- 13) Lincoln Hall..... **LIN**
- Dennis Flyer Memorial Theater
- 14) Jefferson Hall..... **JEF**
- Rutgers; Rutgers School of Health Professions (SHP)
- 15) Child Care Center – Kiddie Junction
- 16) Facilities Offices
- 17) Adams Hall..... **ADM**
- 18) Trailers A, B & C
- ☀ Student Services Center
- ☎ All-Gender Restrooms Available



ENROLLMENT SERVICES: HOW TO ENROLL, ADMISSIONS

Admission to Credit Programs and Credit Courses

All students are required to complete an Admissions Application before registering for credit courses. Except for admission to selective programs, admission to credit programs and courses is open to all persons with a high school diploma or general equivalency diploma (GED) or other persons 18 years of age and older. In addition, high school students meeting the criteria under “Credit Programs for High School Students” and with the proper authorization are eligible for enrollment in credit courses but are considered non-matriculated students.

Degree-Seeking Students

Applicants who seek matriculation into degree or certificate programs must complete an Admissions Application and select a major from the list on the application form. Prospective students are encouraged to apply online at apply.camdencc.edu.

1. You also may access this link scrolling to the “Apply and Register” menu. Paper applications may be downloaded from the website.
2. Applicants applying for matriculation into selective programs MUST provide the above-referenced application AND official college or university transcripts (if applicable) AND submit a copy of their high school transcript or GED certificate. Personal interviews also may be required.
3. Upon submission of all required documents, applicants for selective programs who have earned a high school diploma or GED certificate, or who are 18 years of age or older, will be considered to have met requirements for matriculation into a non-selective program AND will have their selective program application reviewed by the appropriate committee. Notification of acceptance/non-acceptance into a selective program will be sent when the review is complete.
4. Applicants who have attended a college or university located outside the United States or its territories and who are applying for matriculation into a selective program MUST provide the above-referenced application but are required to submit a transcript ONLY if they have had the credits evaluated by American Association of Collegiate Registrars and Admissions Officers’ (AACRAO) International Education Services or an evaluator of foreign credentials



that is a member of the National Association of Credentials Evaluation Services (NACES), such as the World Education Services.

5. Applicants who have not earned their high school diplomas or GED certificates must be at least 18 years of age to be eligible for matriculation into a degree or certificate program. Upon submission of all required documents, applicants who have earned a high school diploma or GED certificate, or who are 18 years of age or older, will be matriculated into any requested non-selective program and will receive an acceptance letter from the College.

Applications are processed on a rolling basis through the last day of the semester.

Non Degree-Seeking Students

Applicants seeking non-matriculated status must complete an Admissions Application prior to the time they register for classes. Students should indicate that they do not intend to earn a degree or certificate on the Admissions Application.

Re-Admission

Students who have not attended the College for at least five years must apply for re-admission through the Office of Admissions, Records & Registration Services. To be readmitted, students will be required to: (1) complete an Application for Admission, and (2) provide an official academic transcript from any college or university previously attended (if applying for a selective program or if desiring to transfer credits). Students who did not complete college-level English or mathematics will be required to take the ACCUPLACER® college placement test. Students separated from the College for at least five years and wishing to re-enroll may be eligible for *Academic Forgiveness*. Under the Academic Forgiveness policy, all grades will remain on the transcript; however, grades prior to *Academic Forgiveness* will not be included in the calculation of the grade point average (GPA). (Refer to [Academic Forgiveness](#) section.)

Non-Credit Career & Technical Institute of CCC Students

Non-credit courses, workshops and seminars provide enjoyable, educationally rewarding experiences with an emphasis on learning in an informal, relaxed atmosphere. Many courses have no admission requirements; courses are open to any interested adult individual. Some courses are open to children; however, it is advisable to call to check before registering a child under 18.

Credit Programs for High School Students: College Now

Multi-faceted school/college partnership programs provide high school students with various opportunities to earn college credit for college-level work completed while in high school. Students in the 11th and 12th grades may select from several options:

1. Campus Courses

High school students who qualify may enroll in college courses at Camden County College and bank the credits for transfer to most colleges and universities. Courses may be taken during evening hours, weekends or during the day, if arrangements can be made so that high school commitments continue to be satisfied. These courses are offered at a substantial reduction in tuition.

2. High School Plus/Dual Credit

This program offers freshman-level college courses in subject areas such as foreign language, computer science, math, history, political science, chemistry, physics, biology and psychology. Credit is transferrable to most four-year institutions.

3. Career Technical Education

College/high school agreements allow 11th and 12th grade students pursuing careers in technical education to earn college credits while in high school.

4. Virtual College Now

This program provides high school students with unique access to earning college credits by taking established online Camden County College courses during the regular high school day. Credit is transferrable to most four-year institutions.

5. Career Now

This program allows high school seniors the ability to participate in non-credit career training programs during their senior year of high school. Courses may be taken during the day or evening if arrangements can be made to ensure the completion of all high school graduation requirements. Students must obtain approval from their school principal or guidance staff and present a letter of

recommendation at the time of registration. Career Now students will the equivalent of a 1 credit discount.

Inquiries for all College Now programs should be directed to the School, Community & Workforce Training Programs at (856) 227-7200, ext. 4530. Information also is available at www.camdencc.edu/high-school-students.

Awarding of Transfer Credit

CREDIT FOR PRIOR LEARNING

Students attending Camden County College may earn college credit for a variety of learning experiences that were achieved outside of the traditional college setting. For example, students who can document knowledge acquired while in the military, workplace, advanced courses in high school, or non-traditional course work may submit official documentation for an evaluation or request a test that demonstrates college level knowledge in a particular area. Once the evaluation process is completed, the following policies will govern the granting of credit for college-level knowledge acquired outside the classroom:

- All required remediation and all prerequisites must be satisfied before credit will be given.
- Only matriculated students are eligible, and they must use the credit to satisfy a requirement in their curriculum.
- Credit for specific Camden County College courses will be included on the student's transcript. (No letter grade is given; GPA will not be affected.)
- Students receiving educational experience credit must complete at least 30 credits in Camden County College courses to receive a degree.
- Credit will be guaranteed as Camden County College credit only. The student should investigate transferability.

Note: Students who wish to achieve credit this way should look closely at the credits needed to finish their degree, and how their prior learning experiences may satisfy some of the courses they are required to take.

Proficiency Exams and Credit by Assessment

- Advanced Placement Testing (AP)
- College Level Examination Program (CLEP)
- The College-Level Examination Program enables students to earn college credit by passing examinations for knowledge acquired through formal and informal study, employment, non-credit courses, military, industrial and business training.
- Dantes Subject Standardized Tests (DSST)
These tests enable students to earn credit by passing examinations for knowledge acquired outside the traditional classroom.
- Apprenticeship to College Credit (NJPlace)
Apprenticeship to College Credit Handbook

- **Credit by Exam /Student Portfolio**
A matriculated student may earn credit by assessment either by taking an examination or by developing a student portfolio. Both methods give the student an opportunity to achieve college-level credit for selected courses offered at Camden County College.
- **National Agency Recommendations**
(including ACE and NCCRS)
- **Military Experience**
The College grants credit for coursework taken in the armed services based on recommendations of the American Council on Education (ACE).

Contacts

AP, CLEP and DANTES - Testing Center
(856) 227-7200, ext. 4710

Military Experience - CCC Office of Veteran Services
(856) 227-7200, ext. 4441

Credit by Exam, Student Portfolio and National Agency Recommendations - Office of Enrollment Services
(856) 227-7200, ext. 4200

Transfer of Credit

Students who have attended or are attending a regionally accredited college or university must provide **official transcripts** of all **previously attempted** college credits if they are applying to a selective program OR want to have previous college credit evaluated for transfer OR need to document completion of a course prerequisite. The Records and Registration Office will evaluate and grant transfer of credit upon admission to the College.

Courses completed at regionally accredited colleges or universities (and from properly accredited programs) with a grade of C (or equivalent) or above will be evaluated for transfer provided that the course is compatible with the curriculum of Camden County College, as

approved by the faculty, and the course is applicable to the requested program of study.

Transfer students must complete at least 30 credits in Camden County College courses to receive a degree. Grades received at other institutions will not be used in computing the cumulative grade point average at Camden County College.

International students who wish to transfer credits earned in their home countries have the responsibility of having their transcripts evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services or an evaluator of foreign credentials that is a member of the National Association of Credentials Evaluation Services (NACES), such as World Education Services; and submitting the evaluation to the Office of Records and Registration.

Camden County College reserves the right to deny inappropriate credit requests.

The accepted regional accrediting agencies include:

- **MSA** - Middle States Association of Colleges and Schools, Commission on Higher Education
- **NASC** - Northwest Association of Schools, Colleges and Universities, Commission on Colleges and Universities
- **NCA** - North Central Association of Colleges and Schools, Higher Learning Commission
- **NEASC-CIHE** - New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
- **SACS** - Southern Association of Colleges and Schools, Commission on Colleges
- **WASC-Jr** - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- **WASC-Sr** - Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

Affiliated Institution	Courses/program	Transfer Into	Date Signed
Camden County Technical School/ Technical Institute of Camden County	Culinary Certificate in the Hospitality Technologies Department	12 credits toward Culinary Certificate Hospitality Technology	2007
Camden County Technical School/ Technical Institute of Camden County	Culinary Arts/Food Services Management Program	12 credits toward Culinary Certificate Hospitality Technology	2007
Cape May Technical High School	Dental Assisting w/ grades of 75+	Dental Assisting	2009
Camden County Technical School/ Technical Institute of Camden County	TICC Medical Assisting program if receive CMA credential	22 credits Medical Assisting	2003
Cumberland County College	Prereqs for MLT taken @ Cumberland	36 credits toward Medical Lab Assistant	2006
Cumberland County College	HIT.AAS	31 credits toward Health Information Technology	2012
Cumberland County College	MDC.CT	15 credits toward Medical Coding Certificate	2012
Salem County College	ASC.AAS	Up to 28 credits toward Veterinary Technology	2017

Articulation Agreements Transferring INTO

Camden County College

Camden County College has a number of articulation agreements with institutions transferring credits into Camden County College.

Times, Location, Format of Classes

The College offers classes at the Blackwood and Camden City Campuses, at the William G. Rohrer Center in Cherry Hill and at several local high schools in Camden County. To meet the needs of a diverse college community, the College provides courses in varied formats, encompassing the needs of both traditional and nontraditional students. Classes are offered in full-semester, mini-session and online formats. The semester schedule of credit classes identifies the classes, the locations and the formats.

ACADEMIC YEAR

The traditional academic year at Camden County College consists of two, 15-week semesters from September to December and from January to May, and three summer sessions through June, July and August. In addition to regular day classes, the College offers a variety of times, places and formats to meet the needs of students for alternate class scheduling.

MINI-SESSIONS

In an effort to meet the diverse needs of Camden County residents, the College offers mini-sessions during the fall or spring semesters. These course are available at the Blackwood and Camden campuses. While these sessions meet fewer times per semester, each class session is longer, and each class carries the same number of credits as those offered in the regular day and evening sessions.

SUMMER SEMESTER

The summer semester is designed to meet the needs of students already enrolled in the College, students attending other colleges and new students. Students planning to enroll full time in the fall semester are encouraged to take courses in their areas of interest and/or need during the summer. Day courses are conveniently scheduled from Monday through Thursday; evening courses meet on a similar schedule but may meet Tuesday through Thursday. Three five-week sessions, a seven-week session, an eight-week session and online sessions are offered, as well as other sessions. The first five-week session usually begins in late May and runs through June. The second five-week session usually begins the last week in June/first week in July and concludes in early August. The third five-week session begins in mid-July and ends in mid-August. The eight-week session begins at the same time as the first five-week session, usually in late May. The College also offers weekend and online sessions with varying beginning and ending dates.



WINTER INTER-SESSION

Students can earn three (3) credits in as little as two weeks. Classes are offered at all three campus locations and online. On-campus classes meet Monday through Friday from 9:30 a.m. until 12:30 p.m. for three weeks between the fall and spring terms. The online session lasts five weeks. It begins in early January and ends in late January.

EVENING CLASSES

Evening classes are held Monday through Thursday during the fall, spring and summer semesters. It is possible to earn an associate degree in a variety of academic areas or to earn various certificates by attending classes only during evening sessions. In order to meet the needs of evening students, the following offices maintain selected evening hours:

Academic Advisement Center

- Blackwood Campus Learning Resource Center
- Blackwood Campus Bookstore
- Business Office
- Cafeteria
- Computer Laboratories
- Dean's Offices
- Financial Aid
- Paul Robeson Library at Rutgers in Camden City
- Admissions, Records & Registration Services
- Testing
- William G. Rohrer Center E-Library in Cherry Hill

E-LEARNING

E-Learning education, accessing educational opportunities at the student's convenience without the normal constraints of time and place, is changing the face of higher education. Camden County College offers over 170 accredited online courses and hybrid/blended courses across all disciplines. E-Learning students tend to have complex schedules and need to spend a minimum amount of time on campus. Online and hybrid/blend courses provide flexibility to focus on other aspects of life. E-Learning students must be self-motivated, possess

basic computer skills, enjoy working independently, and have access to the internet. Students interested in taking distance learning courses should access the E-Learning link on the College website at www.camdencc.edu/online-education.

Online

Online classes (OL) allow students the flexibility of learning anywhere and anytime. All instruction, coursework, and testing is done online via the College's learning management system (unless specified in the professor's syllabus). Students interact with their professor and classmates in a virtual classroom by participating in forum discussions and live conferencing.

Hybrid/Blended Courses

Taking advantage of the latest technology, Camden County College has designated some of its courses as hybrid/blended (HB) courses. Students meet with the professor face-to-face approximately half of the time as traditional classes. The rest of the coursework is done online via the College's learning management system. This is an excellent option for students who prefer regular interaction with their teacher and classmates, or are hesitant about a fully online class.

OFF-CAMPUS COURSES:

Many evening classes are scheduled each semester at several convenient community education centers throughout Camden County. Each semester, classes are announced in the Credit Schedule of Classes. For further information contact the School, Community & Workforce Training Programs at (856) 227-7200, ext. 4530.

Enrollment Status: Full-Time/Part-Time

A part-time student is one who is enrolled in less than 12 credits, but less than 12 credit hours per semester, while a full-time student is one who is enrolled in 12 credits or more, per semester. Full-time students desiring to carry more than 19 credits per semester must receive overload approval from their academic dean.

Admissions Categories

The College recognizes the following categories of students as either part-time or full-time:

MATRICULATED

These are students who have met requirements for admission, including submission of an *Application for Admission*, and have been officially accepted in programs of study leading to a degree or certificate.

NONMATRICULATED

These are students who submit an *Application for Admissions* form and indicate that they are not seeking a degree or certificate, including under-aged students, and students taking credit courses for personal interest, career advancement, enrichment or transfer to another institution where they are matriculated.

NON-CREDIT

These are students taking credit-free programs of varying lengths for purposes of personal enrichment, career advancement or professional continuing education.

Class Membership/Grade Level

Students' class membership is determined by the number of degree credits accumulated. A first-year or freshman student is one who has satisfactorily completed up to 30 of the credits required in a degree program. A second year or senior student is one who has satisfactorily completed 31 or more of the required degree credits.

Coursework Evaluation and Testing

Exams, quizzes, papers, term papers, final examinations and the like are all part of a college education. They help students study and learn. They help teachers evaluate what is being taught and what is being learned. Tests are usually determined by the individual instructor, who determines what is to be tested or measured, how it is to be measured, and how long students will have to complete each assignment. Sometimes faculty teaching the same course may agree upon and administer common exams: this is the case in all reading, writing and mathematics skills classes.

Student with certain disabilities may request an appointment with the *Disability Services* Office located in the Advisement Suite of Taft Hall-Third Floor, on the Blackwood Campus, a letter that will let the faculty know that they are eligible to receive additional time for certain assignments.

Students who miss a quiz or exam may make up the missed exercise with the professor's permission. If this test or exercise is to be proctored by the Testing Center, arrangements must be made with the Testing Center by the professor. The Testing Center has established a systematic procedure to administer make-up tests. Tests will be given under controlled conditions according to a published schedule available in the Testing Center. The schedule may be found on the Camden County College website, www.camdencc.edu/testing. Students must bring their current student photo ID card to the testing session. No books, notes, calculators, dictionaries or other aids are permitted unless specifically indicated by the instructor.

Social Security Number/Unique ID Number

For any U.S. citizen or permanent resident who enrolls as a student at Camden County College, provision of the Social Security Number (SSN) is required to meet federal and state reporting mandates and for debt collection. The College will not disclose your SSN without your consent to anyone outside the College except as required by law and will make every effort to protect your privacy. Students applying for financial aid cannot receive any federal or state aid without a SSN.

If a student needs to correct the SSN on file at the College, he/she must present their official Social Security Card from the U.S. Social Security Administration and complete a *Change of Data* form. Forms are available online and in the Office of Admissions, Records & Registration Services.

Once enrolled, each student at Camden County College will be assigned a permanent ID number that will be used to identify them for all internal College processes and for access to Web services. It is highly recommended that students remember and use this number when completing forms and making record inquiries.

Student Health Insurance

As of the Fall 2014 Term (academic year 2014-15), Camden County College does not require that a student participate in a college sponsored health insurance plan nor does it require proof of same for general attendance requirements. (However, please be aware that certain programs, internships and clinical practicums do require both professional and health insurance and proof of personal health insurance.)

However, with the passage of the Federal Patient Protection and Affordability Care Act (PPACA), all citizens must have insurance coverage through a PPACA compliant plan or they will be subject to tax fines beginning in January of 2014. In response, the Federal Government has established health insurance exchanges that allow

families and individuals, who need health insurance, to compare coverage and related costs among a variety of insurance companies.

Additional Resources

www.healthcare.gov

New Jersey Individual Health Insurance Program Buyers Guide Healthcare.gov – *Grads and Other Young Adults*

Submit questions to: HHSORD2@hhs.gov

Student Immunization Requirements

New Jersey State Law (N.J.A.C. 9:2-14; Title 18A:61D-1 and D-9) requires that New Jersey colleges and universities maintain records of students' immunization against measles, mumps, rubella (MMR) and hepatitis B. All new students who are enrolling for 12 or more credits are affected by this regulation and will be required to present documented proof of immunity. Students born before 1957, students participating in online or off-campus classes exclusively and students who attended a secondary school in the state of New Jersey are exempt from this regulation. Under certain circumstances, students may be exempt because of medical or religious reasons. However, students must provide the required certification or documentation in order to substantiate such exemptions.

Students affected by these regulations will receive more detailed information and any required forms from the Executive Dean of Student Affairs/Title IX Coordinator. The College does not provide immunizations. Students should refer to their regular sources of medical care or such medical services as provided by public agencies for any necessary immunizations.

Selective Admissions and Capped Enrollment

Admission to the following specialized programs is subject to additional criteria, restrictions and deadline dates listed in the Programs of Study section of this publication:

GMA.AAS	Automotive Technology: GM/ASEP
GMT.CA	Automotive GM Technician Certificate
DAS.AAS	Dental Assisting
DAS.CT	Dental Assisting Certificate
DHY.AAS	Dental Hygiene
HSC.AAS	Health Science
CMA.AAS	Health Science: Certified Medical Assistant Option
SRG.AAS	Health Science: Surgical Technology Option
MAS.AAS	Massage Therapy
MAS.CA	Massage Therapy Certificate
NOL.AS	Nursing: Our Lady of Lourdes School of Nursing
NUR.CT	Practical Nursing Certificate
SRG.CA	Surgical Technology Certificate
ASC.AAS	Veterinary Technology
VOC.CPS	Vocational Studies Certificate



These programs have limited enrollment, as well as specific requirements that must be satisfied before acceptance. General admission into the College does not guarantee acceptance into these restricted programs. Students interested in the dental hygiene program are urged to complete admission procedures during the fall preceding the September in which they anticipate entering Camden County College.

Students in the cooperative nursing program are admitted by a joint admissions committee; therefore, application must be made to both the College and the individual school of nursing.

International Students

International Student Services Office (ISSO) provides a variety of high quality and comprehensive program services and support to F-1 international students, English as a Second Language (ESL) Students, and DACA students including academic advising, course selections, registration, international student admissions, and degree completion process.

Camden County College is authorized by the Student and Exchange Visitor Program (SEVP), the U.S. Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS) to issue the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status to new F-1 international student applicants and current students in F-1 student visa status.

For new F-1 international student, the International Student Services office receives reviews, processes new applications, issues acceptance letters and I-20 documents, and conducts new student orientations to inform F-1 international students of college resources, policies, rules and regulations. ISSO is responsible to monitor, submit report and register F-1 international students to the Student and Exchange Visitor Program (SEVP), the U.S. Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS) via Student and Exchange Visitor Information System (SEVIS).

The ISSO advocates, trains, supports, guides and assures that each F-1 international student adheres to all College policies as well as all federal rules and regulations which allows F-1 international students to remain in lawful F-1 student visa status in order to pursue their education successfully.

F-1 international student applicants are required to obtain the proper documents and submit all the required documents to the International Student Services before they can apply for the F-1 student visa and they begin their studies. All F-1 international students must comply with SEVP/DHS rules and regulations and College poli-

cies regarding full-time status and satisfactory academic progress.

All I-20/F-1 international student applicants must submit and comply with the required Camden County College Admissions Application and Camden County College International Student Application Packet which include all the required documents with instructions and procedures on how to complete the whole process of the international student application for admission.

All accepted students will be tested for English and mathematics proficiency. International students who wish to transfer credits earned in their home countries have the responsibility of having their transcripts evaluated by one of the National Association of Credential Evaluation Services (NACES) members, the recognized evaluator of foreign credentials and submit it to the Office of Admissions, Records & Registration Services.

Students who are not U.S. citizens or permanent residents will be charged the international tuition rate as approved by the College's Board of Trustees. All accepted I-20/F-1 student applicants are required to deposit \$3,500 with the College as one condition for being issued the Form I-20 and the official acceptance letter. The \$3,500 tuition deposit will be used to offset the first semester's College costs. The \$3,500 tuition deposit will be refunded if an applicant is denied a student visa. Since international students are neither U.S. citizens, nor eligible non-citizens, they are not eligible for financial aid. More information can be obtained by calling (856) 227-7200, ext. 4568 or visit the website: www.camdencc.edu/international-student-services.

SPECIAL NOTE TO INTERNATIONAL STUDENTS

Due to recent changes in immigration laws, all international students are now required to register for classes and make any course changes in person at the Office of ESL / International Student Services, located on the third floor of Taft Hall on the Blackwood Campus. It is strongly recommended that you make an appointment by calling (856) 227-7200, ext. 4543. Register early!

College Placement Testing

Most full-time and part-time students are required to take the ACCUPLACER® college placement test before enrolling in classes. The test is designed to measure skills in English and mathematics. The scores are used to determine the most appropriate placement for each student. Some students may place into college-level courses, and some students may need to enroll in Academic Skills classes. Information for students who may qualify for a test exemption is listed in the exemptions section.

ONLINE ADMISSIONS APPLICATION

Before taking the college placement test, students should complete and online admissions application by going to apply.camdencc.edu.

PURPOSE OF ACCUPLACER

The purpose of Accuplacer is to measure skills in reading, writing, and mathematics. The placement results will help each student determine which courses are most appropriate based on their current knowledge and skills. The test takes approximately two hours, but since most of the test is untimed, you are encouraged to work at a pace that you are comfortable with.

A current photo ID is required at the time of testing and will be checked both before and after testing.

PREPARING FOR THE TEST

Preparing for the placement tests is strongly recommended. By obtaining a better placement, you may be able to progress towards college level coursework much quicker to get a head start toward your academic goals. Get a good night's sleep and have a light meal or snack before testing. Being tired or hungry can affect your performance on the test. There are morning, afternoon, evening and weekend hours for testing. Check the testing schedule and take the test when you are usually the most alert.

SAMPLE TESTS/DESCRIPTION OF THE TEST

Go www.camdencc.edu/testing and select the links for the test description and sample tests.

TEST RESULTS

Students will receive an Individual Placement Report immediately after testing. Students may meet with an Academic Adviser during the Advisement Center walk-in hours to discuss the results. Because of the confidential nature of test scores, results cannot be given over the phone or by email.

TEST SCHEDULE

Please visit our website at www.camdencc.edu/testing.

TEST EXEMPTIONS

Only official documentation will be accepted.

Exemptions from one or more sections of the College Placement Test may apply to:

- Students who have taken the Accuplacer or Compass test at another college within the last three years.
- Beginning March 2016, students who took "new" SAT beginning in March 2016 and scored 500 or higher on the SAT Mathematics and/or 450 or higher on the SAT Evidence Based Reading/Writing.* SAT Scores are valid for three years.

- Effective February 2018, 22 or higher on the ACT Mathematics and/or 22 or higher in the ACT Reading AND a 18 or higher in the ACT English, ACT scores are valid for three years.
- Prior to February 2018, students who have scored 23 or higher on the ACT English AND Reading and/or 23 on the ACT Mathematics. ACT scores are valid for three years.
- Students who have scored a 4 or higher on the PARCC Algebra II will be exempt from the Math portion of Accuplacer, and a 4 or higher on the English Language Arts Grade 11 will be exempt from Reading and Writing portion of Accuplacer.
- Students who have met the Camden County College requirements for (AP) Advanced Placement or CLEP in English or mathematics.
- Students who have scored a 3 on the AP English Literature or AP English Language Test will be placed into ENG 101. Students who score a 4 or a 5 will be given credit for ENG 101.
- Students who have successfully completed, with a transferrable grade, a college-credit English Composition and/or mathematics course at a regionally accredited college.
- Students entering the English as a Second Language (ESL) program who have taken the ESL placement exam and the College Placement Test for mathematics.
- Students enrolled in some of the Certificate Programs may not have to take the placement test. Please contact the Program's Coordinator to confirm whether or not the placement test is required.

*The College reserves the right to adjust future exemptions based on the recommendation of the New Jersey Council of Community Colleges

DESCRIPTION OF ACCUPLACER

ACCUPLACER is an internet based, computer adaptive test, and consists of a timed 60 minute essay and un-timed multiple choice sections: Next Gen Reading, Next Gen Quantitative Reasoning, Algebra and Statistics (QAS), and depending on QAS results either; Next Gen Arithmetic or Next Gen Advanced Algebra and Functions (AAF).

Only those students who receive a high score on the QAS section will be prompted to take the AAF section. The multiple choice tests are adaptive, which means that the computer automatically determines which questions are presented based on responses to prior questions. Because the test is set up this way, every question must be answered in order, and changes to answer must be done before moving to the next question. Questions cannot be left out or returned to later for the purposes of changing an answer. Since the multiple choice tests are un-timed, each question can be given as much thought as necessary before selecting and answer.



TEST SCHEDULE

Visit our website at www.camdencc.edu/testing.

TEST EXEMPTIONS

Only official documentation will be accepted.

Only official documentation will be accepted. Please see the list of Test Exemptions on page 21, or visit www.camdencc.edu/testing for more details.

DESCRIPTION OF THE TEST

ESL ACCUPLACER is an internet based, computer adaptive test, and consists of a timed 60 minute essay and un-timed multiple-choice sections of 20 questions for Reading and Listening. On the day that you take the ESL Accuplacer, you might also take the math portion of the test as well. There are two math tests, the first is Quantitative Reasoning, Algebra, and Statistics (QAS) the second will be based upon how you do on the QAS test, either Next Generation Arithmetic or Advanced Algebra Functions (AAF). These are also in multiple choice format.

The multiple choice tests are adaptive, which means that the computer automatically determines which questions are presented based on responses to prior questions. Because the test is set up this way, every question must be answered in order, and changes to an answer must be done before moving to the next question. Questions cannot be left out or returned to later for the purposes of changing an answer. Since the multiple choice tests are un-timed, each question can be given as much thought as necessary before selecting an answer.

TEST FORMAT

ACCUPLACER presents one question at a time. Each page presents the question and several possible answer choices. The page may include additional information that is needed to answer the questions, such as a reading passage, a picture or a table of information.

GUESSING

If the answer is not immediately apparent or unknown, try to eliminate one or more of the choices and answer what appears to be the best choice.

CALCULATORS AND DICTIONARIES

No personal or online dictionaries are permitted. When you do the math section, there is an internal pop-up calculator that can be used on some questions, but not all. No personal or other online calculators can be used.

ACCESSIBILITY WIZARD

This feature can be used to help students with visual disabilities by increasing the font, and changing the background and cursor color and line spacing. Students can use this by clicking on the icon at the bottom left-hand corner of the screen.

SPECIAL ARRANGEMENTS FOR STUDENTS WITH DISABILITIES

Anyone with a learning or physical disability that would prevent them from taking the test under standard conditions may inquire about special accommodations by contacting the Disability Services Office at DisabilityServices@camdencc.edu or (856) 227-7200, ext. 4430 or the Program for Students who are Deaf or Hard of Hearing at DHHServices@camdencc.edu or (856) 227-7200, ext. 4206 (voice) to review test options.

ESL Accuplacer

ONLINE ADMISSIONS APPLICATION

Before taking the ESL Accuplacer, students should complete an online admissions application by going to apply.camdencc.edu.

PURPOSE OF THE TEST

The purpose of the test is to measure skills in reading, writing/grammar, and listening. The test might also contain mathematics. The placement results will help each student determine which courses are most appropriate based on their current knowledge and skills. The test takes approximately 2½ hours. A current photo ID is required at the time of testing.

PREPARING FOR THE TEST

Preparing for the ESL Accuplacer is strongly recommended. Please visit www.camdencc.edu/testing for links to sample materials. Get a good night's sleep and have a light meal or snack before testing. Being tired or hungry can affect your performance on the test. There are morning, afternoon, evening and weekend hours for testing. Check the testing schedule and take the test when you are usually the most alert.

EDREADY MATH ASSESSMENT

Visit www.edready.org, click "Get Started" and follow directions for using EdReady to prepare for the Math portion of College Placement Test.

TEST RESULTS

Students will receive an Individual Placement Report immediately after testing. Students may meet with an Academic Adviser during the Advisement Center walk-in hours to discuss the results. Because of the confidential nature of test scores, results cannot be given over the phone or by email.

ENROLLMENT SERVICES: STUDENT RECORDS AND REGISTRATION

All activities concerning admission to the College, registration and student records are handled by the Office of Student Records and Registration located in Taft Hall where students will find the following:

- Admission Applications
- Audit Forms
- Change of Data Forms (Name, Address & SSN)
- Change of Curriculum Forms
- Chargeback Forms
- Course Schedule Changes
- Course Withdrawal Forms
- Enrollment Verifications*
- Grade Reports
- Graduation Applications
- On-going Registration
- Academic Program Guides
- Re-admission Information
- Transcript Requests Forms

* Enrollment/degree verifications now are processed electronically through the National Student Clearinghouse (703) 742-4200, fax (703) 742-4239, E-mail service@studentclearinghouse.org. There is no cost to students for this service. (Many forms are also available on the College website at www.camdencc.edu.)

Note: It is the responsibility of the student to inform the College of changes in name, address, and curriculum once enrolled.

Registering for Classes

METHODS OF REGISTERING

Students may register for classes by Internet, mail, fax or in person. Online registration via WebAdvisor is encouraged for efficiency and convenience. Students are assigned a user ID and password to access their student portal. More information is available on the College website at www.camdencc.edu.

Regardless of the method chosen, payment of tuition and fees is required at the time of registration (except during priority/early registration periods). The opportunity to mail or fax a registration usually ends before the beginning of the semester and before the deadline for other forms of registration. Registrations that are mailed or faxed are processed within three business days after they are received. (See the Payments section for information on installment plans.) Installment plans are not available for the summer semester. Exact registration dates and deadlines can be found in semester tabloids or on the College website. For

further information, contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200 or by fax at (856) 374-4917.

Our student portal enables students to conduct College business from the convenience of their home or office, on any PC that has internet access. Most services can be accessed from the College's home page at www.camdencc.edu and links to related sites:

- Applying for Admission
- Applying for Financial Aid
- Testing Center
- Forms (such as Transcript Request, Registration, Withdrawal, etc.)
- Publications (such as Catalog, Academic Program Guide, etc.)
- College Directory
- Registration Dates and Options

MYCCC PORTAL

MyCCC Portal can be accessed at my.camdencc.edu. Using an ID and a password, students can access their personal account. New students will be issued an account 48-72 hours after they have submitted an admissions application. Any portal page can be printed by using the print option. Students will receive an email from the Office of Information Technology with their MyCCC Portal and student email information.

Register online

- Adjust your schedule (Dropping/Adding)
- View account balances
- View Financial Aid status
- Pay online
- View course offerings (Searching for classes)
- Obtain grades
- Obtain unofficial transcripts
- Obtain schedules
- Request an official transcript and check the status of transcript requests
- Search for classes
- Program evaluation reports (courses needed to complete curriculum requirements)
- Reset password

Red Card Policy

Red Cards are the forms used to grant authorization for a student to enter a class that he/she would otherwise not be permitted to register for.

1. Closed class – Instructor signs the red card. If the class is not assigned, or it is impossible to reach the instructor, the red card may be signed by the Dean and Chair/Coordinator/Director.

2. Prerequisite Override- Chair/Program Coordinator/Director or Dean signs red card.

Exception: Algebraic Concepts (MTH-100).

Any student who tests into College Level Writing, College Level Math, and **Reading III** may take Algebraic Concepts (MTH-100) with a **co-requisite** of Reading III, if necessary for their academic program. **Advisors may sign red cards.**

Exception: Students who have no intention of matriculating may take up to 11 credits without taking the placement test. This student may enroll in any introductory course except in math, science or English. **Advisors may sign red cards.**

Exception: If a student provides an advisor with proof (unofficial transcript, final grade report) from a higher education institution that the student has successfully completed a prerequisite at another school, **advisors may sign red cards.**

3. Restricted Section - Chair/Program Coordinator/Director or Dean signs red card (e.g. PACS, ESL, DHH, etc.)

4. Overload - Dean signs red card (more than 19 credits)
Exception: If a student whose GPA is at least 2.5 wants to enroll for more than 19 credits (overload), advisors may evaluate previous academic performance and use their discretion to determine if an overload is in order. Advisors may sign red cards.

5. Late registration - Instructor AND, the Dean or Chair/Program Coordinator/Director sign red card. Red card needed ONLY if class has met more than one time.

Exception: If after 10th day, then *Instructor's AND Chair/Program Coordinator/Director AND Dean's signatures* are required. Dean should provide rationale for decision for auditing purposes.

Guiding Principles:

1. Rationale for override must be indicated on the red card.
2. If an advisor or other College administrator gets authorization by telephone, he/she may also sign the red card and note "as per name of authorizing person".
3. Electronic red cards (e-red cards) will be available on the S-drive in the Academic Policies folder or through Dean's office personnel. An electronic red card can be filled out and emailed to the registrar by using the red card drop box at:
redcard@camdencc.edu
An email must come from an authorized person as listed above. The e-copy of the red card must come from a Camden County College email address, and the approved red card must be copied to the student, chair /coordinator/director, and academic dean.
4. Any student who earns an "A" in Algebraic Concepts will be given an opportunity to retake the Advanced Math portion of Accuplacer to determine if they can go directly into Applied Calculus, negating the need for MTH-114 or MTH-123. The re-test score will be posted on Colleague. No red card will be needed.
5. Advisors should try to get the required approval by phone without the student's leaving the registration area and complete the red card with the proper notation. If this effort is not successful, then they should refer the student to the office of the academic dean for the division that governs the course.
6. The dean or his/her designee will confer with the student and complete a red card if the override is being authorized.
7. The student will bring the signed red card to course entry staff and the registration form will be processed by someone who has override access to RGN. (If a staff member in the dean's office has override access to RGN, he/she may process the registration at that location. This is the preferred procedure.)
8. Completed red cards are retained by the Records and Registration Office and are available upon request for one year
9. If for some reason a red card is not available to an advisor, the override indicator must be written on the registration form.
10. No student should be given a blank red card at any time.

Persons with a Supply of Red Cards:

1. Academic Deans on the Blackwood Campus and the Dean's offices at the Camden and Rohrer campuses
2. Program Chairs/Coordinators/Directors
3. Records & Registration administrators
4. Advisors



Auditing

Students may choose to audit a class. To audit a class is to register and pay for a class without having to take tests, quizzes or examinations. The student who audits a class should attend class regularly but receives no grade or credit. If an auditing student receives financial aid or veteran's benefits, cannot be used to pay for audited courses and the audited course does not count towards eligibility. Students must declare their intention to audit a class within the first three weeks of class. This may be done at the time of registration for the course, or by completing a *Request to Audit form*.

Cancellation of Course Section

The College reserves the right to cancel any course or course section where the enrollment does not warrant the carrying of that course.



Changes In Enrollment/Schedule

Students who wish to make changes in their class schedules (drop/ add) should refer to the Credit Schedule of Classes or contact the Office of Admissions, Records and Registration Services at (856) 227-7200, ext. 4200 for information regarding times, dates and procedures including deadlines for each session. In all cases, students must use the online process, or complete a *Credit Registration/Drop-Add Form*. The *Credit Registration/Drop-Add Form* can be secured from the College's website at www.camdencc.edu, from the Office of Admissions, Records & Registration Services in Taft Hall on the Blackwood Campus, from the administrative offices on the second floor of the Camden Technical Center or from the Information Desk at the William G. Rohrer Center in Cherry Hill.

If a course section is canceled (usually due to low enrollment), students may enroll in another section of the same course or another course or they may obtain a refund. Students may make schedule adjustments that involve dropping course sections up to the 10th day of class (for a 15-week session) or the 10th day equivalent

(for other sessions). No grade will be issued for these dropped classes, and the transcript will bear no record of the classes dropped, provided students process the adjustments according to officially prescribed procedures. Students may usually add a class to their schedules if only one class meeting has been missed. After a class has met more than once, addition of a class may be denied, or may be allowed with the permission of the instructor or area dean. Under normal circumstances, no schedule adjustments will be permitted after the late registration deadline for the session in which the classes are scheduled. In the case of mitigating circumstances, approval from the appropriate academic dean is required for the changes to be processed. These special approved changes must be made in person using a *Credit Registration/Drop-Add Form*.

Once the session begins, a fee of \$35 is assessed each time a student makes a schedule adjustment of adding a course. There will be no \$35 processing fee for schedule adjustments made because of course sections canceled by the College. Students will be required to pay any additional tuition and fees for an added course. Tuition for dropped courses is subject to charges according to the College's refund policy.

COURSE WITHDRAWAL PROCEDURE:

A student wishing to withdraw from a course between the third week and the end of the eighth week of the 15-week term, or its equivalent, has the right to do so. To withdraw, a student must fill out a *Withdrawal form* and submit it to the Office of Admissions, Records and Registration by the published withdrawal deadline. An instructor's signature is optional and is only needed to verify the last date of attendance, not to approve or deny the withdrawal.* The student is responsible for obtaining the instructor's signature and returning the form to the Office of Admissions, Records & Registration Services. If the instructor's signature and/or the last day of attendance is not completed, the Office of Admissions, Records & Registration Services will enter the date the form is submitted. When the *Withdrawal form* is processed, a grade of W is assigned. This W will become the verified final grade. Students cannot use MyCCC Portal Self Service to withdraw from a course. Students are not permitted to withdraw from courses in which they receive an attendance grade of XA. After the end of the eighth week of classes, or the equivalent academic period for shorter sessions, no grade of W will be given unless there is formal medical or emergency withdrawal from the College documented through the executive dean of enrollment & student services. There is no refund of tuition and fees after the 10th day of the 15-week session, or the equivalent academic period for shorter sessions.

*Although a student is not required to obtain an instructor's permission to withdraw, it is strongly recommended they consult their instructor about their progress and other possible options.

WITHDRAWAL FOR ACTIVE DUTY

In support of national security initiatives, Camden County College will provide students in the National Guard or the Reserves, who are required to report for active duty, the opportunity to complete their studies or to withdraw from classes without penalty. To receive this special consideration, students will be required to provide documentation of their status and complete a Tuition Credit Appeal form. Each student request will be handled on a case-by-case basis in an effort to facilitate a solution that will be in the student's best interest. Students who must withdraw in the early part of a semester will be granted tuition/fee credit on their account or a full refund of tuition. Students who withdraw in the latter part of a semester will be encouraged to take a grade of I and to complete course requirements according to arrangements with individual professors. The Office of Veteran Services will serve as the contact point for facilitating these withdrawals. The following outlines the necessary steps for the student to follow:

1. Complete a Withdrawal form and a Tuition Refund Appeal form. Attach documentation of summons to active duty and a written statement of the special consideration requested;
2. Submit forms to the Office of Veteran Services; and
3. Make sure that all financial aid paper work (if applicable) is submitted to the Office of Financial Aid prior to the last date of attendance. Students will receive a letter from the College advising them of the disposition of their withdrawal.

Waivers

WAIVER PROCESS

1. The waiver process is student initiated. Waiver forms will be available in the two academic Dean's offices ONLY. When students pick up a form, it will be logged in and given a tracking number by the Dean's office.
2. The student will complete Step I of the form and provide including a justification for waiver. The student will also obtain and attach to the form a copy of his/her academic transcript and degree audit.
3. The first signature required will be that of the chairperson/program coordinator for the program of study in which the student is matriculated. (If the program does not have a chair/coordinator, then the Dean of that area will sign the form).
4. The second signature is the chairperson/coordinator of the area in which the course being waived resides.
5. The student will then bring the completed paper work, with support documents, to the Dean of the area under which the student's program falls.

6. The Dean's office will keep the original copies of the forms and documentation and forward a copy of same to the Vice-Chair of the Faculty Assembly.
7. The Vice-Chair will publish these provisionally approved waivers in the Report on Academic Governance on the Friday prior to Department meetings. At this point, they will be found in a folder in the Report on Academic Governance that says "Provisionally Approved Waivers".
8. On the Monday following the department meeting, the Vice-Chair will move provisionally approved waivers to a second folder under Report on Academic Governance labeled "Approved Waivers".
9. The Dean's office will enter all approved waivers onto the Colleague system and send a letter to the student informing him/her that the waiver was approved.
10. If at any point in the process the waiver is denied, the form will be returned to the Dean's office where it originated (as indicated by the tracking number) and the student will be sent a letter indicating that the waiver has been denied.
11. Challenges
 - a. A waiver may be challenged by any member of the Assembly by contacting one of the three officers of the assembly.
 - b. The student may also challenge a waiver denial by contacting their program coordinator/chair to initiate the process.
 - c. The Academic Policies Committee will hear arguments from the challenger and the student advocate (chair/coordinator of the student's program area) and any others who wish to speak on the issue. The decision of the Academic Policies Committee is final.



Request to Substitute (Waive) a Course

Completed by Dean's Office after signatures are obtained	
Tracking Number:	Date Initiated:

STEP 1: Completed by Student in consultation with the Chair/Coordinator/Director of the student's academic major/program. *** Transcript and Degree Audit Must be Attached***			
Name:			
Student ID:			
Address:			
City:		State:	Zip:
Academic Program:		Date of Graduation:	
<small>(A new waiver will be required if the student switches to a new academic program)</small>			
Course to be Waived	Course Code:	Course Name:	
Course to be used as a Replacement	Course Code:	Course Name:	
Justification for the Waiver:			

STEP 2: Student Obtains Signatures and Justification from Chairperson/Coordinator/Director of the student's academic program		
Reason waiver was approved/disapproved:		
Print:	Signature:	Date:
Chairperson/Coordinator of Academic Program of Students		
STEP 3: Student Obtains Signatures and Justification from Chairperson/Coordinator/Director of the area in which the course resides		
Reason waiver was approved/disapproved:		
Print:	Signature:	Date:
Chairperson/Coordinator for the waived course listed above		

STEP 4: Student delivers form and all documentation to the Dean's Office. Dean's Office signs the form, verifying all paperwork has been received.		
Reason waiver was approved/disapproved:		
Print:	Signature:	Date:

*****This form must be signed by the three people above in order to be provisionally approved*****

STEP 5: The Deans' office assigns a tracking number to the waiver. SEE BOX at TOP of FORM
Dean's office forwards one copy of this completed form and documentation to the Faculty Assembly Vice Chair

Step 6 & 7: The Vice-Chair publishes the provisionally approved waivers in the Report on Academic Governance on the Friday prior to department meetings. After the 10 day challenge period (on the Monday following the department meeting) the Vice-Chair will move the waivers to the "approved Waivers" file in the report for Academic Governance

Step 8 – The dean's office will enter all approved waivers onto the Colleague system and send a letter to the student informing him/her that the waiver was approved.

This waiver was approved on	Date Approved:	Initials:
This waiver was entered on Colleague	Date Approved:	Initials:
REQUEST WAIVER WAS DENIED	Date Denied:	Signature

CURRENT COPY OF THE STUDENT'S ACADEMIC TRANSCRIPT AND DEGREE AUDIT MUST BE ATTACHED

Important Procedural Guidelines:

1. Waivers are major/program specific. If the student changes major/program, the waiver is no longer valid.
2. Important dates:
 - a. For Spring and Summer Graduation – the completed waiver form (with all required signatures) must be in the Academic Dean's office by **April 15th**.
 - b. For Winter Graduation – the completed waiver form (with all required signatures) must be in the Academic Dean's office by **November 15th**.
3. Courses used as a replacement for waived courses must be on the student's transcript as either: a successfully completed CCC course, a course officially transferred into CCC, or a course that is in progress at CCC. A course that is "in progress" must be successfully completed by the end of the current semester, or the waiver is invalid.
4. It is likely that the waiver will be denied if the student is trying to replace a general education course with a non-general education course
5. It is likely that the waiver will be denied if the student is trying to replace a 200 level course with a lower level course, or is trying to replace a 100 level course with a lower level course.

DEVELOPMENTAL COURSES

English and math placement recommendations provided by the College to incoming students are the product of a thorough and reliable assessment of the students' English and math abilities, including the opportunity to reassess in accordance with current testing center policies. Accordingly, students must follow the English and math placement recommendations provided to them by the College. Students who choose not to enroll in the recommended English and math courses will not be permitted to register for any other course for which they have failed to meet the other course's prerequisite.

Disallowance of Registration with Prior Balance Policy

Final grades, transcripts (official and unofficial) and diplomas will not be issued to students who are indebted to the College, nor will these students be permitted to register for the following semester. No student is permitted to graduate before meeting all financial obligations to the College. The College reserves the right to pursue the collection of obligations through the employment of a professional collection agency.

Student Records

FERPA POLICY

The Family Educational Rights and Privacy Act of 1974, which became effective November 19, 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

In response to this legislation, Camden County College has developed the following policy regarding:

1. Access to Education Records
 - i. Access to information contained within a student's permanent education record shall be in accordance with the guidelines as set for in the above legislation. Procedures for access shall be maintained in the Executive Dean of Student Affairs/Title IX Coordinators Office.
2. Release of Information Contained In Educational Records
 - i. Since a student's permanent educational record contains both public and private information, it is necessary to establish criteria for the maintenance and disclosure of each. Therefore, information which is regarded as public designated Directory Information, and subject to release without the written consent of the student, is listed in Category A. Information which can be released only with the written consent of the student and is regarded as private or privileged is listed in Category B.

- ii. Any and all information contained in Categories A and B shall not be, at any time or under any circumstances released to or made available for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Category A – Directory Information

The data in Category A include official administrative records necessary for the continuance and operation of the administrative system at the college. Specifically, the information included would be:

1. Student's name
2. Student's address
3. Student's telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletes
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by the student

Data in Category A., designated as Directory Information, are considered public information and may be disseminated, without written consent of the student unless otherwise indicated on the student's record folder.

Category B – Privileged Information

Data contained in Category B are privileged use of the members of the Executive Dean of Student Affairs staff and the faculty of Camden County College. This information may not be released to any other parties without the written consent of the student.

1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary Reports including disciplinary actions
6. Any and all information maintained in a student's permanent educational record not specifically listed in Category A.

Procedure

In order to insure that the privacy of student records is maintained in those cases where students do not wish Directory Information to be released, the following procedure is in effect:

1. All written requests for Directory Information should be directed to an administrative staff member in the Office of Admissions and Records to

verify whether or not a student has placed a ban on the release of any information. A list of all such students is maintained in the Dean of Students Office, the Office of Admission and Records and the Health Office.

2. A label indicating that “No Directory Information should be released without the written consent of the student” will be placed on the cover of the student’s record file by the Office of Admissions and Records for those students who have placed restrictions on such information.

Transcript Requests

Students may request official transcripts online using My-CCC at my.camdencc.edu, by submitting a Transcript Request form, or by submitting the necessary information in other written form to the Office of Admissions, Records & Registration Services. The Transcript Request form is available for downloading at www.camdencc.edu, or may be obtained in administrative offices at all locations. Requests should include the name, address, student ID number and signature of the student. Requests should also include the name and address of the place to which the transcript is to be sent. All financial obligations to the College must be satisfied before an official transcript will be released. There is a charge of \$10 for each official transcript copy. Those with questions or a desire for more information should contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200.

Unofficial transcripts may be accessed online by students using a College-assigned USER ID and a student-chosen password or requested in person from the Office of Student Records & Registration. Acceptable identification is required. There is no charge for an unofficial transcript copy.

TUITION, FEES, PAYMENT/ FINANCIAL AID

Tuition and fees are established by the Board of Trustees of the College. The Board of Trustees reserves the right to change tuition and fees at any time.

Tuition and Fees

TUITION PER CREDIT

In-county resident	\$115
Out-of-county resident.....	\$119
Foreign student	\$199

FEES

General Service fee (per credit)	\$30
Facility fee (per credit).....	\$7

Course fees vary depending on which course is taken.
Hourly Instruction fees vary depending on courses taken.

BOOKS

The cost of books and supplies is estimated to be \$1,500 for one year for a full-time student. Actual costs depend on the specific courses chosen.

MISCELLANEOUS FEES

ID card replacement	\$5
Late registration (after the start of classes).....	\$35
Schedule adjustment fee (drop/add) per adjustment	\$35
Transcript (per copy)	\$10
Late payments	\$35
Returned check (NSF) fee	\$35

Payments

PAYMENT OF TUITION AND FEES

Payment can be made online using a credit card, in person with cash, check, money order, or credit card; by mail with check, money order, or credit card information; or by faxing credit card information. Checks and money orders should be made payable to Camden County College.

The College accepts Visa®, MasterCard®, American Express® and Discover®. The College now offers an online payment system with new and flexible payment plans, the ability to schedule automatic payment, and allow authorized user payments on behalf of the student by an approved third party. For real-time access to student accounts online, once logged into WebAdvisor, the student should click on Payment Center, and will then be able to access their account and choose an appropriate payment option.



The installment payment option is not applicable to summer terms; all summer payments must be made at the time of registration. Students who rely upon financial aid or other third party payment arrangements must provide documentation of those funding sources at the time of registration. Students who register for a fall or spring semester during priority/early registration periods will be sent bills with payment due dates indicated. However, registration payment is expected to be made whether bills are received or not. Students are not considered officially registered until the College receives payment or authorization for payment. For additional information, call the Business Office (856) 227-7200, ext. 4312 on the Blackwood Campus.



CHARGEBACK FOR NEW JERSEY STUDENTS

New Jersey residents living outside of Camden County and attending Camden County College must obtain a certificate of eligibility for chargeback from the Admissions or Registrar's Office of the students' home county community college. Failure to apply for charge back will result in additional charges to students. For further information regarding chargeback-eligible programs and requirements, please contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200.

EMPLOYER COVERAGE OF TUITION/FEEES

Students who receive tuition and/or fees coverage from their place of employment must have a letter or voucher stating which charges their company will cover. Students should present this form at the time of registration. Students registering by mail or fax must include the company letter or voucher with their registration form..

SENIOR CITIZEN TUITION WAIVER PROGRAM

Persons who are 65 years of age or older will be permitted to enroll in designated credit courses, without payment of any tuition charges, provided that available classroom space permits and that tuition-paying students constitute the minimum number required for the course. Nursing cooperative courses, other cooperative courses, consor-

tium agreement courses, self-enrichment courses and customized training courses are not eligible for a waiver. Senior citizens will be required to pay all general service fees, course fees, facility fees, hourly instruction fees, late fees, books and supplies costs, etc. Seniors who are eligible for and receive financial aid will not be eligible for a waiver of tuition for the same costs. To take advantage of the free tuition offer, seniors must register in-person on or after the 100% refund deadline for a session. These dates are published on the College website, and in semester tabloids. Fees must be paid at the time of registration and cannot be billed or deferred. Seniors must complete a Camden County College Senior Citizen Tuition Waiver Application each semester (available in the Business Office), and submit proof of age to the Business Office, which authorizes the waiver. Regular tuition and fees will be charged when seniors register before the published, space-available dates. Senior tuition waivers will not be approved after the fact. Some courses are not eligible for the waiver. For more information, call or visit the Office of Admissions, Records & Registration Services in Taft Hall on the Blackwood Campus, (856) 277-7200, ext. 4200.

INDEBTEDNESS TO THE COLLEGE

Final grades, transcripts (official and unofficial) and diplomas will not be issued to students who are indebted to the College, or owe any outstanding balance, nor will these students be permitted to register for the following semester. No student is permitted to graduate before meeting all financial obligations to the College. The College reserves the right to pursue the collection of obligations through the employment of a professional collection agency.

TUITION REFUNDS

Students who register for courses at Camden County College are entering into a contract with the College to pay the cost of associated tuition and fees. Students may receive a 100% refund of tuition and fees paid after registration for courses at Camden County College if courses are officially dropped prior to the first day of the start date of the session in which the courses are scheduled. Students may receive a 50% refund of tuition and fees paid after registration if courses are officially dropped on or after the first day of the start date of the session in which the courses are scheduled AND by the end date of the schedule adjustment period for the session in which the courses are scheduled. These refund deadline dates are published in the Credit Schedule of Classes tabloid that is made available each semester. After these deadline dates, students are not entitled to a refund (even if they decide to not attend or withdraw from one or all classes). If students wish to appeal this policy due to mitigating circumstances, they may do so by following the appropriate tuition credit appeal procedures.

Course changes after the 50% refund deadlines for each semester are considered withdrawals. Withdrawals are not subject to a refund. Withdrawals cannot be processed online via WebAdvisor but must be filed by completing and submitting an official *Withdrawal Form*.

Refund policy for students receiving financial aid is available on the College website. For information on the refund policy for financial aid recipients who withdraw (officially or unofficially) from the College visit www.camdencc.edu.

Financial Aid

Camden County College's Office of Financial Aid offers a variety of financial aid programs designed to assist students in making their educational expenses an attainable goal. The Office of Financial Aid assists students with the in application process and securing a financial aid package that is based on their individual need in the form of grants, loans, and work study.

The college requires all students interested in financial aid to complete the *Free Application for Federal Student Aid (FAFSA)*; the application is used to determine students' eligibility. The FAFSA needs to be completed annually and should be done as soon as possible after October 1 of each year to ensure consideration for all types of aid. Some funds are limited and are offered on a first-come first-served basis and there are Federal and State deadlines that must be met. Additional information about the financial aid process is available on the College website.

APPLYING FOR FINANCIAL AID

To be considered for financial aid at Camden County College all students need to fill out the Free Application for *Federal Student Aid (FAFSA)* application. To complete the FAFSA go to www.FAFSA.ED.GOV. Camden County College's federal school code number is 006865. The College's website at www.camdencc.edu/financialaid contains a wealth of information about financial aid, including downloadable forms and links to other relevant sites. Other questions concerning financial aid should be addressed to the Office of Financial Aid at (856) 374-4985.

FINANCIAL AID GUIDELINES

For a more comprehensive list please refer to the financial aid office's web page at www.camdencc.edu/financialaid.

- Must be a U.S. citizen or national, U.S. permanent resident, citizen of certain Pacific Islands, or other eligible noncitizen.
- Must be formally admitted to the College and have a high school diploma or GED.
- Cannot be in default on a federally funded loan or owe a refund on a federal grant.

- Must be enrolled for at least six academic credits to be eligible for most financial aid programs. Only certain federal Pell Grant recipients can receive financial aid at a less than half-time status.
- Financial aid does not cover audited courses.
- Financial Aid only pays for courses that students actually attend. An award can be adjusted if a student drops, receives a grade of XA or NA in any course(s).
- Federal regulations require that students who completely withdrawal from or fail all their courses be reviewed and their financial aid may be adjusted based on the amount of the semester they completed.
- Satisfactory academic progress rules must be adhered to for all terms that a student is enrolled.

FINANCIAL AID PROGRAMS

Federal Programs Available

- Federal Pell (Pell)
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Work Study Program (FWS)
- William D. Ford Federal Direct Loan
- Federal Parent Loans for Undergraduate Students (PLUS)
- Iraq & Afghanistan Service Grant

State Programs Available

- Tuition Aid Grants (TAG)
- Part-time Tuition Aid Grants (TAGPT)
- NJ Student Tuition Assistance Reward Scholarship (NJSTARS)
- Governor's Urban Scholars Program (GSS-U)
- Educational Opportunity Fund Grants (EOF)
- Community College Opportunity Grant (CCOG)

Institutional Programs

- Unemployed Persons Tuition Waiver Program (NJ-DOL)
- National Guard Tuition Waiver Program (GUARD)
- Camden County College Foundation Scholarships

The above lists are not inclusive. For additional information please visit the College's website at www.camdencc.edu.

Veterans Administration (V.A.) Educational Benefits

Camden County College is approved by the New Jersey Department of Higher Education State Approving Agency under Title 38, U.S. Code, Section 1775 for Veterans' training.

Pursuing higher education is a major step in transitioning from military to civilian life. The staff of the Office of Veteran Services is here to help you with your VA Education benefits to achieve a successful future through a college education.

When you enroll at Camden County College, you'll find a community of faculty and staff dedicated to helping veterans achieve their education and career goals. You can choose from a variety of academic programs that make achieving your educational and career goals convenient, including online programs of study, day, evening and weekend schedules. Our degree and certificate programs can help you enter the job market or you can continue at a four-year institution through our transfer programs. For more detailed information on VA Education Programs, visit the Veteran Services webpage at www.camdencc.edu/veteran-services/ or contact the Veteran Service Advisor, Zaida Nogue at 856.374.4960 or va@camdencc.edu.

REFUND POLICY FOR FINANCIAL AID STUDENTS

If a student has received federal funds, and has withdrawn from all classes on or after the census date of the payment period, a portion of the financial aid awards may be refunded to the Title IV* programs and/or the student may be required to repay a portion of the funds she/he received. Federal regulations govern the refund of Title IV aid to federal programs.

If a student has completed 60% or more of the payment period (semester), she/he is considered to have earned 100% of the Title IV grant and loan aid received for the payment period. However, if a student withdraws before completing 60% of the payment period, the amount of any Title IV aid received must be recalculated to reflect the portion of the payment period that she/he completed prior to withdrawal.

For example, if a student withdraws after attending 20% of a payment period, the student earns 20% of any awarded Title IV aid for which she/he established eligibility prior to withdrawing. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs. Applicable Title IV programs include: Federal Stafford* loan (subsidized* and unsubsidized*), Federal PLUS* Loan, Federal Pell* Grant, FSEOG*, NJ GEAR UP* and other federal sources of aid, excluding Federal Work-Study.

A student who receives a financial aid refund (in the form of a stipend check or student loan refund check) and then withdraws before the 60% point in the semester may be required to return a portion of those funds to the financial aid programs. CCC will reimburse the programs for the amount due from the student and subsequently bill the student for the amount refunded to the federal Title IV programs on behalf of the student.

The business office will notify students of the amount they are responsible to repay. As previously stated, the guidelines for the return of Title IV funds applies only when a student has totally withdrawn from all classes during

a semester (payment period). Students who have totally withdrawn may have either officially withdrawn or unofficially withdrawn from all classes.

Official withdrawal occurs when a student, sometime between the third and the eighth weeks of the semester or its equivalent, completes a course withdrawal form and submits it to the Office of Admissions, Records and Registration. The Office of Admissions, Records and Registration will record the date the student submits the course withdrawal form as the withdrawal date. A record of the course and a grade of 'W' will appear on the student's transcript. There is no refund of tuition and fees. The financial aid office obtains weekly listings of students who have withdrawn and uses the withdrawal dates to calculate earned aid for each student.

Unofficial withdrawal occurs when a student does not complete and submit a course withdrawal form, but she/he simply stops attending all classes. A record of the course and a grade of 'NA' or 'F' will appear on the student's transcript. Another case of unofficial withdrawal occurs when a student never attended class at all. This results in a grade of 'XA' or 'F' which will be recorded on the student's transcript.

Grades of 'NA' and 'XA' indicate non-attendance. Grades of 'F' also may indicate non-attendance when occurring in combination with 'XA' or 'NA' grades. Courses for which students receive a grade of 'XA' are not eligible for the federal aid. Federal aid will be reduced whenever a grade of 'XA' results in a reduction of a student's enrollment status. Students are also subject to loss of state aid (such as TAG* and STARS*) when they receive "XA" grades.

Scholarships

The Camden County College Foundation awards a number of scholarships for students pursuing various fields of study at the College. These scholarships are made possible through the generosity of private donors who believe in the mission of Camden County College and want to help students to reach their fullest potential. Scholarships are awarded in various amounts annually to enrolled students who are continuing, graduating, and/or transferring. In addition to College-sponsored scholarships, the Office of the Associate Dean of Students maintains information on scholarships provided by outside organizations. For further information regarding scholarships, visit the website at www.camdencc.edu/scholarships/ or contact Jacqueline Tenuto, Associate Dean of Students, at (856) 227-7200, ext. 5088, or the Office of Foundation and Alumni Relations at ext. 4946.

NJ Stars Program

The New Jersey Tuition Assistance Reward Scholarship (NJSTARS) is a program available to New Jersey residence who rank in the top 15 percent of their high school graduating class. It covers the amount of tuition between 12-18 credits, less any federal and state grants, at the student's home county college. NJ STAR recipients must be enrolled in an associate's degree program and must have a 3.0 GPA at the start of their sophomore year.

In order to be considered for NJ STARS at Camden County College, students must:

- Complete the Free Application for Federal Aid (FAFSA) by the published deadline on the New Jersey Higher Education Assistance Agency website by the state deadline
- Ensure that Camden County College is listed as the first choice on the FAFSA and complete additional New Jersey eligibility questions.
- Be completely college ready (NJ STARS does not fund while students are taking remedial courses)
- Submit a copy of an official high school transcript with the class rank
- Complete the NJ STARS contract which is located on the Camden County College Financial Aid section of the college website in the forms section.

NJ STARS recipients who earn an associate degree from a county college with a cumulative GPA of 3.25 or higher, have a family income (taxable and untaxed income) less than \$250,000, and meet all other program eligibility requirements may be eligible to receive an NJ STARS II award. NJSTARSII may be transferred to a New Jersey four-year public college or university to earn a baccalaureate degree. For more information about this program, please contact the financial aid office at the four-year school you plan to attend.

ACADEMIC STANDARDS AND REGULATIONS / ACADEMIC POLICIES

The following policies and procedures are intended to reaffirm traditional academic standards, safeguard the integrity of courses and programs and encourage in each student a careful, disciplined approach to college study.

Academic Program Matriculation Policy

In order to graduate from Camden County College, a student must matriculate: that is, be officially accepted into a degree or certificate program. The date of acceptance into a program determines the course requirements that a student must complete for that degree or certificate. Each year, the College Catalog lists courses and degree and certificate requirements that a student must com-

plete. If program requirements change between a student's matriculation date and graduation date, the student has the option of following either the original curriculum requirements as of the date of matriculation, or the ones in effect when the student applies for graduation. Students cannot select other curriculum requirements that may have been in effect between the time of their matriculation and graduation.

Any student who is not able to satisfy the curriculum requirements of the Catalog in effect at the time of matriculation or graduation, because of courses not being available, should request appropriate course substitutions or waivers from the division dean.

Addressing Academic Concerns & Appeals

GENERAL ACADEMIC CONCERNS

Under due process entitlement, students may register their concerns regarding the academic experience through the academic appeals process. Students must always initiate an appeal with the instructor/faculty member. Students who initiate the appeal with someone other than the instructor/faculty member must be referred to the instructor/faculty member and begin at Step 1 in the process. Appeals should be initiated within ten business days of the occurrence of the occasion for the concern with the following procedure:

STEP 1. The student must make an appointment and meet with the instructor/faculty member involved in attempt to resolve the matter, bringing such relevant materials such as course outline, originals or copies of papers, lab reports, and examination grades.

STEP 2. If the matter is not resolved with the instructor/faculty member, the student should write a statement describing the exact nature of the appeal and submit it **as directed by the instructor/faculty member to either the department chairperson/program coordinator or the academic dean.** The department chairperson/program coordinator and/or the academic dean shall furnish the instructor/faculty member with a copy of any statements submitted by the student. All unresolved appeals to adjunct faculty must continue in accordance with Case 1 below. Appeals to full-time faculty may continue through one of the following cases.

CASE I: Student is directed by the instructor/faculty member to the department chairperson/program coordinator.

Upon submission of the written statement, the student shall make an appointment to meet with the chairperson/coordinator of the department/program in which the course is offered. The chairperson/coordinator of the department/program shall make every attempt to resolve the matter. Once the chairperson or coordinator has had

an opportunity to research the matter, a decision will be made and the student will be informed of the findings. The research process may take up to 10 business days.

If the student does not agree with the findings, then he or she may request to meet with the academic dean of the division in which the course is offered, who shall conduct a review with the sole purpose of determining whether the student was provided an adequate opportunity to present his/her case to substantiate the appeal. The student must request an appointment with the academic dean within 10 business days of the receipt of the chairperson's or coordinator's findings and submit his/her concern in writing to the dean prior to making the appointment. A decision will be rendered within 10 business days. The decision of the academic dean shall be final.

CASE II: Student is directed by the instructor/faculty member to the academic dean.

Upon submission of the written statement, the student shall make an appointment to meet with the academic dean of the division in which the course is offered. The academic dean shall hold the meeting within a reasonable time after he or she has received the request, and he or she shall notify the student of the date, time, and place. A decision will be rendered within 10 business days of the meeting. The decision of the academic dean shall be final.

FINAL GRADE APPEALS

Under due process entitlement, a student may appeal his/her final grade. Students must always initiate the appeal process with the instructor/faculty member. Students who initiate the final grade appeal with someone other than the instructor/faculty member must be referred to the instructor/faculty member and begin at Step 1 in the process. All appeals must be initiated within 180 days from the end of the semester/session in which the grade was issued and in accordance with the following procedure.

STEP 1. The student must make an appointment and meet with the instructor/faculty member involved to attempt to resolve the matter, bringing such relevant materials as course outline, originals or copies of papers, lab reports, and examinations. The instructor/faculty member will render a decision within ten business days following the meeting. In the event the instructor/faculty member is no longer available, the department chairperson or program coordinator will attempt to resolve the matter. If the instructor/faculty member decides to change the grade, the College will do so accordingly and inform the student of the change in writing. **No final grade may be changed without the written consent of the instructor/faculty member who issued the grade.**

STEP 2. If the matter is not resolved with the instructor/faculty member, the student must complete the

Final Grade Appeal form and submit it as **directed by the instructor/faculty member to either the department chairperson/program coordinator or the academic dean.** The department chairperson/program coordinator or academic dean shall furnish the instructor/faculty member with a copy of the completed and signed *Final Grade Appeal form*. All unresolved grade appeals to adjunct faculty must continue in accordance with Case 1 below. Grade appeals to full-time faculty may continue through one of the following cases:

CASE I: Student is directed by the instructor/faculty member to the department chairperson/program coordinator.

Upon submission of the *Final Grade Appeal form*, the student shall make an appointment to meet with the chairperson/coordinator of the department/program in which the course is offered. The chairperson/coordinator of the department/program shall make every attempt to resolve the matter. After the chairperson or coordinator has heard the student's appeal, he or she will discuss the appeal with the instructor/faculty member, and inform the student of the instructor's/faculty member's decision. This research process may take up to ten business days.

If the student does not agree with the findings, then he or she may request to meet with the academic dean of the division in which the course is offered. The student must request an appointment with the academic dean within ten business days of receipt of the chairperson's/coordinator's findings. The academic dean shall hold the meeting within a reasonable time after he or she has received the request, and he or she shall notify the student of the time, date and place. This meeting may also include the chairperson/coordinator and/or the instructor/faculty member. **The sole purpose of the academic dean's review is to determine whether the student was provided an adequate opportunity to present his/her case to substantiate the appeal. A decision as to whether or not the student was afforded due process will be rendered by the academic dean within ten business days of the meeting. The decision of the academic dean shall close the appeal to further action or discussion.**

CASE II: Student is directed by the instructor/faculty member to the academic dean.

Upon submission of the *Final Grade Appeal form*, the student shall make an appointment to meet with the academic dean of the division in which the course is offered. The student must request an appointment with the academic dean within ten business days of the instructor's or faculty member's refusal to change the final grade. The academic dean shall hold the meeting within a reasonable time after he or she has received the request, and he or she shall notify the student of the time, date and place. This meeting may also include the chairperson/coordinator and/or the instructor/faculty member. After the academic dean

ADDRESSING ACADEMIC CONCERNS FORM AND PROCEDURE

Camden County College supports the premise that student concerns are best resolved by civil, productive, and open communication between student and instructor.

STEP 1 – If you have a concern regarding a course or an instructor, you **MUST FIRST** set up an appointment with the instructor and try to resolve the problem between the two of you.

STEP 2 – If the student is not satisfied with the results of this meeting, the Instructor will direct the student to the appropriate administrator: Chairperson/Coordinator OR Dean. **The Instructor** will complete parts A, B, and C of this form.

Instructor's Step 2:

A. Record of the appointment between the student and the course instructor:

_____ (month/day/year) _____ (time) _____ (place)

B. _____

The name and title of the person the student should see next: (Chairperson, Coordinator or Academic Dean)

C. Signature of Instructor (verifying that a meeting took place): _____

Student's Step 2: Proceed to appropriate administrator as directed by the Instructor. Please complete the following before your next meeting. Explain the problem (conflict, complaint, issue) on a separate piece of paper and attach it to this form. Be sure to explain the problem as clearly as you can. Write statements for which you have evidence. AVOID making slanderous or emotional statements which might reflect your opinion, but for which you have no proof.

Please PRINT:

Student name: _____

Address: _____

City, Zip: _____

College ID #: _____

Student email address: _____@students.camdencc.edu (College's preferred method of contact)

Contact Phone Number: _____

Title of Course in which you have a concern: _____

Semester (circle): Fall Spring Summer year _____

Course type (circle): Face-to-Face Online Hybrid

Course Number: _____ - _____ - _____ Class Meeting Times: _____

Please bring this form, and the attached summary. Also, bring a copy of the first day handout that you received from the instructor and any course material that may be relevant to your concern.

The Chairperson/Coordinator or the Academic Dean will share your written report with the instructor and request that he/she respond in writing. The Chairperson/Coordinator or the Academic Dean will serve as a channel of communication between the instructor and student in order to try to resolve the conflict.

STEP 3 – If the student met with a Chairperson or Coordinator, and is not satisfied with the results at the Chairperson/Coordinator level, then the student should proceed to the Academic Dean. The Academic Dean's decision is final.

NOTE: According to policy, the administration at Camden County College cannot change a grade assigned by an instructor. A copy of this policy can be found in the student handbook.

Updated: 11/27/2018

has heard the student's appeal, he or she will discuss the appeal with the instructor/faculty member, and inform the student of the instructor's/faculty member's decision. This shall be final and shall close the appeal to further action or discussion. The research process may take up to ten business days.

Academic Progress & Probation

POLICY REGARDING SATISFACTORY ACADEMIC STANDING

A student at Camden County College is expected to maintain satisfactory progress toward completion of their program/degree requirements.

DENIFITION OF SATISFACTORY ACADEMIC STANDING

In order to maintain Satisfactory Academic Standing , students who have attempted 13-24 credits must have an alternate GPA of 1.75 or greater, and have a completion ratio that is 50% or higher.

In order to maintain Satisfactory Academic Standing, students who have attempted 25 or more credits must have an alternate GPA of 2.00 or greater, and have a completion ratio that is 67% or higher.

Note: A Completion Ratio is the ratio of Credits Completed versus Credits Attempted. Credits completed includes all courses for which the student has received a grade of A, B, C, D, or P. Credits attempted includes all courses that appear on the transcript, including those with grades of F, W, NA, XA, MP and I.

LEVEL 1: ACADEMIC ALERT (PRO1)

- Students who have attempted **13-24 credits**, and have an alternative GPA below 1.75 and/or have a completion ratio that is less than 50%, will be placed on Academic Alert. All students who are Academic Alert will be re-evaluated after each succeeding semester.
- If a student who has attempted **13-24 credits** is on Academic Alert and his or her **cumulative** alternative GPA remains at/rises to 1.75 or higher, and his or her cumulative completion ratio remains to 50% or higher, the student is considered to be of **Satisfactory Academic Standing** and is no longer on Academic Alert.
- If the student who has attempted **13-24 credits** is on Academic Alert, and he or she earns an alternative **semester** GPA of 1.75 or higher, and a semester completion ratio of 50% or higher, the student will remain on **Academic Alert** for the coming semester.
- Students who have attempted **25 or more credits** and have an alternative GPA below 2.00 and/or have a completion ratio that is less than 67% will be placed on Academic Alert. All students who are on Academ-

ic Alert will be re-evaluated after each succeeding semester.

- If a student who has attempted **25 or more credits** is on Academic Alert, and his or her **cumulative** alternative GPA remains at/or rises to 2.00 or above, and his or her **cumulative** completion ratio remains at/rises to 67% or higher, the student is considered to be of **Satisfactory Academic Standing**, and is no longer on Academic Standing.
- If the student who has attempted **25 or more credits** is on Academic Alert, and he or she earns an alternate **semester** GPA of 2.00 or higher and a semester completion ratio of 67% or higher, the student will remain on **Academic Alert** for the coming semester.

Consequences of Academic Alert:

Student will receive a letter from the College indicating that the student should meet with a College representative prior to choosing classes.

LEVEL 2: ACADEMIC PROBATION (PRO)

- If a student who has been placed on Academic Alert does not attain the semester alternate GPA and completion ratio required for his or her credit number (1.75 and 50% for a student who has 13 to 24 credits, or 2.00 and 67% for a student who has 25 or more credits), the student will be placed on Academic Probation. If in the semester after being placed on **Academic Probation**, as student attains the **semester** GPA and completion ratio required for his or her credit number (1.75 and 50% for a student who has 13 to 24 credits, or 2.00 and 67% for a student who has 25 or more credits), the student will be removed from **Academic Probation** and placed on **Academic Alert**.
- If in the semester after being placed on Academic Probation, a student attains the **cumulative** alternative GPA and completion ratio required for his or her credit number (1.75 and 50% for a student who has 13 to 24 credits, or 2.00 and 67% for a student who has 25 or more credits), the student is then considered to be of **Satisfactory Academic Standing**.



Consequences of Academic Probation:

Student will receive a letter from the College indicating that registration is restricted and requires the approval of a College representative. There are restrictions on online classes and accelerated courses and a limit of 13 credits per semester. Students are not permitted to register for online and/or hybrid courses.

LEVEL 3: ACADEMIC SUSPENSION

If a student who has been placed on Academic Probation does not attain the alternative **semester** GPA and completion ratio that is required for his or her number (1.75 and 50% for a student who has 13 to 24 credits or 2.00 and 67% for a student who has 25 or more credits), the student may be placed on **Academic Suspension**.

Consequences of Academic Suspension:

Student will receive a letter from the College indicating that the student must meet with an Academic Dean (or his or her designee) if the student is enrolled in a major or program, or the Executive Dean of Student Affairs/Title IX Coordinator (or his or her designee). The student may be asked to take a leave of absence of at least one semester (not including summer) in order to reassess his or her academic and career goals. In order to re-enroll, students must receive approval from an Academic Dean or the Executive Dean of Student Affairs/Title IX Coordinator.

Appeals: Academic Probation and Suspension

A student's status regarding his or her Academic Standing may not be appealed. However, the restrictions imposed on a student who is on probation or academic suspension may be appealed through the appropriate academic dean (or his or her designee), if the student is enrolled in a major or program or a dean in a student services (or his or her designee) if a student has not yet enrolled in a major or program. If a student is not satisfied with the decision of the dean, the student may opt to appeal to the Executive Vice President of Academic and Student Affairs, whose decision shall be final.

Academic Progress for Financial Aid

The Academic Progress Policy governing the receipt of financial aid from all sources is different than the College's general policy for academic progress, probation and suspension. The policy is regulated by federal and state funding agencies. Generally, students must have a cumulative 67% completion rate for all credits attempted, must maintain a certain GPA, and must complete their programs of study within a specified timeframe. The policy also limits the number of remedial credits that can be covered by financial aid and the number of times individual courses can be repeated. The full policy is available online at www.camdencc.edu/financialaid.

Academic Forgiveness Policy & Guidelines

Academic Forgiveness offers a fresh start to students who have been separated from the College for a period of at least five consecutive (5) years and who wish to re-enroll. Under this policy, the student's grade point average begins with the new matriculation date; however, the original academic record will remain on the transcript. A student who has completed a degree at Camden County College is not eligible for Academic Forgiveness.

The student will retain the credits for any courses in which a grade of C or better was earned. A maximum of 30 credits earned prior to the academic forgiveness may be applied to the student's present degree program. Students granted Academic Forgiveness may achieve semester honors, but may not graduate with honors. This opportunity is offered only once during a student's career at Camden County College.

Academic Honors

PRESIDENT'S LIST AND DEAN'S LIST

A student with 12 or more college-level credits in any one reporting term (summer, fall, spring) will be evaluated for Academic Honors for that reporting term. A student with less than 12 college-level credits in all three reporting terms, but who has 12 or more credits over a one-year period (summer, fall, spring), will be evaluated for Academic Honors for that academic year. All students who earn semester grade point averages of 3.75 or higher have their names recognized on the President's List. Those students whose grade point averages range from 3.25 to 3.74 are recognized on the Dean's List.

This implementation of the Academic Honors Policy will be guided by the following:

- To be eligible, students must have no grades less than C, no grades of W, I, NA or XA, and no repeated courses during the evaluation period.
- Students may not receive honors as both full-time and part-time in the same academic year.
- Part-time honors for the academic year will be calculated after the spring semester of the year.
- The honors designation will be recorded on the student's transcript. Honors certificates are mailed three times a year.

PERMANENT PRESIDENT'S LIST AND PERMANENT DEAN'S LIST

The College also recognizes academic achievement upon graduation. All students with a cumulative grade point average of 3.75 or higher and a 67% course completion rate at graduation will be placed on the Permanent President's List. Those students with a grade point average between 3.25 to 3.74 and a 67% course completion rate will be placed on the Permanent Dean's List. Students granted

Academic Forgiveness are not eligible for placement on either the Permanent President's List or the Permanent Dean's List.

HONOR SOCIETIES

The College recognizes student who perform meritoriously according to national standards by providing the opportunity for membership in various honor societies.



Alpha Mu Gamma

Alpha Mu Gamma is the foreign language honor society. A candidate for full membership, applying through the Nu Theta chapter, must have completed at least two college-level courses of the same foreign language with a final course grade of 'A' and must have earned a minimum 3.0 cumulative grade point average. Upon initiation, a member receives a parchment certificate of membership and may wear a scroll-shaped gold key and a gold cord at graduation.

Kappa Delta Pi

Kappa Delta Pi is an international honor society in education founded in 1911 at the University of Illinois. Organized to recognize excellence in education, Kappa Delta Pi elects to membership those who exhibit the ideals of scholarship, high personal standards and promise in the teaching profession. Attending chapter meetings, performing service projects and working with children are some of the required activities of the group. To qualify, students must have a CCC cumulative GPA of at least 3.0, must have completed at least 15 credits of course work, must possess leadership attributes, and must have an intent to continue in the field of education. A registration fee is required at the time of induction.

Mu Alpha Theta

Mu Alpha Theta is an honor society that promotes understanding and enjoyment of mathematics. The goals of Mu Alpha Theta are to provide students with a platform to enjoy mathematics beyond the classroom, to encourage students to become mathematics majors and to pursue mathematical careers, to recognize and reward students for their outstanding achievements in mathematics and

to encourage students to participate in the Student Math League competition sponsored by the American Mathematical Association of Two-Year Colleges. Qualifications for membership are a 3.5 cumulative grade point average in mathematics at the pre-calculus level or above and completion of 12 credits of college-level coursework.

New Jersey Collegiate Business Administration Association (NJCBAA)

The NJCBAA honor society is for students who are pursuing a bachelor's degree or associate degree in business administration. In order to be considered for admission into the society, a student must have completed a minimum of 35% of their coursework at the degree-granting institution. All students who by their grade point average are in the top one (1) percent of the total population of business students at their institution and who have satisfactorily completed at least 70 percent of their degree requirements by January 1 of the induction year are invited to join.

Phi Theta Kappa

Phi Theta Kappa is an international honor society, which recognizes and encourages scholarships through activities that promote fellowship, leadership and service. Eligible students must be enrolled in an associate degree program, maintain a 3.5 grade point average, have earned at least 12 college credits and completed any required remedial classes and English Composition I. The College's chapter, Dr. Charles Roy Alpha Nu Mu Chapter, was named for a former professor. A membership registration fee is required to participate.

Psi Beta

Psi Beta is a national psychology honor society for community and junior colleges. It was founded to stimulate, encourage and recognize student scholarship and interest in psychology and to nurture scholarship in all fields of study. New members are inducted into the honor society once each academic year, usually in the spring semester. A fee is required for membership. Inductees must have an overall grade average of 'B', at least a 'B' average in psychology and must have completed at least one semester of a psychology or psychology-based course.

Attendance

Camden County College expects students to attend regularly and promptly all classes and all conferences with professors. Each professor determines his or her policy for student absences from class. This written policy is to be distributed to students at the first class meeting. Should this procedure be overlooked or should a student be absent from the first class, it is the student's responsibility to obtain the attendance policy of the professor by the end of the first week of class. Students who are absent from class for any reason are expected to make up the work missed.

Excessive absences from class may lead to a grade of Not Attending (NA), or the lowering of a grade; however, in certain cases of illness or jury duty, students will be permitted to make up the work if it is academically possible.

Students who are eligible for financial aid, including grants, loans, tuition waivers and work-study, are required to remain enrolled in their classes in order to receive those funds. If the student never attends, ceases to attend, withdraws or receives F, W, NA or XA, he or she will jeopardize his or her financial aid for both current and future semesters. If the financial aid student fails to remain enrolled in and attend at least one course until the end of the semester, the College is required to reduce or cancel the student's financial aid and to retroactively remove it from his or her account. If the student's financial aid is reduced or canceled, he or she will remain responsible to pay for all outstanding tuition, fees, book vouchers and stipend amounts. More information about how the student's attendance impacts his or her financial aid eligibility may be found on the College's website.

Absence Due to Religious Observance

The College is receptive to excusing without penalty those students who are absent from class because of religious observances and to allowing the make-up of work missed because of such absence. Examinations and required out-of-class activities are not normally scheduled on known religious holidays. Should an examination or out-of-class activity be scheduled on a day of religious observance, the student will be given the opportunity to make up that examination or activity without penalty. It is the student's responsibility to make their instructors aware in advance of any restrictions in activities due to their religious beliefs, and to provide appropriate documentation as requested.

Cancellation of Classes (Single Meetings)

Announcements of class meeting cancellations will be posted prior to the starting time of the given class, but not later than 15 minutes after the starting time.

Course Evaluation & Testing

Exams, quizzes, papers, term papers, final examinations and the like are all part of a college education. They help students study and learn. They help teachers evaluate what is being taught and what is being learned. Tests are usually determined by the individual instructor, who determines what is to be tested or measured, how it is to be measured and how long students will have to complete that assignment. Sometimes faculty teaching the same course may agree upon and administer common exams: this is the case in all reading, writing and mathematics skills classes.

Students with certain disabilities may request, through the Office of Disability Services, a letter that will let the faculty know that they are eligible to receive additional time for certain assignments.

Students who miss a quiz or exam may make up the missed exercise with the professor's permission. If this test or exercise is to be proctored by the Testing Center, arrangements must be made with the Testing Center by the professor. The Testing Center has established a systematic procedure to administer make-up tests. Tests will be given under controlled conditions according to a published schedule available in the Testing Center. The schedule may be found on the Camden County College website, www.camdencc.edu. Students must bring their current student photo ID card to the testing session. No books, notes, calculators, dictionaries or other aids are permitted unless specifically indicated by the instructor.

Academic Honesty Guidelines

One of the missions of Camden County College is: "...preparing students to be continuous learners who succeed upon transfer, work effectively in the contemporary workplace and function as citizens and leaders in their community."

The goal of course assignments is to ensure that students master the course material. Dishonesty in fulfilling any assignment undermines the learning process and the integrity of the college degree.

All students are expected to do their own work. All forms of academic dishonesty are absolutely forbidden. Engaging in dishonest or unethical behavior may result in disciplinary action taken by the instructor, or other appropriate College official.

The following are examples, but not the full range of prohibited behavior in the classroom, studio, laboratory, library, testing center, computer center, internship placement, or any other college learning site.



VIOLATIONS OF ACADEMIC HONESTY:

1. **Cheating:** An act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise.

Examples include but are not limited to:

- A. Copying or allowing another to copy a test, examination, quiz, paper, project or performance.
- B. Using or attempting to use unauthorized materials during a test, or out-of-class assignment, for example, notes, books, computer based media, formula lists or "cheat sheets", or using a computer translator in a foreign language assignment.
- C. Communicating during a test in any way with anyone other than the test administrator, via paper or electronic media, cell phones and text messaging.
- D. Submitting a paper or project, or major portions of a paper or project that has been previously submitted in another class without the permission of the current instructor.
- E. Turning in a written, oral or computer based assignment that is not his/her own (labs, art projects, homework, prewritten or work down-loaded from the internet.)
- F. Stealing, buying or otherwise obtaining all or part of a test or other academic materials belonging to a faculty member.
- G. Bribing any other person to obtain a test or any information about the test.
- H. Changing, altering or being an accessory to the changing or altering of a grade in a grade book, on a test, or any official academic record of the college that relates to grades.
- I. Forging or altering attendance records.
- J. Intentionally impairing the performance of other students, for example by adulterating laboratory samples, or creating distraction to impair a performance.
- K. Taking a test for someone else or permitting someone to take a test for you.

2. **Plagiarism:** the act of representing the work of another as one's own without giving credit.

Plagiarism includes but is not limited to:

- A. Failing to give credit for ideas and material taken from others, either written, oral or computer based, using accepted academic methods.
- B. Representing another's artistic or scholarly work as one's own.
- C. Using another's analogy, algorithms, code or style to produce a computer program.
- D. Using another person's data, solutions, computer account or calculations without the appropriate authorized permission.



- E. Failing to give credit for ideas, wording or other material.

3. **Facilitating Academic Dishonesty:** knowingly or negligently allowing one's work to be used by another or otherwise aiding others in academic dishonesty. The student need not benefit either monetarily or academically to be guilty of this offense.
4. **Fabrication:** This is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples;

- A. Citation of information not taken from the source indicated.
- B. Invented data or source information for research or other academic exercise.
- C. Misrepresentation, falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.
- D. Listing sources on a works cited page or in a reference list.

5. **Denying others access to information or material:** This is the act of deliberately preventing another from obtaining information in order to affect that person's academic progress.

- A. Altering computer files belonging to another.
- B. Destroying equipment, introducing a virus, disconnecting equipment or other network connections.
- C. Preventing access to databases or computer files necessary for assignments.
- D. Giving other students false or misleading information.
- E. Deliberately misplacing, destroying, stealing or defacing library materials.

Students, College faculty and administrators aware of academic dishonesty are ethically bound to report such incidences.

CONSEQUENCES OF VIOLATING THIS POLICY:

Faculty members may impose penalties for academic dishonesty at their discretion.

- A. Faculty members are strongly encouraged to have a written policy regarding Academic Honesty. This should outline the consequences for violating this policy. The policy should be included in the first day handout.
- B. It is recommended that the faculty member notify the Associate Dean of Students of any action taken due to violation of the Academic Honesty policy.
- C. A penalty that includes failing the course (or any more severe policy) must be reported to the Associate Dean of Student Affairs. [This will provide the college with documentation and will also ensure that Records and Registration know that the "F" is this particular situation MAY NOT be changed. (i.e. if the student tries to withdraw.)]
- D. The faculty member may also refer the infraction to the Associate Dean of Student Affairs for disciplinary action.
- E. The following are examples but not the full range of consequences for the violation of the above code:
 1. A verbal or written warning.
 2. Resubmitting the assignment with the offending portions revised.
 3. Make up assignment of a more difficult level than the original assignment.
 4. An additional research paper or test on a relevant topic.
 5. Lowering or failing grade on the assignment, exam or paper.
 6. Failing grade for the course. (An "F" due to a violation of the Academic Honesty Policy will override a student withdrawal from the course.
 7. **Expulsion.**

Procedural Point: Portions of this policy/document are adapted from the academic honesty policies of the following institutions: Rutgers University, Rowan University, Coast Community College, Fresno City College, Gadsden State Community College, Glendale Community College, Kalamazoo Valley Community College, and Mohawk Valley Community College.

Grading Policy

GRADE POINT AVERAGE (GPA)

Two types of grade point averages are officially recorded for every student: a semester GPA and a cumulative GPA. A semester GPA is based upon college-level credits earned by a student during any given semester. A cumulative GPA is based upon all college-level credits earned by the student at Camden County College and is used to determine a student's academic standing.

ALTERNATE GPA

To monitor academic progress, an alternate semester and cumulative GPA are calculated using grades from both college level and pre-college level courses. The alternate GPA is listed on the degree audit for advisement purposes but does not appear on the official transcript.

TO CALCULATE THE GPA:

List all relevant courses and grades received. (If a course is repeated, the highest grade is used. However, each grade will appear on the student's transcript). Convert the letter grade to a grade point as explained below:

- Multiply the grade point(s) for each course by the number of credits given for the course to obtain the number of quality points.
- Total the number of credits for the courses listed.
- Total the number of quality points for the courses listed.
- Divide the total number of quality points by the total number of credits.

The result is the grade point average.

SAMPLE GPA CALCULATION

Course	Final Grades	Grade Points	Credits	Quality Points
English	A	4x	03	12
Mathematics	B	3x	03	09
Biology	C	2x	04	08
French	C	2x	03	06
History	D	1x	03	03
Health	F	0x	01	0
Tennis	W	not computed	--	NA
TOTALS			17	38
38 Quality Points ÷ 17 credits = 2.23 GPA				

GRADE REPORTS

Grades are made available to all students at the end of the semester. Students may view and print these grades online using MyCCC Portal and also may view and print unofficial transcripts of grades. Official transcripts of grades may be obtained by completing an online request using MyCCC Portal or by submitting a signed, written request to the Office of Admissions, Records and Registration Services. *Transcript Request Forms* are available in administrative offices or may be downloaded from the College's website. Paper requests must include the name, address, ID number and signature of the student. Requests also must include the name and address of the place to which the transcript should be sent. All financial obligations to the College must be satisfied before an official or unofficial transcript will be released. There is a charge of \$10 for

each copy of an official transcript. Those with questions or a desire for more information should contact the Office of Admissions, Records & Registration Services at (856) 227-7200, ext. 4200.

LETTER GRADES

The following identifies letter grades used by faculty and a brief explanation of the grades:

- A Superior indicates superior achievement; mastery of the subject.
- B Good indicates consistent achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- C Average indicates satisfactory achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- D Poor indicates performance suggesting little aptitude or application on the part of the student in that particular course. This grade will not transfer.
- F Failure indicates an insufficient understanding of the basic elements of the course. Last date of attendance is required when a grade of F is posted.

The following designations may also appear on the transcript:

- NA Non-Attending – A professor may assign an NA grade if the student has stopped attending class, has exceeded the number of absences allowed in the written policy of an instructor or if there is insufficient evidence to calculate a grade.
- W Withdrawal see [Course Withdrawal Procedures](#).
- I The grade of I can be assigned only if the student still has work to complete. The I grade requires an expire date. The I will automatically become an F after the expire date. It is assumed that the student who receives an I has satisfied the professor's attendance requirements during the semester. The grade of I will have no effect on the student's grade point average. To change the I to a letter grade, the student should complete the course requirement before the expire date. This grade may be changed only on the recommendation of the appropriate faculty member. If an "expire date" is not entered on WebAdvisor, the grading roster will not be processed successfully and an error message will appear at the top of the page. College policy suggests that an incomplete should be completed by the end of the following semester (The summer term is not included when determining next term) or a faculty may specify a different expire date by entering that date in the expire field. Faculty should inform students of the specified expire date.
- XA Never Attended indicates that the student never attended class. The XA will be recorded on the student's transcript, but it is not computed in the grade point average. The costs for courses in which students receive a grade of XA are not eligible to be covered by federal aid. XA is not a valid final grade,

unless it was reported earlier in the term as an attendance grade. Faculty will not be able to post an XA grade on the final roster. Only the Office of Records and Registration Services has access to post a final grade of XA.

- AU Student is auditing the course. Students must declare this option by a specified deadline.
- MP Student is making progress in the course (this grade is used only for Academic Skills Reading, Writing, Academic Skills Express courses and ESL courses).
- RV Student is recommended for Academic Skills Express courses (this grade is used only for Academic Skills Math courses and Reading courses).
- SA Satisfactory Attendance may be used for all courses, but only as an attendance grade, not as a final grade. It indicates positive attendance at the point in time that attendance is reported, which is usually at about the 4th week or an equivalent period for non-standard sessions.

REPEATING A COURSE

Students wishing to increase their grade in a course may repeat the course. Although both the original grade and the repeat grade will appear on the transcript, only the higher grade will be averaged into the cumulative grade point average. All grades are considered in evaluating academic progress for financial aid; and financial aid may not cover courses that students have already received a passing grade in. Four-year colleges take into consideration the entire academic history, so doing everything one can to earn a good grade in the first attempt is always the best option.

Commencement Ceremony/ Issuing of Degrees and Certificates

Camden County College holds one commencement ceremony in May of each calendar year but issues degrees and certificates three times per year – December, May and August. Students who complete required coursework in a fall term and file their graduation application packets by the official last date of that fall term are considered December graduates. Students who complete required coursework in a spring term and file their graduation application packets by the official last date of that spring term are considered May graduates. Students who complete required coursework in a summer term and file their graduation application packets by the official last date of that summer term are considered August graduates.

All graduations conferred within the same calendar year and with completion dates in December, May and August may participate in the annual commencement ceremony held in May.

Graduation Eligibility

A. The College is authorized to award degrees of associate in arts, associate in science, associate in fine arts, and associate in applied science, and to award certificates, certificates of achievement, and certificates of post-secondary studies to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog. The curriculum requirements for awarding degrees and certificates shall conform to the standards established in this policy with recommendations from the faculty and in compliance with the guidelines set by the New Jersey Council of County Colleges (NJCCC), The State of New Jersey and the Middle States Commission on Higher Education.

1. The associate in arts (A.A.) degree is to be awarded to those who successfully complete programs in the liberal arts that include a core of general education courses covering communication, mathematics, science, technology, social science, humanities, history and diversity; and pre-baccalaureate work in a specific discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
2. The associate in science (A.S.) degree is to be awarded to those who successfully complete programs in the liberal arts that include a core of general education courses covering communication, mathematics, science, technology, social sciences, and the humanities; and pre-baccalaureate work in a specific discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.
3. The associate in applied science (A.A.S.) degree is to be awarded to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers and includes a core of general education courses in communication, mathematics, science, technology, social sciences, and the humanities. These programs are career oriented and are designed to prepare students for job entry upon the completion of the two-year program. Students may transfer to complete a baccalaureate degree based on the individual degree requirements of the receiving institution.
4. The associate in fine arts (A.F.A.) degree is to be awarded to those who successfully complete programs which emphasize studio art and a core of general education courses in communication, mathematics, science, technology; social sciences, and the humanities. These programs nurture a sense of artistic freedom and creativity while developing a strong sense of artistic discipline. These programs are designed for students who intend to transfer to complete a baccalaureate degree.

B. The regular academic year shall fall within a ten-month period and shall include a minimum of 30 weeks or its equivalent in duration, of regularly scheduled student-faculty instructional activity, including final examination periods but excluding holidays and summer sessions.

C. An associate degree program shall be a course of study which requires not less than 60 or more than 64 semester hours, or the equivalent, except when required for licensure or accreditation by a recognized agency or when required for transfer at full junior status (one half of the required credits to complete a baccalaureate degree), where applicable.

D. To complete a degree or academic certificate, students shall be required to demonstrate the basic skills of reading, writing and mathematics. Basic skills courses shall not satisfy graduation requirements.

E. GENERAL EDUCATION

1. Camden County College is committed to promoting intellectual development, aesthetic appreciation and cultural awareness. To that end, degree programs include a general education component. This component, offering choices among a variety of courses, focuses on reading analytically, communicating ideas clearly and solving essential mathematical problems. It is designed to ensure that students develop a broad base of knowledge and become proficient in the application of skills. At Camden County College, students have the opportunity to develop analytical, creative and ethical thinking; scientific and quantitative reasoning; technological competencies; historical consciousness; cultural awareness and sensitivity to the world around them.
2. General education for the associate degree shall include the following:
(PLEASE NOTE: Use the chart on page 205 of the 2021 Academic Program Guide)

Course Categories	Explanatory Notes
Oral and Written Communication	An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.
Quantitative Reasoning (Mathematics)	Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.
Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences – including non-majors survey courses. At least one of these courses must have a laboratory component.
Technological Competency	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.
Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.
Humanistic Perspective	Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.
Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.
Cultural and Global Awareness	Any course whose primary purpose is to expose students to a multicultural society or people. If these global competencies are integrated into one or more general education courses, the three credits may be moved from this category to another general education category.
General Education Integrated Course Goal	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller descriptions, see the NJCC GE Course Criteria
Ethical Reasoning and Action	This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.
Information Literacy	These courses include the requirement for students to address an information need by locating, evaluating and effectively using information.
Note: This document should be used in conjunction with the NJCC GE Learning Goals & Suggested Individual College-Wide Learning Obj. (9-6-2011).	

3. The minimum general education requirements for each associate degree supported by the faculty and in agreement with the New Jersey Council of County Colleges (NJCCC) and the New Jersey Presidents' Council (NJPC) are as follows:

a. For the associate in arts (A.A.) degree programs, the general educational requirements shall total not less than 45 semester credit hours in an array of representative courses in each of the following categories: communications; mathematics/sciences/technology; social sciences; humanities; history; and diversity.

b. For the associate in science (A.S.) degree programs, the general educational requirements shall total not less than 30 semester credit hours in an array of representative courses from each of the following categories: communications; mathematics/sciences/technology; social science; and humanities.

c. For the associate in applied science (A.A.S.) degree programs, the general education requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.

d. For the associate in fine arts (A.F.A.) degree program, the general educational requirements shall total not less than 20 semester credit hours in an array of representative courses from the communications; social sciences or humanities; and mathematics/sciences/technology categories.

F. The academic certificate (CT) program shall be a credit bearing course of study which, by virtue of educational content or duration, does not satisfy requirements for an associate degree program, but is specifically designed to offer content and skill acquisition and other experience appropriate to the objectives of such a program. These certificates (CT) shall consist of 30 to no more than 36 credits and shall include six general education credits, three of which must be a communication course and three of which must satisfy another general education category. In some special circumstances, the credits may be over the 36 credit limit if required by an accrediting agency.

G. The certificate of achievement (CA) shall be a credit bearing course of study which, by virtue of educational content and duration, does not satisfy the requirements for an academic certificate (CT) or an associate degree program.

1. The certificate of achievement (CA) is not required to include general education courses and may not include academic skills (000 level) coursework.
2. The certificate of post-secondary studies (CPS) shall be a credit bearing certificate of achievement (CA) that may include academic skills (000 level) coursework.

H. To be eligible for award of a degree, Certificate (CT), or Certificate of Achievement (CA) the students must

satisfy the following requirements:

1. Students must earn a cumulative grade point average of 2.0 (C) or higher in courses taken at the College. To graduate with a Certificate of Postsecondary Study (CPS), the alternate GPA is used to determine graduation eligibility and students must earn an alternate GPA of 2.0 or higher. (Alternate GPA includes all courses including developmental courses.)
 2. Degree seeking students must complete at least 30 credits at the College. Certificate (CT) students and Certificate of Achievement (CA) students must complete at least half the certificate credits at the College. These standards are residency requirements.
 3. Students must satisfactorily complete all courses in an approved curriculum. A waiver of a course in the curriculum may be granted upon the approval of the College.
- I. The length of time that a course remains current and acceptable shall be indefinite unless otherwise identified in the admission requirements of a specialized program.
- J. Students may not be matriculated in more than two programs simultaneously. General education courses are applicable to the general education requirement in both programs.

K. The following grading system shall be utilized:

LETTER GRADES

- A:** Superior- Superior achievement; mastery of the subject.
- B:** Good- Consistent achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- C:** Average- Satisfactory achievement that demonstrates an understanding of the subject sufficient for continued study in the discipline.
- D:** Poor- Performance suggesting little aptitude or application on the part of the student in that particular course. This grade may not transfer.
- F:** Failure- An insufficient understanding of the basic elements of the course.

The following designations may also appear on the student record, although are not computed in the grade point average:

- W:** Withdrawal- Indicates student has withdrawn from the course after the 10th day of classes through the 8th week (or the equivalent academic period) following the procedures required by the Records and Registration Office.
- I:** Incomplete Work- The grade of "I" can be assigned only if the student still has work to complete. It is assumed that the student who receives an "I" has satisfied the instructor's attendance requirements during the semester.
- AU:** Audit (no credit).

NA: Not attending- May be used when a student attended at least one class and then stopped attending class; has exceeded the number of absences allowed in the written policy of an instructor; or if there is insufficient evidence to calculate a grade.

XA: Student never attended the class.

SA: Satisfactory Attendance. This grade is an attendance grade not a final grade. It indicates positive attendance at the point in time that attendance is reported.

MP: Student is making progress in the course. This grade is used for pre-college or developmental courses only.

RV: Student is recommended for an academic skills express course- Math or English.

P: Student has satisfied the requirements for an academic skills express course.



- L. When repeating a course, the original grade and all repeat grades will appear on the student's transcript. However, the student's cumulative average will be computed based upon the highest grade.
- M. Recognition of transfer credits and the award of degree credits for non-traditional experience shall be governed by the following rules:
1. The College will transfer the credit (but not the grade) of courses taken at another accredited institution of higher education provided a grade of C or better was obtained in that course.
 2. The College accepts educational experiences approved by the American Council on Education, validated record of military training, satisfactory performance on exams developed by Camden County College faculty members, CLEP and DANTES test results and documented student portfolios. The following policy governs the granting of credit for experiences outside the classroom.

- a. Credit (not letter grade) granted for specific courses are listed on the official transcript.
- b. Credit can only be guaranteed as Camden County College credit.
- c. A limit of 30 credits may be awarded.
- d. Only matriculated students are eligible.

N. The curriculum requirements as set forth in the current College Catalog for the degree, certificate and certificate of achievement programs offered by the College are hereby adopted and continued. The College President is authorized to approve revisions to curriculum requirements when necessary based upon program changes, new courses added, courses discontinued, or to satisfy accreditation standards.

O. Each year, the College Catalog lists courses in degree, certificate and certificate of achievement requirements that a student must complete. If program requirements change between a student's matriculation date and graduation date, the student has the option of following either the original curriculum requirements as of the date of matriculation, or the ones in effect when the student applies for graduation. Students cannot select other curriculum requirements that may have been in effect between the time of their matriculation and graduation. Any student who is not able to satisfy the curriculum requirements of the Catalog in effect at the time of matriculation or graduation, because of courses not being available, should request appropriate course substitutions or waivers from the corresponding division dean.

GRADUATION APPLICATION PACKET

The graduation application packet must be submitted to the dean's office by the official last day of the semester in which the student intends to graduate. Applications submitted after the official last date of a semester will be processed for the following semester, and the date of graduation on the transcript will be reflected accordingly. A complete packet includes:

- Application for graduation;
- Current college transcript/degree audit;
- Graduation Recommendation form; and
- Approved waivers or substitutions as applicable.

FILING FOR GRADUATION

The graduation packet may be obtained from the academic deans' offices, the Office of Admissions, Records & Registration Services, the Advisement Center, the Camden City Campus 2nd floor, Camden Technology Center and the William G. Rohrer Center Information Desk. Students should schedule a meeting with their program coordinator or academic advisor to complete the application packet and review degree requirements. The advisor or program coordinator and the student must sign the Graduation Recommendation form. In the semester they plan to graduate, students should hand-carry their completed graduation packets to the appropriate academic dean. In order for student names to be posted in the commencement program, packets must be submitted to academic deans' office by March 15 for May graduation. All graduates wishing to participate in May commencement ceremonies must file by March 15. Evening, Camden City Campus, and William G. Rohrer Center students may have their advisors or program coordinators forward their graduation packets to the appropriate academic deans. The appropriate academic dean will contact the students in writing if there is a question concerning eligibility to graduate. If the students have received an official waiver or substitution for any course(s), a copy of the approved waiver or substitution must be attached to the packet.

The academic deans will certify each of their graduates. Those students whose applications for graduation have been denied may appeal the decision through the office of the appropriate academic dean.

WAIVING CURRICULUM REQUIREMENTS

It is necessary to complete all courses in an approved curriculum in order to graduate. Students who feel there is justification for waiving/substituting any course in their curriculum must obtain official permission to do so by applying for a course waiver. The form for this procedure is available through the office of the dean of the academic division in which the student is enrolled, or through the main office at the Camden City Campus and the William G. Rohrer Center Information Desk. Course waiver requests must be filed in the dean's office no later than February 15 for students expecting to graduate in May, and by September 15 for students expecting to graduate in December. The office of the appropriate dean will notify students that the waiver has been accepted or rejected. That decision will be final.



Alumni Association

With more than 40,000 graduates, the Camden County College Alumni Association provides alumni with the opportunity to stay connected to the College. Upon graduation, alumni are eligible to receive their official alumni ID card from the Office of Foundation and Alumni Relations. There is no cost to join and member benefits include access to the College's Wellness Fitness Center, computer labs, library, optical clinic, discounts to local attractions and more. A variety of events are planned throughout the year. For additional information regarding alumni ID cards or associated benefits, contact the Office of Foundation and Alumni Relations at (856) 227-7200, ext. 4946 or at alumni@camdencc.edu.

STUDENT DEVELOPMENT AND SUPPORT: ACADEMIC AND STUDENT SERVICES

Student Communication

STUDENT EMAIL SYSTEM

All students enrolled at Camden County College will be assigned a student email account. This email account is the College's official means of communicating with students, so students are advised to check this mailbox regularly. For more information about the Camden County College student email account, go to www.camdencc.edu/email.

EMERGENCY NOTIFICATIONS - COUGAR CALL

"Cougar Call" is Camden County College's emergency notification system providing phone and text messages in the event of an emergency and to broadcast important information including weather-related closings to the College community. Every student is automatically subscribed to "Cougar Call" when registering for classes. The student may opt out at any time. It is recommended that students check their wireless phone provider regarding costs for incoming text or phone messages. The College is not responsible for any extra costs incurred as a result of receiving notifications via phone, email or text. All information provided is completely confidential. For questions about the "Cougar Call" system, please call the Department of Public Safety at (856) 374-5089. If you are not receiving messages send an email to ksnyder@camdencc.edu.

Advisement Services

The Advisement Center provides academic and career counseling and assists students in developing an action plan to accomplish their academic and career goals. An important part of a college education is the individual student's personal growth and development. In order to help students realize their full potential, the Advisement Center assists students in identifying and resolving

academic, personal, and vocational problems. Students are encouraged to contact an academic advisor for help in selecting courses and discussing current and future goals. Advisors are also available to provide information regarding program requirements, academic policies, transfer, and career opportunities.

Full-time, first-time students are required to meet with an advisor before registering. Continuing students are encouraged to meet with an advisor. However, part-time continuing students and students who have earned 25 or more credits may self-advise. Students who self-advise are responsible for making sure all prerequisites are met and that courses selected satisfy program requirements.

To contact an advisor, call or visit the following:

- www.camdencc.edu/advisement/ or email at advising@camdencc.edu
- Blackwood Campus
Taft Hall, (856) 227-7200, ext. 4454
- Camden City Campus
Camden Technology Center, (856) 968-1325
- William G. Rohrer Center
Information Desk, Lobby, (856) 874-6000

ACADEMIC SKILLS

For students whose basic skills need strengthening, the College offers a three-semester sequence of developmental courses in reading and writing, and a two-semester sequence in mathematics. Also available is a course in college success, which is designed to give students the skills necessary for success in academic courses and in college generally. For information about testing, assessment and/or placement, call (856) 227-7200, ext. 4416, or call the Camden City Campus at (856) 968-1304.

EDUCATIONAL OPPORTUNITY FUND (EOF) PROGRAM

Students who test into a developmental English and/or Math course, have a financial need, have been a New Jersey resident for 12 consecutive months, and are a full time student (12 credits) may be eligible to receive this state grant.

The following services are available for EOF students:

- Assigned advisors for ongoing personalized support from the first day until graduation.
- Financial assistance.
- Career Exploration.
- Educational and goal planning
- Summer college prep.
- Tutoring.
- EOF workshops on a range of subjects both cultural and academic.

To explore these opportunities, call the EOF office at (856) 968-1348 or go to www.camdencc.edu/eof

ENGLISH AS A SECOND LANGUAGE (ESL)

Camden County College offers a comprehensive program in English as a Second Language (ESL). The program serves students who want to prepare for study at an American university, who want to improve their general English skills, or who need to work in the United States. The full program is offered at both the Blackwood and Camden City Campuses; and there are some program courses offered at William G. Rohrer Center in Cherry Hill. Students are placed after testing. This three-level program serves more than 600 students each semester. The program includes classes in communication, grammar, reading and writing, and TOEFL preparation. In addition, the ESL program offers credit-bearing sections of Computer Literacy, World Civilization, English Composition I and English Composition II. For academic questions and information concerning testing, advisement, registration and financial aid, ESL students should contact the ESL advisor at the Blackwood Campus at (856) 227-7200, ext. 4539, or the Camden City Campus at (856) 338-1817, ext.1311.

DISABILITY SERVICES

Camden County College is committed to complying with the spirit and the letter of legislation, including the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973: Section 504, which provides that: "No otherwise qualified handicapped individual shall, solely by reason of...handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. [An institution] shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student..."

The Office of Disability Services provides academic support services for Camden County College students with physical, visual, psychiatric and learning disabilities. Since 1988, the office has assisted thousands of students with academic advisement, career counseling, tutoring, readers, scribes, assistive technology and academic accommodations. The office also offers selective sections of "The College Experience" course. This course is also offered each summer as part of the transition from high school to college experience.

Students requesting assistance from the Office of Disability Services are required to self-identify and submit current and appropriate documentation validating their disability and need for accommodations. For an in-depth explanation of acceptable documentation, please visit the Office of Disability Services page on the College's website.

For further information, contact the Office of Disability Services at (856) 227-7200, ext. 4430, or via email at disabilityservices@camdencc.edu. Plus you may visit Office of Disability Services in Taft Hall, room 311 or visit the website; www.camdencc.edu/disability-services

PROGRAM FOR DEAF AND HARD OF HEARING STUDENTS

Established in 1988, the Program for Deaf and Hard of Hearing Students at Camden County College offers support services for students including academic advisement with a staff fluent in ASL, interpreting, C-print captioning, note-taking. Please go to the DHH page on the College's website at www.camdencc.edu/dhoh for more detailed information regarding the types of assistance available.

For students who are deaf or hard of hearing, interpreting, note-taking, C-print captioning, and other services can be arranged by calling (856) 227-7200, ext. 4506 (voice); VP, video phone (856) 302-0024 or visit Taft Hall, room 311.

GARDEN STATE PATHWAYS

The Garden State Pathways (GSP) program is for students seeking to build and develop vocational goals and personal skills, while experiencing a college campus. Students seeking admission must meet certain criteria which include documentation of an intellectual or cognitive disability, a high school diploma or equivalent to a diploma and have received or been eligible for IDEA funding while in school. Interested students should have appropriate and recent documentation when applying. GSP students will gain valuable expertise in self-awareness, daily life/independent living skills, and career skills. At the same time students will enjoy the opportunity to socially engage in college life on a close to home, friendly college campus. Several support services are provided to insure student progress. These services include personalized advisement, mentors, tutors, job coaches, and more. GSP students attend the program five days a week for two years. After successful completion of all required cours-



es and internships, the student receives a certificate of postsecondary studies. For further information regarding Garden State Pathways, call (856) 227-7200, ext. 4430 or visit Taft Hall, room 311 or visit the website; www.camdencc.edu/garden-state-pathways

COOPERATIVE EDUCATION (CO-OP)

Cooperative education is an educational program designed to award academic credit for work related to a student's major. Combining classroom learning with supervised work experience fosters personal growth and professional development. Cooperative education students increase their marketability upon graduation and also begin a networking process through contact with other professionals. Co-op students gain practical work experience, earn credits towards graduation, allow for career exploration, and establish professional contacts. To be eligible, students must be matriculated in a degree program offering co-op as a credit option, have a minimum GPA of 2.5, have completed six (6) credits in the major in which they will do the co-op, and have a minimum of 20 credits completed either in transfer or at Camden County College.

Students must complete a *Cooperative Education Registration Form* before registering and must have a job related to their major. Program coordinators must approve the job for which co-op credit is being sought. Students who do not already have a job may seek assistance in finding a position through the Office of Career Services. Placement cannot be guaranteed.

Co-op is an academic course and requires registration. The tuition is the same as that of any other three-credit course. Co-op registration will be accepted through the 10th day of each semester. After that deadline, students will be advised to register for the next semester. Most co-op work experiences are paid positions, but internships also may be eligible for credit. Students can earn three (3) college credits for 300 hours of paid work experience. Volunteer work or internship experience requires 120 hours to equal three (3) college credits.

To take advantage of co-op for credit, contact the office of the academic dean for the program you are pursuing.

TRANSFER SERVICES

Transfer Services offers a variety of services for students looking to transfer to a four year college or university to obtain a bachelor's degree. Students are encouraged to start exploring and thinking about transfer colleges and universities as soon as they become a Camden County College student. This will ensure students are in the correct major and taking courses that satisfy degree requirements for both Camden County College and the four year college or university. For transfer assistance please contact

Transfer Services at (856) 227-7200, ext. 4503, transferservices@camdencc.edu, or visit Taft Hall, room 318

TRANSFER SERVICES

NJ Transfer, the online state articulation system, is designed to facilitate the process of transferring courses from a community college to a four-year college or university in New Jersey. NJ Transfer provides students and advisors with the tools that will enable a seamless transfer from a community college to a four-year college or university. Its many features include information regarding course equivalencies, transcript evaluations and recommended transfer programs. Visit www.njtransfer.org for more information.



PREMIER PARTNERSHIP: RUTGERS UNIVERSITY CAMDEN

Students can become a Rutgers University Camden student from day one at Camden County College. Students who opt into this dual admissions program are able to enjoy various Rutgers University Camden amenities through this partnership, such as a Rutgers student ID, access to universities' gym, and special events. Upon completion of the associate degree at Camden County College students will be able to seamlessly transfer to Rutgers, meeting the necessary admissions' requirements.

Students can also choose to earn their Bachelor's degree with Rutgers University Camden at Blackwood. Students can choose to complete one of the following bachelor degree programs upon successful completion of the associate degree.

- Degrees available are:
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Criminal Justice
- Bachelor of Arts in Liberal Studies
- Bachelor of Arts in Psychology
- Bachelor of Arts in Political Science

In selecting one of the above bachelor degree programs, students will be eligible to participate in the new scholarship. Students will pay Camden County College tuition rates as a Rutgers' student for the third year and then Rutgers tuition prices for the fourth year.

Bachelor's Degree Completion Programs

Camden County College partners with Colleges and Universities to provide bachelor's degree completion opportunities to Associate Degree graduates on the Camden County College campuses.

FAIRLEIGH DICKINSON UNIVERSITY AT CAMDEN COUNTY COLLEGE

Students are able to earn bachelor degrees from Fairleigh Dickinson at Camden County College.

- Blackwood Campus - Bachelor of Arts in Sports Administration
- Camden County Regional Emergency Training Center -Bachelor of Arts in Individualized Studies in Homeland Security*

*Offering the flexibility of class scheduling and the affordability to obtain a bachelor's degree, FDU will accept Police Academy credits toward the bachelor degree in Homeland Security.

RUTGERS NEW BRUNSWICK / NEWARK SCHOOL OF NURSING AT BLACKWOOD

The Rutgers at Camden County – Blackwood BSN program is the same pre-licensure program that the Rutgers University College of Nursing, New Brunswick and Newark, offers in North Jersey. The BSN program offered on CCC's Blackwood Campus is open to students who have earned an associate of science degree or an equivalent number of credits from CCC or another college or university. For more information on this program, visit the Rutgers College of Nursing website at nursing.rutgers.edu/blackwood/.

RUTGERS-SHP AT CAMDEN COUNTY COLLEGE

Camden County College students can now earn a bachelor degree from Rutgers-SHP on the Blackwood campus. This bachelor degree is for students who have an associate degree in Human Services or a related field, such as pre-nursing, psychology, and liberal arts.

For more information visit: shp.rutgers.edu/psychiatric-rehabilitation/bachelor-of-science-in-psychiatric-rehabilitation-and-psychology/

WILMINGTON UNIVERSITY AT CAMDEN COUNTY COLLEGE

Upon completion on the associate degree, students can continue on to a bachelor's degree with WilmU. WilmU accepts up to 90 credits. Application fee is waived for CCC graduates.

Degrees offered include:

Bachelor's Degrees (Blackwood Campus):

- Bachelor of Science in Communication (select courses available)
- Bachelor of Science in Health Science (select course available)
- Bachelor of Science in Organizational Dynamics (select courses available)

Master's Level (Camden City Campus):

Master of Science in Human Services Administration

For more information visit: www.camdencc.edu/wilmu

Career Services

Career Services, located in Taft Hall on the Blackwood Campus, provides job search planning and assistance for currently enrolled students and alumni. Students actively seeking employment can inquire about full-time, part-time, temporary or seasonal positions as well as co-ops and internships. Matching student qualifications to available positions, resume preparation, how to search websites specific to one's program of study, interviewing techniques, and mock interviews are just some of the services provided at no charge to students. Career services supports during their entire academic journey at CCC. This includes; Undergraduate professional development, career pathway identification and academic mapping, assistance with opportunities for professional networking and experiential learning, change of major guidance and assistance with gathering career pathway data such as job descriptions, 10 year employment projections, salary information, and skills/qualifications/ educational background needed for a successful career entry. Recruiters from various disciplines are invited on campus and job fairs are held throughout the year to afford students the opportunity to seek employment, network, and gain resume feedback, while honing their interviewing skills. Students seeking additional information or wishing to schedule an appointment should contact Derena Shafer at the Office of Career Services at (856) 227-7200, ext. 4854 or visit Taft Hall, room 305 or visit the website; www.camdencc.edu/careerservices

Mental Health Assistance

Camden County College is concerned about every student's well-being. If you believe you may need help in dealing with personal issues, substance abuse, feelings of depression or prolonged sadness or anger, we encourage you to speak to a student advocate in the Office of the Associate Dean of Students at (856) 374-5088, Blackwood Campus, Office 302 or call the Department of Public Safety at (856) 374-5089.

Non crisis situations:

Oaks Integrated Care

Early Intervention Support Services

2051 Springdale Road, Cherry Hill, NJ 08003

9 a.m. - 8 p.m. Monday-Friday, Saturdays 9 a.m. - 5 p.m.
(856) 254-3800. Appointments are preferred but you may walk in for services. Services can include individual therapy, case management, psychiatric medications, peer support.

If you or someone you know is in a crisis situation and having thoughts of death, dying or suicide, contact the following resources:

911

Police and Emergency Medical Assistance

NJ Hope Line

24-7 peer support and suicide prevention line
(856) 654-6735

Crisis Text Line

Text Hello to 741-741.

National Suicide Prevention Hotline

(800) 273-8255

Camden County College Office of Public Safety

(856) 374-5089

Crisis Screening Center for Camden County

(856) 428-4357

Camden County College's Marketplace /Food Pantry

Hunger and food insecurity are realities everywhere – even on college campuses. This problem has prompted many campuses to establish food pantries to help students in need. Camden County College is happy to help our students in need. That is why we opened the Marketplace. The Marketplace is stocked by monetary and food donations from our College Community. If you are in need of food or assistance, contact Associate Dean of Students Jackie Tenuto at jtenuto@camdencc.edu or (856) 374-5088.



Visit the Marketplace in Blackwood & Camden

Blackwood Hours & Location

Community Center, Room 200

Monday & Tuesday - 11a.m. to 2 p.m.

Camden City Hours & Location

College Hall, Room 405b

Wednesday & Thursday - 11a.m. to 2 p.m.

Addressing Food Insecurity at Camden County College

The United States Government Accountability Office (GAO) recently conducted research and found that increasing evidence indicates that some college students are experiencing food insecurity, which could significantly affect their academic success in a negative way.

Camden County College established food pantries at the Blackwood and Camden campuses to address hunger and food insecurity that may exist among the campus population. We welcome the opportunity to work with volunteers throughout the year. Volunteers will distribute donations, sort food items, check for expiration dates, discard expired items and keep the pantry area clean and organized.

New Jersey Supplemental Nutritional Assistance Program (Snap) Benefits For College Students

What is NJ Snap?

Sometimes people feel they should not need help putting food on the table, but sometimes making ends meet is a struggle. If you are not sure how or if you cannot pay for your next meal or next week's groceries, NJ Snap may be able to help.

NJ Snap, formerly Food Stamps, is New Jersey's Supplemental Nutritional Assistance Program that can help low-income families buy the groceries they need to eat healthy.

Do I qualify for NJ Snap?

Are you a college student, age 18 to 49 enrolled at least half-time in a college, university, community college or business, technical, trade or vocational school that requires a high school diploma?

If so, you may be eligible for food assistance through New Jersey's Supplemental Nutrition Assistance Program (SNAP). SNAP is a federal program that can help individuals and families with low-incomes buy the groceries they need to eat healthy. Eligibility depends on several factors like income, household size, resources, etc.

In addition to income eligibility factors, students also must fit other requirements. For additional information on NJ SNAP and detailed requirements, please visit **www.NJHELPS.org** or contact Jayne McGovern, Financial Aid Office, Taft Hall, (856) 227-7200, ext. 4345.

Tutoring Services

Tutoring services at Camden County College are available free of charge to all students enrolled at the College. The College provides walk-in tutoring for most subjects offered. Small group tutoring, course review sessions and computer-aided auto tutorials also are available to meet the needs of students. For more information about tutoring services, students may contact the Tutoring Center at (856) 227-7200, ext. 4411 or email tutoringservices@camdencc.edu. Additional information can be found on the website at: **www.camdencc.edu/tutoring-schedule**

Blackwood Campus

Tutoring Center, Taft Hall-Lower Level
(856) 227-7200, ext. 4411.

Camden City Campus

College Hall, Room 322 (856) 968-1359
English as a Second Language (ESL),
Camden Technology Center, CAM323, (856) 968-1311

William G. Rohrer Center

Cherry Hill, (856) 227-7200, ext. 4411

Note: Check at front desk for exact location

Academic Skills Math Lab

The Math Lab supports students enrolled in Pre-Algebra or Elementary Algebra courses, new students who are interested in improving their math skills for the Math Placement Test, and students who need review of basic math concepts. Our services include tutoring, test preparation, help with homework, Math Placement Prep, online course setup/advising, study groups, and workshops. Computers are also available for online math work. We are located in Taft Hall, room 103 on the Blackwood Campus, and College Hall, room 316 in Camden. For more information call (856) 227-7200, ext. 4272.

Library Services

The College Library has two physical locations and one virtual location. Obtain a library card in-person or online to take advantage of the Library's many useful services and resources. Assistance with locating and evaluating materials is available at each location, as well as online.

BLACKWOOD CAMPUS LIBRARY: (856) 227-7200, EXT. 4407

Located near the Kevin G. Halpern Hall for Science and Health Education, the Blackwood Campus Library serves as the central Library location. This four-floor facility houses the Library's collection of books, and media on the first two floors and provides access to a large collection of academic and popular e-resources through its website. Reference assistance can be found on the first floor where a librarian will help you find the information you need. Reference assistance can be found on the second floor where a librarian will help you find the information you need. Additional services include a textbook-on-reserve collection, laptop lending service, study rooms, quiet study area, and fee-based photocopying and printing. The College's Testing Center is located in the Library building.

PAUL ROBESON LIBRARY, CAMDEN CAMPUS: (856) 225-2849

An agreement between Camden County College and Rutgers University allows students and faculty affiliated with the Camden City Campus to receive library services and privileges at the Paul Robeson Library of Rutgers University at 300 North 4th Street in Camden. A librarian is available in the Robeson Library to assist Camden County College students with their assignments and questions.

LIBRARY WEBSITE: LIBRARY.CAMDENCC.EDU

Visit the extensive library website to find valuable information resources not found for free on the web. The library website is your link to the Library's online catalog of resources, an 80,000 volume academic e-book collection,

a large collection of research databases, thousands of full-text peer-reviewed journal articles, downloadable magazines and much more. Find web-based library guides for many course assignments. Get information about library hours, library cards, new print and e-books and special events. Ask library-related questions via email, chat or text messaging. The library website is always being updated to offer you access to the latest library resources and services.

Bookstores

Bookstore services and shuttle bus services are provided at all three college locations: in Blackwood on the 1st floor of the Otto R. Mauke Community Center, in Camden on the 1st floor of the Camden Technology Center, and in Cherry Hill on the 1st floor of the Rohrer building. Students will find new and used textbooks, supplemental reading materials, school and art supplies, College sportswear, gifts, cards, homework supplies and a variety of other materials. College bookstore hours are usually from 8:30 a.m. to 6:30 p.m. on Monday through Thursday and from 8:30 a.m. to 4 p.m. on Friday. Hours of operation are extended during registration and the beginning weeks of a semester.

Childcare Services



Childcare services are available at the Blackwood Campus. The Child Care Center provides developmentally appropriate programs for children ages 6 weeks to 6 years with a summer camp to age 12. Hours are 6:30 a.m. to 6 p.m. (Half-day schedules are also available.) For a fee schedule and further information, call (856) 227-7787.

Dining Services

BLACKWOOD CAMPUS – THE COUGAR CAFÉ

The Lab Coat Café, located on the ground floor of the Kevin G. Halpern Science Building, The café is open Monday through Thursday, 8:30 a.m. to 3 p.m.. Our menu includes homemade soup, breakfast, lunch sandwiches & panini's Made to Order, Wawa coffee (made to order) with prepackaged condiments, prepackaged bagels, muffins, and pastries, Simply to Go prepackaged yogurt & pudding parfaits, fresh fruit, grapes, prepackaged salads & perfect pairings, packaged chips, snacks, jumbo brownies & cook-

ies, bottled & canned beverages and much more! Seating is available on the porch of the Halpern building and inside when full service in person classes resume.

The Cougar Café, located in the Otto R. Mauke Community Center, will re-open as soon as full service in person classes resume. The Cougar Café is our main cafeteria that offers a variety of hot and cold foods for breakfast, lunch and dinner. The Café is open Monday through Thursday from 7:30 a.m. to 5:30 p.m. and Friday from 7:30 a.m. to 2 p.m.. Breakfast includes Wawa coffee, fresh baked bagels, muffins, danish and hot breakfast grilled items. Our lunch items include homemade pizza from our pizza oven, freshly made deli sandwiches, homemade burgers from the grill, salads, sushi made on site by Chef Trung, poke bowls, homemade hot soups and much more! Soft drinks, grab-and-go items and a convenient, clean dining area provide students with a central meeting place to relax before, between and after classes.

The facility also includes a **Cyber Café**. Students may check e-mail or access the Internet for other allowable purposes on a quick basis, while having coffee or snacks from the cafeteria.

The Taft Café, located on the ground floor of the Taft Building, offers continental breakfast items, cold beverages and Wawa coffee. Lunch includes a variety of freshly made sushi, Simply To Go sandwiches and snacks. This location makes it a quick-stop shop before or after classes. The Taft Café will re-open as the campus begins to open full service, hours Monday through Thursday, 8:30 a.m. to 2 p.m..

For nutritional Information on our menu Items, please download our app. "Bite by Sodexo" and type In Camden County College.

Catering Services are also available. Please contact Frank Napoli, Catering Manager, for information on the campus catering menu and to place your order, (856) 374-4956. Camden County College also has a conference center available for any conferencing needs. For conference rental Information, please contact Kay Byrd at (856) 374-4626.

If you have any questions, please feel free to contact Ra-cheal Palumbo, Dining Service Director at (856) 374-4965.

BLACKWOOD CAMPUS – THE COUGAR CARD

The Cougar Card is a declining balance card used for purchases at the Cougar Café. Students can obtain the Cougar Card from the Enrollment Services counter on the Blackwood Campus in Taft Hall. Credit can be added to the card from your student account, your financial aid, (after the 10th day of the term for spring and fall semesters only), or from payment made directly to the College.

Once credit is applied to your card, the Cougar Café has card readers located at the cash registers that will decline the balance on the card by the amount of your purchase. Credit can be easily added to your card at the Enrollment Services counter. An Enrollment Services Associate or Business Office representative, (856) 227-7200, ext. 4312, are available to assist students with the Cougar Card application and use.

CAMDEN CITY CAMPUS

There are two food service areas on our Camden City Campus. One is located on the ground floor of College Hall near the courtyard. Vending machines offer hot and cold food and drinks, and dining tables are provided in cafeteria style, providing a place for students to meet and relax before or after class. The University District Bookstore's Starbucks Café, located in the Camden Technology Center, is another location where students can enjoy breakfast and lunch in a café setting as well as purchase other 'grab and go' convenience items.

WILLIAM G. ROHRER CENTER

Grab-and-go food and drink items are available at the vending machines located on the first floor.

Veteran Services

Pursuing higher education is a major step in transitioning from military to civilian life. The staff of the Veteran Services Center at Camden County College welcomes and helps vets to achieve a college education;

- Educational benefit and GI Bill application and certification
- Access to advisement, tutoring, registration and business office services
- VA work-study information and opportunities
- Referrals to Camden County Department of Veterans Affairs and the Camden County Mental Health Services
- Assistance in identifying federal, state, and county services
- A VA student lounge where you can meet with fellow veterans

For more information, please contact the Veteran Services Center at (856) 227-7200, ext. 4441 or visit the Center in Taft Hall, room 303.

Discounted NJ Transit Pass for Full-Time Students

To sign up for the discounted pass, log on to your MyCCC Student Portal account and on the right side there is a link for NJ Transit. You must be a full-time student to be eligible to purchase discount passes.

TERMS OF USE

The student monthly pass is for personal use of the student who purchased it and is restricted for use traveling to/from stations indicated on the pass for the sole purpose of attending school. Student passes are not honored to or from any other rail station except those printed on the pass, but they may be used on certain buses and light rail vehicles as permitted under NJ TRANSIT cross-honoring policies. NJ TRANSIT reserves the right to review applications for student passes to ensure compliance with NJ TRANSIT policies. Students must present their student identification card upon request by train crew personnel or other NJ TRANSIT representatives.

PLAN YOUR TRIP

Planning your trip on NJ TRANSIT is easy. If you already know you will be traveling by train, bus, or light rail, you can use the NJ Transit station-to-station or point-to-point trip planners. If you are unsure, you can use NJ Transits Itinerary Planner for customized trip plan.

YOU NEED TO KNOW

Students must sign up by the 10th of the month to receive a pass for the following month. (For example, to receive a monthly pass for November, you must sign up by October 10th.) NJ Transit charges a non-refundable \$3 processing fee that will be applied each month. The price shown while signing up for the NJ Transit Pass is the already discounted price. This information is provided by Third Party NJ Transit. If you experience issues call NJ Transit at 1-866-QUIKTIK (8:45 a.m. to 4:15 p.m. Mon-Fri).

Student Activities

Through participating in various programs, events or organizations, students will receive a well-rounded college experience, as well as a variety of opportunities to interact with other students and the college community. The Office of Student Life and Activities oversees cultural, educational, recreational and social events for all Camden County College students. The Office of Student Life and Activities is located in the Taft Hall, Room 302, (856) 227-7200, ext. 5088.

ATHLETIC ACTIVITIES, INTERCOLLEGIATE SPORTS AND INTRAMURALS

Camden County College recognizes the importance of the development of both the mind and the body and provides the opportunity for students to compete in intercollegiate athletics and intramurals. Various athletic activities are offered for the experienced competitor, as well as for the casual participant seeking self-directed physical activity. Varsity teams for both men and women compete against other two-year college teams in the Garden State Athletic Conference of New Jersey and Region XIX of the Na-

tional Junior College Athletic Association. Men compete in cross-country, soccer, golf, basketball, baseball, wrestling and Outdoor Track and Field; women compete in cross-country, soccer, golf, basketball, softball, tennis and Outdoor Track and Field.

Intramurals offer students, faculty, and staff an opportunity to compete with fair play and good sportsmanship in order to provide all with a wholesome recreational experience. Intramural sports offered at CCC include a variety of options depending on participation. All events are co-ed. For more information, contact the Athletic Department for details at (856) 227-7200, extension 4287.

Students may take advantage of College athletic facilities with approval, including an athletic center with indoor basketball courts, Wellspring Fitness Center and various outdoor playing fields. Current valid I.D. cards are required to obtain equipment and use the facilities. Students are responsible for equipment issued to them. Lost items must be paid for at current replacement value. Students using the facilities must be dressed in appropriate gym attire with sneakers.



ATHLETIC/FITNESS LABS

The Wellspring Fitness Center provides a caring environment that helps and allows participants to bring about desired lifestyle changes that enhance their quality of life. The center consists of strength training and aerobic exercise equipment including treadmills and steps. The Wellspring staff is on hand to assist users in understanding and implementing exercise programs. The center offers fitness evaluations, individualized exercise prescription and free personal training. The hours of operation are posted on a semester basis. Certified supervision is provided during the hours of operation. Use of the facility is limited to posted hours only. For more information, call (856) 227-7200, ext. 4237. Appointments are offered on a weekly basis. Call (856) 227-7200, ext. 4262 for further information.

CLUBS AND ORGANIZATIONS

Clubs, organizations and special interest groups are supported by the Camden County College student government association in an effort to provide students with activities outside the classroom to enhance their academic experience. Most clubs have a linkage to academic programs and provide fun activities and community service opportunities. Generally, clubs are reauthorized and funded each year if there are at least 15 students who express an interest in participating, and the clubs typically are focused on either the Blackwood or Camden City Campuses. October 1 and December 1 are the fall and spring activation deadlines, respectively. The College also sponsors honor societies, which recognize students who achieve academic excellence according to national organization standards. These extra-curricular activities and events are provided under the auspices of the Office of Student Life and Activities, and include a student newspaper, Campus Press, and the WDBK radio station. Some clubs meet exclusively at the Blackwood Campus and others exclusively at the Camden City Campus, but all activities may be joined by students enrolled in credit courses at any of the College's locations. Because many CCC students work and/or are raising families, the Office of Student Life and Activities sponsors a variety of events and activities to appeal to a wide range of student interests, without respect to membership in a particular club, organization or honor society. For more information contact the Office of Student Life and Activities at (856) 227-7200, ext. 5088.

How to Join a Club

Club/organization membership is open to all students
Club/organization membership is open to all students enrolled in credit courses at any of the three College locations. Students desiring to join a club must complete and submit a Club Membership Form to the Office of Student Life and Activities by October 1 for the fall semester or by February 1 for the spring semester. In order for a club to be activated, at least 15 students must join and participate. Member lists will be authenticated by the Office of Student Life and Activities. Every club must submit a schedule of meeting dates, goals for the academic year and a summary of how they will use allocated funds related to the expressed goals. Spending will be authorized after review by the associate dean of students. Honor society membership is selective, based on meeting certain GPA requirements, and requires payment of a membership fee. Interested students should contact the honor society advisor or the office of the related academic dean. Questions should be addressed to Jackie Tenuto, Associate Dean of Students. The Office of Student Life and Activities is located in the Taft Hall, Room 302, (856) 227-7200, ext. 5088.

How to Request Formation of a New Club

A student desiring to form a new student club must complete a New Club Request Form, which includes a statement of the purpose of the club and at least fifteen (15) Club Membership Interest Forms from properly enrolled students. Club/ organization membership is open to all students enrolled in credit courses at any of the three College locations. Completed forms must be submitted to the Office of Student Life and Activities by October 1 for the fall semester or by February 1 for the spring semester. If the new club is recommended by Student Government Association (SGA) and approved by the associate dean of students, the club will be activated. The student who files the request form will be notified in writing of the disposition of the request. The newly activated club must submit a schedule of meeting dates, goals for the academic year and a summary of how they will use allocated funds related to the expressed goals. Spending will be authorized after review by the associate dean of students. Questions should be addressed to Jackie Tenuto, Associate Dean of Students. The Office of Student Life and Activities is located in the Taft Hall, Room 302, (856) 227-7200, ext. 5088.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the component of student life that represents students in governance matters. All students enrolled in credit courses at Camden County College are eligible to participate in the association. The College allocates money from general service fees to fund the various student clubs, events and activities. It is the function of the SGA to make recommendations for (1) apportionment of funds among the various clubs, organizations and activities; (2) rules and regulations concerning the conduct of the student body; (3) policies affecting student life. Through SGA, students are able to express their concerns on matters directly related to them and the College, to generate school spirit and to encourage student participation in College life. The Student Government Association elected positions are: President; Vice President; Treasurer; Secretary and Treasurer, Camden Campus Executive Officer, Rohrer Campus Executive Officer.

EVENT ANNOUNCEMENTS –

BULLETIN BOARDS/POSTERS/FLYERS

Specific bulletin boards have been set aside for the purpose of advertising student activities and events. Student groups may advertise their meetings and special events on these bulletin boards. Posters and/or flyers announcing student-sponsored events must be approved by the associate dean of students. To obtain approval, students should follow these guidelines:

- poster size should not exceed 16" x 24";
- wording must be directed toward the specific date and activity concerned;

- each poster must be neat and in good taste;
- the name of the sponsoring organization must be included, and the Camden County College logo also must appear on the flyer;
- each displayed poster/flyer must carry a stamp of approval by the associate dean of students;
- no notice or poster may be placed on walls, doors or windows of public areas;
- no notice or poster may be placed on cars;
- posters/flyers must be submitted to the Office of Student Life and Activities for approval at least 24 hours before the expected posting date, but they will be posted no more than two weeks in advance of the event itself;
- the sponsoring club or organization is responsible for placing posters in designated areas after they have been approved;
- the club or organization is also responsible for removing posters after the event or activity has concluded;
- for posters/flyers that advertise functions not directly related to Camden County College students, space will be granted on bulletin boards if there is no interference with the promotion of College-sponsored activities; and
- the Office of Student Life and Activities reserves the right to remove any poster that does not comply with these guidelines.



EVENT FUNDRAISING AND TICKET SELLING

A *Fundraising Authorization Form* must be submitted and approved by the associate dean of students before a club or student organization may engage in fundraising or ticket-selling activities, even if for charitable purposes. Forms are available in the Office of Student Life and Activities, Taft Hall, Room 302, (856) 227-7200, ext. 5088.

STUDENT DEVELOPMENT AND SUPPORT: STUDENT CODE OF CONDUCT, DISCIPLINARY HEARINGS & APPEALS

Code of Conduct

INTRODUCTION

All students enrolled at Camden County College acknowledge with their enrollment an obligation to abide by the College's regulations and policies, as approved by the administration and Board of Trustees. Students are responsible for their own actions and are expected to maintain the highest standards of conduct at all times and in all places affiliated with the College. Each student must, of course, respect the rights and privileges of all other students, as well as College administrators, faculty and staff. The College reserves the right to dismiss from a course or from the College, or restrict from any other College activity or facility any student whose behavior is detrimental to the College or its students. (Academic policies and procedures shall govern dismissal or suspension for academic reasons.) Visitors to the College also are obliged to abide by the *Student Code of Conduct* and may be restricted from College activities or from one or all campuses as a result of code violations.

PURPOSE

The purpose of the *Student Code of Conduct* is to protect Camden County College, its academic and social community and its property from harm resulting from acts of its students or visitors that may cause injury or threat of injury. The Student Code of Conduct defines prohibited conduct as any behavior that violates College standards. The code gives students and visitors notice of the standards expected. The College will take appropriate disciplinary action against violators. Violators also may be accountable to law enforcement authorities, as well as to the College, for acts that constitute violations of law as well as violations of this code. College disciplinary actions may proceed regardless of any pending criminal legal proceedings. The College recognizes that its inherent powers and responsibilities to protect the safety and well-being of the campus community are broad, as is the potential range of misconduct that could harm persons and property on campus. Accordingly, this code is to be interpreted broadly so as to ensure the protection of the Camden County College community.

MISCONDUCT DEFINITIONS

The following acts, when committed by students or visitors to Camden County College, will be considered misconduct. Any person committing these or similar acts is subject to discipline under this code. This code applies to conduct engaged in/on the property of Camden County College while attending College functions, on-campus at

any College location, or off-campus; functions of college-sponsored organizations, conducted on-campus at any College location; or off-campus; or any other college-sponsored events, on or off campus, or at clinical/agency sites affiliated with the College. These acts are not meant to define misconduct in exhaustive terms.

CODE OF CONDUCT VIOLATIONS:

- Engaging in disruptive behavior which threatens others or in any way interferes with the teaching and learning process.
- Engaging in hostile conduct or disorderly behavior that might incite immediate violence.
- Engaging in abusive or demeaning conduct (including the use of profanity), obscene gestures, sexual exploitation, or harassment, including cyber harassment, directed toward another individual or group of individuals which has the effect of creating a hostile environment and infringes upon the rights and privileges of other members of the College community.
- Intentionally or recklessly causing physical or psychological harm to any person, stalking, bullying or intentionally or recklessly causing reasonable apprehension of such harm.
- Committing any physical act of harassment, intimidation, or bullying (as that term is defined in NJSA 18A:37-14 and NJSA 18A:3B-68), or any such acts in the form of gestures, written, verbal or electronic communication, that may reasonably be perceived as being motivated either by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, when these acts substantially disrupt or interfere with the orderly operation of the College or the rights of other students or College employees.
- Committing any acts in any form that will have the effect of emotionally or physically harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property.
- Committing any acts that have the effect of insulting or demeaning any student or group of students or creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.
- Using, possessing, brandishing or storing any weapon or facsimile of a weapon without proper authorization.
- Using, possessing or being under the influence of alcoholic beverages and/or controlled substances.
- Using, possessing, manufacturing, distributing or selling a controlled substance in violation of Federal Law or the State of New Jersey.

- Misusing fire safety equipment or tampering with any electrical system, wiring, telephone service, fire safety equipment or security devices.
- Using and/or possessing fireworks, pyrotechnics, explosives or flammable liquids on College premises without proper authority.
- Gambling in violation of the laws of the State of New Jersey, or playing any games of chance (including all card games) or skill that, under the circumstances, provoke or may provoke disorderly behavior
- Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- Intentionally or recklessly disrupting College operations or College-sponsored activities.
- Intentionally or recklessly furnishing false information to the College, including forgery, alteration or misuse of College documents, records or identification.
- Accessing, modifying or transferring electronic data system software or computing facilities without authorization and other violations as outlined in the Student Responsibilities and Acceptable Use of Technologies Policy.
- Stealing or wrongful appropriation of property, belonging to the College or anyone else.
- Destroying, damaging or misusing property of the College or others on campus.
- Failing to comply with the directions of a College official, faculty member, public safety officer, or police officer acting in the performance of their duties; or failing to positively identify one's self to a College official, faculty member, public safety officer, or police officer when requested to do so. The required form of identification shall be a current and validated College identification card, Social Security card, driver's license, military ID card, photo ID, etc.
- Being present or using College premises, facilities or property without proper authority.
- Using or misusing the College's name or logo for soliciting funds, sponsoring of activities or on printed matter without proper authority.
- Violating the terms of any disciplinary sanction imposed in accordance with this Code.
- Violating College regulations or policies, including campus motor vehicle regulations, Tobacco-Free Institution Policy, etc.; or federal, state or local laws.
- Violating local, state or federal law on College property or off campus when such violation adversely affects the College.

Administration of Code and Proceedings

This *Student Code of Conduct* shall be administered by the Associate Dean of Students or his/her designee. In the case of visitors, Public Safety personnel will handle sanctions as appropriate.

CLASSROOM MANAGEMENT

The primary responsibility for managing the classroom environment rests with faculty members who are authorized to remove students from class for behavior that threatens others or in any way impedes the teaching and learning process. If such a student refuses the faculty member's request to leave, the faculty member may request the assistance of the Department of Public Safety to remove the student from class. When a faculty member has removed the student from class for disruptive behavior and deems it necessary to preclude the student from returning to this particular class, the faculty member should immediately file a misconduct complaint with the associate dean of students, students or those acting on his/her behalf, who will follow the procedures set forth herein to determine whether the student has violated this code and if so, whether to impose sanctions.

SANCTIONS

Acts of misconduct will be met with one or more of the following sanctions, all of which will be permanently recorded and kept on file in the office of the Associate Dean of Students.

1. Warning – verbal or written admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.
2. Written Reprimand – written warning placed in student's file alerting student that continuation of misconduct may be cause for more severe disciplinary action.
3. Restriction – from a College activity or facility for a specified period of time.
4. Referral – to a workshop or other intervention designed to mitigate the particular code violation.
5. Community Service – on-campus activity to improve campus life.
6. Fine – a monetary penalty to cover the costs of replacing physical property of the College or the property of others intentionally damaged or stolen by any student



or damaged through the gross negligence of the student. The payment of any fine by a student shall in no way limit the right of the College to seek restitution through appropriate civil proceedings.

7. Disciplinary Probation – loss of participation in College-related activities for a specified period of time.
8. Suspension – temporary exclusion from all academic work or specified classes and/or other College-related activities for a specified period of time.*
9. Expulsion – permanent dismissal from classes and College activities. This action shall be permanently recorded on student's transcript.*

*If suspension or expulsion is the resulting disciplinary action, the student is responsible for contacting his/her instructors to arrange make-up for missed course work, if applicable.

REPORTING MISCONDUCT

Allegations of student misconduct will be reported promptly to the Associate Dean of Students or those acting on his/her behalf. All reports will be addressed in a timely manner. When student misconduct occurs, any person observing it (including students, faculty, administrators, etc.) should immediately report the misconduct to the responsible College official. Any reports received by campus officials or public safety personnel will be routed to the Associate Dean of Students. A written report will be submitted as soon as possible after a verbal report is made, and will include, at a minimum, the following information:

1. name, department and position of the person making the report;
2. date(s), time(s) and place(s) of each alleged act of misconduct;
3. name(s) or other identifying information of the student(s) involved in the allegations;
4. a detailed description of each act of student misconduct including what was stated and done by the individuals involved;
5. the name(s) or other identifying information of other witnesses to the acts of student misconduct;
6. a brief indication as to which specific provisions of the Student Code of Conduct are alleged to have been violated; and
7. a statement by the person making the report whether he or she will be willing to participate if necessary as a witness in subsequent administrative proceedings.

The Associate Dean of Students or those acting on his/her behalf shall immediately notify the Department of Public Safety of the occurrence of any misconduct constituting a violation of law and of the suspension of any student for misconduct. A copy of the notice will also be sent to the appropriate academic deans.

Misconduct may also be reported directly to the Department of Public Safety. If the conduct is considered to be pervasive, continually disruptive to a class, or places others at risk, the Department of Public Safety will remove the student from class and the College campus until meeting with the Associate Dean of Students. In some cases, the student will be required to report to the Associate Dean of Students before being permitted to return to class.

DISCIPLINARY CONFERENCE

When misconduct is reported, the associate dean of students, her designee, or the designated official at Camden City Campus or William G. Rohrer Center will as immediately as feasible speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The Associate Dean of Students or those acting on her behalf will discuss the matter with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this discussion, the Associate Dean of Students or those acting on his/her behalf shall determine whether (1) to dismiss the matter, (2) to issue a warning, (3) to issue a written reprimand, (4) to restrict facility use or participation in activities, (5) to refer for an intervention strategy, (6) to assign community service, (7) impose an appropriate sanction him/herself or (8) to convene the Hearing Board.

REFERRAL TO HEARING BOARD

If the Associate Dean of Students determines that referral to the Hearing Board is in order, he/she will provide the student with written notice of the time and place of the disciplinary proceedings before the Hearing Board, and the nature of the complaint against the student. The student charged shall receive at least five (5) days advance written notice of the hearing. Disciplinary proceedings are closed. Attendance is limited to board members, the alleged violator, the violator's representative, the complaining party and any witnesses. Proceedings before the Hearing Board are not intended to be a formal legal proceeding, but rather are administrative proceedings and are conducted informally; however, a student may obtain the advice of anyone who is reasonably available and willing to assist, including a College administrator or faculty member during the proceedings before the Hearing Board. If a student advises the Associate Dean of Students at least five (5) working days before the Hearing Board appearance of his/her inability to obtain such advice, the associate dean of students may appoint a suitable individual to advise the student. Where the Associate Dean of Students deems a witness to be at risk of harm, the anonymity of the witness shall be preserved by presenting a statement of the witness out of the presence of the accused student, provided that the substance of the witness' statement is made known to the accused student. The student charged shall have the right to produce persons or materials to refute the charge

and may personally testify and make a closing statement to the board prior to its deliberations. At the discretion of the Hearing Board chair, questions may be posed by the alleged violator indirectly through the Hearing Board chair but witnesses are not subject to direct cross examination. Disciplinary proceedings before the Hearing Board and action to the extent possible shall be implemented rapidly and with a sense of urgency. If written notice is served during the period June through August, proceedings will occur within one month of the first day of the fall semester.

For the safety of all of those who are present, handbags, backpacks, large packages, and laptop computer cases are not permitted in the Hearing room. Anyone insisting upon bringing in a handbag or package as described above understands and agrees that for the safety of everyone present it may be subject to search by a public safety officer.

Failure to Appear

Failure of the student charged to appear before the Hearing Board after proper notice will not normally be cause to postpone or cancel the proceeding, which may be conducted in the absence of the student charged. The Hearing Board shall make its findings and recommendations at the conclusion of the presentation of the matter. An adverse finding must be supported by a preponderance of the evidence presented to the board. Determinations of the Hearing Board shall not be made public unless required by law. The findings, recommendations and summarized record of proceedings on disciplinary cases shall be transmitted in writing to the Associate Dean of Students. If the Hearing Board finds no basis for imposing discipline, no further discipline shall be imposed for the same charge. If it is determined that discipline is warranted, the Hearing Board may recommend the appropriate sanction from the list above. The associate dean of students will consider the recommended sanction and make the determination of the appropriate sanction. The associate dean of students must notify the student within a reasonable period of time (no longer than 15 days) of the sanction to be imposed.

Hearing Board Waiver

Despite the referral of a matter to the Hearing Board by the Associate Dean of Students a student may file with the Dean of Enrollment and Student Services a written waiver of the review of the Hearing Board. Upon filing such a waiver, the Dean of Enrollment and Student Services will determine the disciplinary action warranted.

Complaint Withdrawal

The Associate Dean of Students reserves the right to withdraw a complaint for demonstrated cause prior to the Hearing Board review or rendering of a disciplinary action.

NOTIFICATION OF HEARING BOARD DETERMINATION

The student will be notified in writing of the findings and determination of the Hearing Board within a reasonable amount of time that allows full review and consideration of all case materials.

STUDENT APPEAL PROCESS OF HEARING BOARD DETERMINATION

Students may appeal the determination of discipline imposed by the Associate Dean of Students or the Hearing Board BY SUBMITTING A WRITTEN REQUEST to the Associate Dean of Students. The request must be submitted within five (5) days of receiving the notice of sanctions imposed.

FINAL DETERMINATION

Within ten (10) working days from receipt of a student's appeal to the Associate Dean of Students, the Executive Dean will notify the student in writing of his/her agreement or disagreement with the decision. The decision being appealed will not be implemented during the appeal process; however, a student suspended from campus and/or activities shall not be permitted to return unless circumstances no longer justify the suspension as determined.

The decision of the Associate Dean of Students is final.

CAMPUS SAFETY AND SECURITY

Camden County College's security policies and procedures seek to provide for the safety and welfare of the College community. College community members can help maintain their own safety on campus by following all security procedures and by using common sense safety practices. These practices include walking in groups; reporting suspicious activities; and not leaving books, coats, or backpacks unattended. Remember: Security is everyone's responsibility!

The Public Safety Department is responsible for security at all locations and reports to the executive director of financial administrative services. All officers complete 40 hours of security training, standard first aid Cardio Pulmonary Resuscitation (CPR) training and annual in-service training. Public safety officers are equipped with two-way radios so that they can communicate within the department. The department maintains an excellent rapport with state, county and local police agencies. It also files a statistical crime report as required by law. This report is available upon request from any public safety office. The Blackwood Campus Public Safety Department is located in the Otto R. Mauke Community Center; the Camden City Campus Public Safety Department is located at the Information Desk on the 1st floor of both campus buildings; and the William G. Rohrer Center public safety office

is located on the 1st floor. The information also is available on the College website.

The Public Safety Department provides the following services:

- responds to, and as appropriate, investigates any on-campus accident, disturbance or alleged criminal act;
- assists with vehicle problems such as jumpstarts and keys locked inside vehicles;
- escorts faculty and students to buildings and vehicles as required;
- maintains a lost and found property service;
- responds to medical emergencies and is the primary source of urgent medical care on campus;
- handles all other emergencies such as fires, criminal acts, power failures and student behavioral problems;
- enforces parking and traffic control on campus



Communications and Enforcement

The CCC Public Safety Department is staffed by well trained, dedicated people who are able and willing to assist you. Please do not hesitate to report any activity or condition that appears suspicious. Help us to help you and your fellow students in keeping our community safe.

The Public Safety Department on each campus acts as a clearing-house for reported activities and emergencies

occurring on campus. Officers are trained as first responders and are able to provide prompt emergency medical services. All illnesses or injuries due to accidents occurring on campus or during a College-sponsored event should be reported immediately to Public Safety. Upon receiving a call for service, trained personnel will immediately dispatch a public safety officer to the area. Officers conduct mobile bike and foot patrols of the Blackwood Campus and foot patrols of the Camden City Campus and William G. Rohrer Center 24 hours a day, seven days a week. Public safety officers investigate all complaints received.

The Camden County College Public Safety Department does not have police authority. If a College student commits a minor offense involving College rules and regulations, the Public Safety Department refers the individual to the associate dean of students for disciplinary action. In the event of a crime, the Public Safety Department will immediately call the local police, who then conduct the investigation.

The Blackwood Campus Public Safety Department can be reached by dialing (856) 227-7200, ext. 4288;

The Camden City Campus Public Safety Department can be reached by dialing extension 1393;

The William G. Rohrer Center Public Safety Department can be reached by dialing 6057.

All campuses are equipped with emergency telephones connected directly to the public safety offices. Each campus has direct phone numbers to place in your cell phone for speed dialing as well.

Blackwood Direct (856) 374-5089

Camden Direct (856) 968-1393

Rohrer Direct (856) 874-6000

Public Safety Escort Services

For your reassurance, our officers are available at any time to escort you to or from your classes or car. Do not hesitate to call for any reason.

Fire Alarms

All Camden County College buildings are equipped with fire alarms. In the event of a fire or smoke, the alarm will sound. At the sound of the alarm, all students, employees and visitors are required to evacuate the building immediately. Students are encouraged to remain with their class to permit the professor to take attendance once outside the building. Public safety officers will respond to investigate. Please do not enter the building until it is announced by public safety that it is clear to return. Additionally, from time to time fire drills may be conducted that necessitates an evacuation of a building. As with any fire alarm, a safe and orderly evacuation is important. Also, please take a minute to review the poster labeled "EMERGENCY

INFORMATION” that is posted in hallways and in each classroom. These posters provide critical information, as well as a telephone number in which to contact the Public Safety Department.

Parking Decals and Campus Traffic Regulations

The College provides parking decals and permits at no additional cost to students. There is no limit to the number of vehicles that can be registered by one person. The decals can be obtained at any public safety office. To obtain a student parking decal, a student must present the vehicle registration card and a valid Camden County College ID card (or other proof of current class registration) and fill out the appropriate form. Decals are color coded and expire annually.

While on any campus, students and visitors are expected to obey all posted speed limits and traffic regulations as established by the State of New Jersey.

Students and guests must park in white line spaces only.

Handicapped Accessible Parking

Ample handicapped spaces are available for any vehicle displaying proper tags or placards. Camden County College maintains the right to demand that anyone parking in a handicapped space present on request a valid state-issued handicapped registration card issued to the individual using the space at the time. Anyone parking in any handicapped space must abide by all applicable New Jersey Motor Vehicle regulations.

Reporting Suspicious or Criminal Activity on Campus

Suspicious or criminal activity or other emergencies can be reported to the Public Safety Department at these numbers:

Blackwood Campusext. 4288 or 7777
Direct(856) 374-5089
Camden City Campusext. 1393
Direct(856) 968-1393
William G. Rohrer Center.....ext. 6057 or 6666
Direct(856) 874-6000
Regional Emergency
Training Center.....ext. 4882
Direct(856) 374-5089

In-person reports of incidents can be made at the following locations and times:

Blackwood Campus: Public Safety Office, Otto R. Mauke Community Center
Monday through Thursday7 a.m. – 9 p.m.
Friday7 a.m. – 5 p.m.

Camden City Campus: CTC Main Lobby
Monday through Thursday8 a.m. – 10:30 p.m.
Friday8 a.m. – 4:30 p.m.
Saturday.....9 a.m. – 3 p.m.

William G. Rohrer Center: 1st Floor
Monday through Friday8 a.m. – 10:30 p.m.
Saturday.....9 a.m. – 4 p.m.

Safety Tip: Put the Public Safety Department direct number for each campus you attend right into your cell phone. Better yet: put us on your speed dial. Call us for emergencies, anytime you have a problem, if you see something suspicious or if you just have a question.

The CCC Public Safety Department is staffed by well-trained, dedicated people who are able and willing to assist you. Please do not hesitate to report any activity or condition that appears suspicious. Help us to help you and your fellow students in keeping our community safe.

Safety Inspections

The College conducts regular inspections of the facilities and grounds to note and correct deficiencies which may exist. If you see a potential hazard on any campus, report it to Public Safety immediately.

Silent Witness Tip Line:

(856) 374-4907 (Voicemail checked daily)

Camden County College maintains a 24/7 tip-line. Anyone may leave a recorded message with information on anything happening on any campus concerning misconduct or safety concerns. Messages may be left anonymously.

This number accepts a recorded message and should never be used to report a crime or incident occurring at the time of the call. For all instances needing immediate attention call the direct public safety numbers.

Tips for a Safe Campus

- For the protection of every member of the College community, students should follow the rules set forth in the Code of Conduct. Everyone on campus should take a common sense approach for their protection.
- Always close your windows and lock your vehicle.
- Store your valuables and textbooks in the trunk.
- Never leave your personal belongings unattended.
- Thieves target textbooks. Mark your textbooks so they are easily identified. Never leave books or bags unattended.
- Try to walk with a friend. There is safety in numbers.
- Don't walk alone; instead, contact public safety for an escort.

- Always remain alert and be aware of your surroundings.
- Know where the emergency call boxes are located where you travel.
- Stay within sight of other people whenever possible.
- Have your keys in your hand as you approach your vehicle. Safety is everyone's responsibility. Do your part: if you see suspicious activity, notify Public Safety immediately.

Daily Crime Log

Public Safety maintains a Daily Crime Log at each campus. The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to the Department of Public Safety. This Daily Crime Log is available upon request.

Campus Safety Alerts

To help prevent crimes or serious incidents, the Department of Public Safety issues Campus Safety Alerts in a timely manner to notify community members about crimes in and around our campuses. Members of the community who know about an incident should notify the Department of Public Safety so a Campus Safety Alert can be issued.

Annual Security Report

Camden County College compiles statistics regarding various crimes and offenses that occur on campus, as well as offenses that occur within the boundaries of our campuses. These offenses are listed in a separate report for each campus and are referred to as an Annual Security Report. The Annual Security Report is available for review on the Camden County College website under the Public Safety tab, and posted outside of each Department of Public Safety office at each campus location.

RESOURCES FOR OUR COMMUNITY

Workforce Training & Education

THE CORPORATE TRAINING INSTITUTE

Through comprehensive needs assessments, the business and industry training staff expertly matches training to the objectives of clients. The division's success is based on the effectiveness of its programs, which is measured by the numerous clients who continue to return to the College to train their workers. Access to the nationally recognized faculty and resources of Camden County College, together with the business expertise of industry-based instructors, offer a unique approach to bringing new skills and enhanced productivity to the workplace. In addition to incumbent worker training, the division also partners with employers to implement customized training programs for dislocated workers to support hiring demands. For more information, call (856) 374-4955, or visit the continuing education section of the website at www.camdencc.edu/ce.

JOB TRAINING PROGRAMS

Workforce training is available in a number of fields, preparing today's students for tomorrow's jobs. Students may pursue IT careers such as Technology Support Specialist, Microsoft Certified Solutions Associate, Cisco Certified Network Associate, or one of many other certification titles taught by proven professionals. They may also train in allied health careers such as Patient Care Technician, or Certified Nursing Aide, all offered in accelerated formats. Careers in Welding and Automotive Technology are also available in similarly accelerated platforms. Please contact our office at (856) 874-6004 for information regarding unemployment grants available through Workforce Development or student loans.

THE CAREER & TECHNICAL INSTITUTE OF CAMDEN COUNTY COLLEGE (CTI)

The Career & Technical Institute of Camden County College (CTI), formerly Camden County Career Institute (CCCI) consisting of the adult division of Camden County Technical Schools (CCTS) combined with CCC's department of Occupational Skills, provides occupational and career education preparing today's students for tomorrow's jobs. CTI offers short-term professional training facilitated by industry experts, designed to properly position students to enter the workforce in an in-demand occupation upon completion. As an additional benefit, many of these courses may be applied toward a Camden County College associates and/or academic certificate making it easier and more affordable to earn a degree with Camden County College. Students may pursue career training in an array of occupations, including: Automotive Technology, Medical Assisting, Dialysis Technician, Patient Care



Technician, Pharmacy Technician, Veterinary Exam Room Assistant, Cosmetology, Culinary Arts, Baking & Pastry, Real Estate, , Heating, Ventilation & Air Conditioning, Hydro Technology, Manufacturing Technology, Welding Technology, Carpentry, Electrical Technology, and Computer Technology. CTI has a wide range of day and evening programs to choose from. Classes are held at the Camden County College campus locations in Blackwood, Camden and Cherry Hill as well as the Camden County Technical School locations in Pennsauken and Sicklerville.

In addition to career training programs, CTI offers apprenticeship training for individuals employed in the fields of Electrical, Plumbing and HVAC in compliance with US and NJ Departments of Labor. Completing an apprenticeship program is essential for obtaining industry licensure, and is especially significant for students with aspirations of becoming self-employed. CTI programs are recognized and approved by: American Medical Technologists, NJ State Board of Cosmetology and Hairstyling, Board of Nephrology Examiners Nursing Technology, National Institute for Automotive Service Excellence, the American Welding Society and The National Restaurant Association.

For more information, call (856) 374-4955 or email tradetraining@camdencc.edu or visit our website at www.camdencc.edu/ce.

REGIONAL EMERGENCY TRAINING CENTER (RETC)

The Regional Emergency Training Center is a state-of-the-art, environmentally safe training facility that offers a myriad of academic and practical training opportunities for all disciplines within the public safety community. The technologically-advanced facility is comprised of six classrooms, a computer lab, a large two-story indoor practical area, a 160 seat auditorium with remote learning capabilities, Wi-Fi access, and on-site catering. Additionally, the facility offers an on-site Burn Building, Smoke House, SCBA Training Maze, Confined Space Simulators, and various live training props. Future educational enhancement plans include a maritime firefighting simulator, a fire/chemical training laboratory, a NIMS/ ICS tabletop training room, and an Emergency Vehicle Operator Course. For more information, call (856) 227-4986.

DENTAL HYGIENE CLINIC

The Dental Hygiene Clinic at Camden County College operates to provide educational experiences for our students in order to prepare them to become licensed registered dental hygienists. To that end, the clinic offers the preventive dental services of cleanings, x-rays, plaque control, fluoride treatments, sealants and nutritional counseling at a reasonable cost to all members of the community. The students are monitored in their clinical performance by licensed hygienists and are under the supervision of a licensed dentist. For more information, call (856) 374-4930.

Fall Semester: September to December
Mondays – 9 a.m. to noon; 1 to 4 p.m.
Tuesdays – no morning hours; 12:30 to 3:30 p.m.
Wednesdays – 9 a.m. to noon; 1 to 4 p.m.

Spring Semester: January to February
Mondays – 9 a.m. to noon; 1 to 4 p.m.
Wednesdays – 9 a.m. to noon; 1 to 4 p.m.

Spring Semester: March to May
Mondays – 9 a.m. to noon; 1 to 4 p.m.
Tuesdays – no morning hours; 12:30 to 3:30 p.m.
Wednesdays – 9 a.m. to noon; 1 to 4 p.m.
Thursdays – 8:30 to 11:30 a.m.; 12:30 to 3:30 p.m.

EYEGLOSS AND CONTACT LENS CLINIC

The Ophthalmic Science Department operates an eyeglass clinic in the CIM Building, Room 119. Eyewear prescriptions can be filled with the latest style frames and lenses at lower than retail prices. This service is available to those that hold a current Camden County College ID. Additionally, spouses and dependents of all College employees are also eligible to receive discounted eyewear. The clinic operates during the fall and spring semesters. Call (856) 374-4977 for hours of operation and information.

Cultural and Community Programs

The College offers a variety of cultural activities for the student body and the community-at-large. Each year the College hosts free lecture series, theatre productions, art exhibits, and several in-residence musical groups, whose concerts are available free of charge or at a reduced price to students with IDs. The Office of Student Life and Activities sponsors yearly trips to New York City, the Smithsonian, the Baltimore Inner Harbor and a Reading, Pennsylvania shopping spree. Occasionally, tickets to cultural events in Philadelphia and New York are made available at reduced prices. To find out when these events will take place, visit the Office of Student Life and Activities located in Taft Hall, Room 302, (856) 227-7200, ext. 5088; the Camden Technology Center, room 211, (856) 338-1817, ext. 1304; or the Information Desk at the William G. Rohrer Center (856) 874-6000, ext. 6007 or 6008.

COMMUNITY ENRICHMENT

The Community Enrichment Center is dedicated to fulfilling the goals of the College's mission statement by offering continuing education courses and programs which will provide cultural, social and recreational activities to the community. A selection of personal development courses in areas such as languages, arts and crafts, dancing, music and theater, health, sports and fitness, personal interest, teacher training, on-line training, senior programs and programs for children are offered each semester. For more information about the general interest program, call (856) 874-6004 or visit the website at www.camdencc.edu/ce.

CULTURAL AND HERITAGE COMMISSION

Camden County College provides a variety of cultural programs including public lectures, music and theatre productions and art exhibits. Provided to enhance the quality of life for all county residents, these programs are offered at a nominal cost or are free of charge. Each year, the College hosts music groups, poets and other artists-in-residence. Contact the Cultural and Heritage Commission (856) 227-7200, ext. 4273 for further information.

“THE CENTER”

The Center for Civic Leadership and Responsibility (The Center) focuses on the needs and interests of communities. Its goal is to create an informed citizenry with a heightened sense of civic responsibility through exploration of humanities, social sciences, natural sciences and issues critical to a democratic society. The Center develops opportunities to meet scholars, scientists, government officials and business leaders to discuss societal problems and their solutions. These programs are offered free of charge or at a nominal cost. Contact the Center at (856) 227-7200, ext. 4333, or consult the CCLR's website at www.camdencc.edu/center for this year's program offerings.

Mini Courses Offered to Community Members and Teachers

The Center offers five-week mini courses on topics in the humanities, social sciences and natural sciences. Teachers may use these workshops to earn professional development hours to fulfill the requirement of the New Jersey Department of Education. The mini courses are offered three times a year at the College's Blackwood Campus, the William G. Rohrer Center in Cherry Hill and the Camden City Campus. For more information, contact the Center for Civic Leadership and Responsibility at (856) 227-7200, ext. 4333 or consult the Center's website at www.camdencc.edu/center.

TUITION-FREE CLASSES FOR SENIORS

Camden County senior citizens who are 65 or older are eligible, on a space-available basis, for tuition-free credit classes at Camden County College. For more information, see the Senior Citizen Tuition Waivers section.

WHERE TO GO...WHO TO SEE

BLACKWOOD CAMPUS (856) 227-7200			
WHAT	WHO	WHERE	EXT
Adding a Course	Admissions, Records and Registration Services	Taft Hall	4200
Address Changes	Admissions, Records and Registration Services	Taft Hall	4200
Admission	Admissions, Records and Registration Services	Taft Hall	4200
Academic Advisement	Advisement Center	Taft Hall	4454
Book Vouchers	Business Office	Taft Hall	4312
Bus Schedules	Student Government Room	Otto R. Mauke Community Center, room 200	5088
Career Center	Advisement Center	Taft Hall	4854
Course Waivers	Admissions, Records & Registration Services	Taft Hall	4200
Credit for Prior Learning	Testing Center	Library, room 200, 2nd floor	4710
Curriculum Changes	Admissions, Records & Registration Services	Taft Hall	4200
Deaf/Hard of Hearing Services	Program for the Deaf and Hard of Hearing Students	Taft Hall	4255
Disability Services	Disability Director	Taft Hall	4330
Dropping a Course	Admissions, Records & Registration Services	Taft Hall	4200
EOF	Advisement Center	Taft Hall	4454
ESL	ESL/International Student Services	Taft	4568
Financial Aid	Financial Aid	Taft Hall	4985
Food Pantry	Food Pantry/Marketplace	Otto R. Mauke Community Center, room 200	5088
ID Cards	Public Safety	Taft Hall	4288
International Students	International Student Services	Taft Hall	4568
Name Changes	Admissions, Records & Registration Services	Taft Hall	4200
Non-Credit Courses	Workforce Training & Education	Otto R. Mauke Community Center, room 101	4955
Parking Decals	Public Safety	Taft Hall	4288
Payment	Business Office	Taft Hall	4312
Placement Testing	Testing Center	Library, Learning Resources Ctr., 2nd floor	4710
Scholarships	Foundation	Roosevelt Hall	4946
Transfer Information	Academic Advisement	Taft Hall	4503
Tuition Refunds	Business Office	Taft Hall	4312
Tuition Waivers	Financial Aid	Taft Hall	4985
Tutoring	Tutoring Services	Taft Hall	4411
Veteran Services	Office of Veteran Services	Taft Hall	4960
Withdrawal	Admissions, Records & Registration Services	Taft Hall	4200

WHERE TO GO...WHO TO SEE

CAMDEN CITY CAMUS (856) 338-1817			
WHAT	WHO	WHERE	EXT
Adding a Course	Admissions, Records and Registration Services	Camden Technology Center (CTC) 211	1304
Address Changes	Admissions, Records and Registration Services	CTC 211	1304
Admission	Admissions, Records and Registration Services	CTC 211	1304
Academic Advisement	Advisement Center	CTC 207	1325
Book Vouchers	Financial Aid	CTC 209	1340
Bus Schedules	Security	CTC Lobby	1393
Career Planning	Advisement Center	CTC 207	1332
Course Waivers	Admissions, Records and Registration Services	CTC 211	1304
Curriculum Changes	Admissions, Records and Registration Services	CTC 211	1304
Disability Services	Advisement Center	CTC 207	1345
Dropping a Course	Admissions, Records and Registration Services	CTC 211	1304
EOF	EOF Office	CTC 207	1325
ESL	ESL/International Student Services	CTC 209 D	1311
Financial Aid	Financial Aid Office	CTC 209	1340
Food Pantry	Food Pantry/Marketplace	CTC Room 405B	5088
ID Cards	Security	College Hall, first floor	3102
International Students	ESL/International Student Services	CTC 209 D	1311
Name Changes	Admissions, Records & Registration	CTC 211	1304
Parking Decals	Security	College Hall, first floor	3102
Parking Garage Passes	Security	CTC Lobby	1393
Payment	Business Office	CTC 211	1316
Placement Testing	Testing Center	College Hall 117	3104
Scholarships	Advisement Center	CTC 207	1332
Transfer Information	Advisement Center	CTC 207	1332
Tuition Refunds	Business Office	CTC 211	1316
Tuition Waivers	Financial Aid	CTC 209	1340
Tutoring	Tutoring Center	College Hall 508B	1359
Veterans Services	Veterans Services	See listing under Blackwood	4960
Withdrawal	Admissions, Records and Registration Services	CTC 211	1304

WHERE TO GO...WHO TO SEE

WILLIAM G. ROHRER CENTER, CHERRY HILL (856) 874-6000			
WHAT	WHO	WHERE	PHONE
Adding a Course	Information Desk	Lobby	(856) 874-6000
Address Changes	Information Desk	Lobby	(856) 874-6000
Admission	Information Desk	Lobby	(856) 874-6000
Book Vouchers	Financial Aid	See Listing under Blackwood/Camden	
Waivers	Financial Aid	See listing under Blackwood/Camden	
Curriculum Changes	Information Desk	Lobby	(856) 874-6000
Dropping a Course	Information Desk	Lobby	(856) 874-6000
General Advisement	Information Desk	Lobby	(856) 874-6000
Name Changes	Information Desk	Lobby	(856) 874-6000
Payment	Information Desk	Lobby	(856) 874-6000
Tuition Credit	Information Desk	Lobby	(856) 874-6000
Veterans Services	Veterans Services	See Listing under Blackwood	
Withdrawal	Information Desk	Lobby	(856) 874-6000

GLOSSARY OF ACADEMIC TERMS

Academic Forgiveness

Offers a fresh start to students returning to the College after an absence of at least five years and wishing to re-enroll.

Academic Honors

Recognition given to students who have demonstrated superior academic achievement. Academic honors are noted on student transcripts as Deans' or President's List.

Academic Progress (Financial Aid)

Must complete a minimum of 67% of all attempted credits and must meet a GPA scale based on the total number of credits.

Add/Drop

A system used to change a student's schedule after registration has been formally completed (also called Schedule Adjustment).

Advisor

Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.

Associate Degree

The degree awarded by community colleges for the completion of a program of study: Associate of Science (A.S.), Associate of Art (A.A.), Associate in Applied Science (A.A.S), and Associate in Fine Arts (A.F.A.)

Audit

Enrollment in a class for which no grade or credit will be received.

“Cancelled” Course

Course that has been eliminated from the course offerings for a particular session.

Career Program

Programs of study intended to lead to employment upon completion (A.A.S. degree).

Certificate Program

Course of study designed to meet a specific need and has been designated as a Certificate program, usually 15-36 credits.

Chargeback

Pertains to out-of-county students enrolled in either a course or program not offered at their county's college. Out-of-county students can have their county's college pay funds to Camden County College for their attendance.

“Closed” Course

Term used during the registration process to indicate that a course has reached its maximum enrollment and is therefore closed to further registration.

College Level Examination Program (CLEP)

A standardized examination in college-level subject matter.

Commencement

An academic ceremony at which degrees are conferred (graduation).

Conflict

This occurs when the student attempts to register for two courses that are offered at the same time or which overlap.

Continuing Education Course

Course or activity carrying no academic credit (non-credit course).

Continuing Student

Student who is considered eligible for registration the next semester because they were enrolled the previous semester.

Co-Requisite

A requirement that may be met either before registration for a particular course or program or at the same time as that course or program.

Course Drop

Process of removing a course from a student schedule. This can be done prior to the start of classes for the session enrolled or during the ADD/DROP (schedule adjustment) period.

Credit by Assessment

Procedure that allows matriculated students to earn credit for prior learning, either by taking an exam or by developing a student portfolio

Credit Hour

Unit of measure that indicates the number of classroom hours per week that the class is held.

Cumulative Quality Point Average

The total of the student's grade points for all semesters divided by the total number of credit hours completed for all semester.

Curriculum

An organized course of study approved by the Department

of Education that results in a degree. Example: Business; Nursing, etc.

Degree Audit

A personalized computer analysis of a student's progress towards degree completion in a particular program of study. The degree audit is program and catalog year specific, and shows how courses already completed at CCC, courses transferred in, and courses in progress apply to the chosen degree/certificate requirements. It also shows what courses still need to be completed to graduate with that degree or certificate.

Developmental Courses

Courses which prepare the student to complete the courses necessary for their degree. These classes do not count toward a degree.

Dismissal

Notification that a student can no longer attend the institution. Dismissal can be the result of poor grades resulting in academic dismissal or removal from the campus for behavior that violates the Student Code of Conduct.

Full-Time Student

Generally granted for a semester registration of 12 or more credits.

Grade Point

The value of a letter grade. A=4, B=3, C=2, D=1, F=0

Grade Point Average (GPA)

The total of the student's grade points in a semester divided by the number of credit hours completed for that semester.

Incomplete Grade

Grade assigned by instructor to allow student to finish course requirements after course ends.

Major

Academic major to which a student has applied and been accepted by the specific department.

Master Course Schedule

Booklet containing the courses that will be offered in a given semester. This booklet is different each semester.

Matriculate

The process of applying and being accepted into a degree program at the College. Being matriculated is important

for academic advisement and financial aid purposes.

Matriculated Student

A student who enrolls or registers in a college and is working toward a degree.

MyCCC Portal

The MyCCC Portal is a mandatory online gateway, where you will access essential information and academic resources.

Non-Matriculated Student

An individual who may be enrolled in courses at the college but is not working toward a degree.

Part-Time Students

Students who register for fewer than 12 semester credit hours.

Placement Test

Test designed to measure the student's ability in English and/or mathematics and then to prescribe what English and/or mathematics courses the student will begin with.

Pre-Requisite

A basic course that the student is required to take before registering for an advanced course.

Priority Registration

Permission given to students to register early.

Probation

Status of a student who may face dismissal if the grades or actions that prompted the probation is not improved within a designated period of time.

Program Change

The process a student must use to change from one major course of study to another.

Program Requirements

Courses that form the basis for an academic major and are essential to completing that program or meeting license or certification requirements.

Quality Point Average (Grade Point Average)

See Grade Point Average.

Readmission

Pertains to students who have not attended the College for

a period of five years, or who have graduated from Camden County College

Registration

The process of selecting the courses and sections of each student's class schedule for a specific semester.

Schedule Adjustment

Changing courses or sections on student's approved semester course schedule.

Sections

Various classes of the same course in the same semester. They may have different days, times, instructors and/or rooms, but course content will be the same.

Student Code of Conduct

Rules of behavior established by the College describing unsatisfactory behavior by a student. Includes rules such as those that govern use of alcohol or drugs on campus or at campus events. Violation of these published rules can result in probation or dismissal.

Syllabus

An outline for an academic course that includes course assignments, exam dates and grading practices.

Transfer Credit

Credit granted toward a degree and/or certificate for academic work completed at another recognized institution. Transfer credit is not used in the calculation of Grade Point Average.

Transfer Program

Curriculum that is designed to be applied toward bachelor's degree programs at four-year colleges and universities (A.A., A.S. degrees).

Transcript

The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the College.

Withdrawal from Course

When a student cannot continue in a course for some reason, he or she must formally withdraw from that course. The withdrawal is not finalized until the Office of Admissions, Records and Registration Services receives all the necessary paperwork.

Withdrawal from College

Formal process utilized to change the status of an active student to one who is inactive.

PUBLIC NOTICE:

Camden County College does not discriminate in admissions or access to, or treatment or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries/complaints regarding non-discrimination policies:

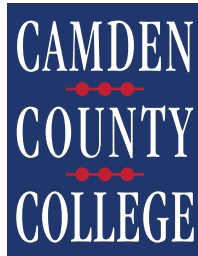
Title IX Coordinator: Executive Dean, Student Affairs, 856-227-7200, ext. 4371, Taft Hall, Room 233, Blackwood Campus

Deputy Title IX and ADA Coordinator for Employees: Assistant Director of Human Resources, 856-227-7200, ext. 4391, Roosevelt Hall, Room 106, Blackwood Campus

Deputy Title IX and Section 504 Coordinator for Students: Associate Dean of Students, 856-227-7200, ext. 5088, Taft Hall, Room 302, Blackwood Campus

Title II for Employees and Students: Building Operations Manager, 856-227-7200, ext. 4575 Physical Plant, Blackwood Campus

Students and employees have the legal right to appeal grievances with the local Office for Civil Rights, New York Office for Civil Rights, U. S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 1005-2500, Telephone 646-428-3900, Fax: 646-428-3843; Tdd: 800-877-8339, EmaOCR.Newyork@Ed.Gov



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Making It Better, Together.