



# Camden County College Student Handbook 2016



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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.

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 catalog, visit the College website at [www.camdencc.edu](http://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 new Taft Hall Student Services Center, which houses resources such as recruitment, registration, financial aid and academic advisement in one convenient location. For further information about the College, you can check out CCC posts, 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 "Raymond Yannuzzi".

Raymond Yannuzzi, D.A.  
President

# About the College

## Vision, Values, Mission and Goals

### Vision

Camden County College enhances the quality of life in Camden County by preparing students to live and work in a global economy. The College further fulfills its responsibility to the citizens of the County by creating a skilled and stable local workforce; by encouraging enlightened civic engagement; by providing an avenue of social mobility; and by serving as a destination for cultural and recreational activities. Efforts continue to ensure that all who study, visit, or work at our four campus locations will find comfortable, safe, and attractive settings that are designed to sustain a vibrant academic community characterized by imaginative teaching, caring student services, energetic management, and collegial discussion of diverse ideas and opinions.

### Values

Camden County College provides its students with the opportunities and support they need to reach their academic goals. Faculty, administrators, and staff work together and make a commitment to our students and each other to operate according to basic institutional values:

- Respect for individual differences
- Honesty and integrity in all that we do
- Civility and courtesy in all interactions
- Industrious pursuit of excellence in our work
- Respect for individual differences

These values define a trusting, cooperative academic community that is open to new ideas and a diversity of opinions, convictions, and methods of inquiry. We strive to resolve disagreements through discussion and make decisions based on sound and ethical judgments. Everyone in this academic community shares the goal of creating and sustaining an environment that supports individual student success.

### Mission

Camden County College, a comprehensive public community college in New Jersey, provides accessible and affordable education including associate's degree programs, occupational certificate programs, non-credit courses, and customized job training. The College welcomes all who can benefit and provides the support services students need to transfer for further studies, prepare for a career, and continue their education. The College responds to the changing needs of its community and students and continuously improves its programs and services to support the economic development of Camden County and the personal development of its citizens.

### Goals

1. To accomplish its mission, Camden County College develops a strategic agenda and continually assesses its progress toward the fulfillment of these goals:

2. Programs and services will enable students to achieve academic success and career competence, to pursue further higher education, and to identify and develop their personal attributes.
3. General education courses will develop students' intellectual and critical-thinking skills and knowledge that enrich their lives and enable them to participate in a democratic society.
4. Developmental courses will enable students to gain skills needed for college-level work.
5. Continuing education courses and programs will provide cultural, social, and recreational activities to enrich the community.
6. Programs and services will recognize diversity and meet the needs of special populations, including academically gifted students and students with disabilities.
7. Partnerships with schools and colleges, public agencies, corporations, foundations, and other entities will enhance educational quality, student opportunities, and economic development.
8. Training programs for business and industry will provide continuous learning opportunities, including academic degrees.
9. The College will serve as a good steward of its financial, physical, and human resources.
10. Programs will provide students with the understanding and skills they need to adapt to changing international conditions and to compete in a global economy.
11. The College will provide a technology-rich environment that supports teaching, learning, and working.

## 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 20 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 postsecondary 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 Technical Institute of Camden County** 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 30,000 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, see *Scholarships* under *Tuition, Fees, Payment/Financial Aid*.

## 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. 4903; 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.



## Accreditation and Affiliations

### ANNUAL INSTITUTIONAL PROFILE REPORT: FY2015

#### 1. Institutional Accreditation

Camden County College is accredited by the Commission on Higher Education of the Middle States Association of Secondary Schools and Colleges. It is also approved by The Commission on Higher Education of the Middle States Association of Secondary Schools and Colleges and The New Jersey Commission in Higher Education.

Camden County College is approved for Veteran's Training by the State Approving Agency of the New Jersey Department of Military and Veteran's Affairs.

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

#### 2. Professional Accreditation

The Addictions Counseling Program is accredited by The Addictions Professional Certification Board of New Jersey, Inc.

The Dental Hygiene and Dental Assisting Programs are accredited by The Commission on Dental Accreditation of the American Dental Association. The Radiology Course in the Dental Assisting Program is accredited by the New Jersey Department of Environmental Protection Bureau of Radiological Health.

The Dietetic Technology Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics [www.eatrightacend.org/ACEND](http://www.eatrightacend.org/ACEND).

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).

The Cooperative Nursing Program with Our Lady of Lourdes School of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN) [www.acenursing.org](http://www.acenursing.org).

The Medical Laboratory Technology Program is accredited by The National Accrediting Agency for Clinical Laboratory Sciences (NACCLS).

The Massage Therapy Program is accredited by The Massage, Bodywork & Somatic Therapy Examining Committee under the authority of The NJ Board of Nursing, Associated Massage and Bodywork Professionals, American Massage Therapy Association, American Holistic Health Association, and Yoga Alliance.



The Medical Coding Certificate Program is accredited by The Approval Committee for Certificate Programs (ACCP) a joint committee established by The American Health Information Management Association (AHIMA) and The Association for Healthcare Documentation Integrity (AHDI) to approve Coding Certificate Programs.

The Ophthalmic Medical Technician Program is accredited by The Commission on Accreditation of Ophthalmic Medical Personnel (COA-OMP).

The Ophthalmic Science Program is accredited by The Commission on Opticianry Accreditation (COA).

The Practical Nursing Program is accredited by The NJ Board of Nursing (BON).

The Respiratory Therapy Program is accredited by The Committee on Accreditation for Respiratory Care (COARC). UMDNJ, 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 General Motors Automotive Service Educational Program (GM-ASEP) and the Apprentice Program are certified by the National Automotive Technicians Education Foundation (NATEF).

The Veterinary Technology Program is accredited by The Committee on Veterinary Technician Education and Activities (CVTEA) of The American Veterinary Medical Association, Council on Education (AVMA).

## 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 enrollment and student services, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, ext. 4882 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 Rehab 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 enrollment and student services, 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.

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) 227-2700, ext. 4430. For students who are deaf or hard of hearing, services can be arranged by calling (856) 227-7200, ext. 4506. Questions about the College policy regarding Section 504 of the Rehabilitation Act of 1973 should be directed to the executive dean of enrollment and student services, (856) 227-7200, ext. 4371.

### 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.

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, Taft Hall, 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:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate College official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Director of Student System Records, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.



3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e. directory information). One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College as an administrator, supervisor, instructor, or support staff member (including security personnel); a person serving on the Board of Trustees; a person or company with whom the College has contracted to perform a special task (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-4605

## Disclosure without Student Consent

1. The College will disclose information to government agencies entitled to such information by law.
2. The College will disclose information in response to a lawfully-issued subpoena.
3. 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, 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 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.

## 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 Consumer Information link at the bottom of the College's home page at [www.camdencc.edu](http://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 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](mailto: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](http://www.camdencc.edu).

The College's emergency closing number for day classes is 559. If evening classes only will be canceled, the emergency closing number is 2559.

When classes are delayed one hour, the College will officially open at 9 a.m. When classes are delayed two hours, the College will open at 10 a.m. When there is a two-hour delay, classes are canceled that cannot meet for the regularly scheduled time. Thus, a 10 a.m. class would meet, but a class scheduled to start at 9:30 a.m. would not.

In some instances, day classes are canceled, but evening classes are held because conditions clear. It is important for evening students to listen for the 2559 closing number.

## 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](http://www.camdencc.edu).

## Student Complaints or Grievances

The Executive Dean of Enrollment and Student Services 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 Executive Dean of Enrollment and Student Services is located in Taft Hall 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.



## 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 only at the Public Safety Offices 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.

## Sex Discrimination and Sexual Harassment Policies

### TITLE IX POLICY AND PROCEDURES FOR STUDENT SEX DISCRIMINATION

Camden County College is committed to providing a work and academic environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Camden County College considers sex discrimination in all of its forms to be a serious offense. This policy refers to all forms of sex discrimination committed against students, including but not limited to: unfair treatment based on sex, sexual harassment, sexual

assault, sexual misconduct, and sexual violence by other students, employees, or third parties. As such, discrimination can be illegal as a violation of State and Federal law, and may rise to the level of a criminal offense. (See N.J.S.A. 2C:16-1, Bias intimidation.)

### What is Title IX?

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which 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.*

### Important Definitions and Examples:

- **SEXUAL HARASSMENT**

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. However, harassment does not have to be of a sexual nature, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Courts have ruled that even a single incident or threat, if serious enough, can violate the law. Harassment is particularly offensive and illegal when it is so frequent or severe that it creates a hostile or offensive environment or when it results in an adverse student/employment decision (such as the victim being fired or demoted). The harasser can be anyone whether a teacher, a co-worker, or someone who is not an employee of the employer, such as a client or customer, or another student.

- **DISCRIMINATION**

Discrimination is conduct of any nature that denies an individual the opportunity to participate in or benefit from the college's program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas.

- **SEXUAL MISCONDUCT**

Sexual Misconduct is a form of sexual harassment and refers to sexual offenses including but not limited to rape, sexual assault, sexual battery, sexual exploitation, sexual coercion or intimidation, and any other forms of nonconsensual sexual activity. Sexual misconduct can be

committed by strangers, acquaintances and family members, as well as casual and long-term dating partners. Sexual assault includes, but is not limited to, attempted or unwanted sexual activity, such as sexual touching and fondling. This includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering them), or forcing an unwilling person to touch another's intimate parts.

- **CONSENT**

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

- **SEXUAL EXPLOITATION**

Sexual Exploitation includes, but is not limited to, prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution, including electronic distribution, of photos images or information of an individual's sexual activity or intimate body parts, non-consensual voyeurism, coercing someone against their will to engage in sexual activity, or knowingly transmitting sexually transmitted disease (STD) without disclosing STD status.

- **STALKING**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method.

- **DATING VIOLENCE**

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction with the persons involved in the relationship. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

- **DOMESTIC VIOLENCE**

Domestic Violence includes crimes of violence committed against a victim by: (i) a current or former spouse; (ii) a person with whom the victim shares a child; (iii) a person who is or has cohabitated with the victim as a

spouse; (iv) a person similarly situated to a spouse of the victim; or (v) any other person against whom the victim is protected under New Jersey domestic and family violence laws. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist without the presence of physical abuse.

- **RETALIATION**

Retaliation means any adverse action taken by a member of the College faculty, staff, or student body against any individual on the basis of such individual's participation in an investigation, hearing, or inquiry by the college or an Appropriate Authority.

- **BULLYING**

Intentional electronic, written, verbal or physical act or a series of acts that is severe, persistent, or pervasive; and has the effect of doing any of the following: (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the College.

- **HAZING**

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of someone or destroys or removes any property and which is involving or related to organizing, engaging in, facilitating, initiating, or maintaining membership or participation in any group or organization.

## **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*.)

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**

Title IX Coordinator: Jacqueline Tenuto  
 (856) 374-5088, jtenuto@camdencc.edu  
 Assistant Dean of Student Development and Support, Blackwood Campus, Otto R. Mauke Community Center, Room 200

Title IX Team Member: Camden County College Public Safety  
 (856) 374-5089

**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  
 Department of Public Safety..... (856) 374-5089  
 Student Services..... (856) 374-5088  
 Athletic Department ..... (856) 227-7200, ext. 4260

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 Rose Coston-McHugh 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 Jim Canonica, executive dean of enrollment and student services at (856) 227-7200, ext. 4371.



## REPORT FORM FOR SEX DISCRIMINATION AND/OR SEXUAL HARASSMENT

Please bring the completed form to Jacqueline Tenuto, Assistant Dean of Student Development and Support, Blackwood Campus, Otto R. Mauke Community Center, room 200. If you have any questions, please call Assistant Dean Tenuto at (856) 374-5088 or email at [jtenuto@camdencc.edu](mailto: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.					

## 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 university 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.

#### 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  
Direct ..... (856) 968-1393

**William G. Rohrer Center** .....(856) 874-6000  
Emergency..... (856) 874-6057  
Public Safety..... (856) 874-6057  
Center Services ..... (856) 874-6032

## 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. Accordingly, the College does not assign or schedule its rooms or spaces for the purposes of worship or prayer by student groups representing any particular religious affiliation. Recognized, authorized student clubs or organizations can schedule rooms for meetings according to College procedures. Students who seek a quiet place on campus for prayer or contemplation can gather in a classroom that is not being used, provided they do not disrupt activities in nearby classrooms and they leave the room when it is required for a scheduled class or activity. If assistance is needed in locating an available appropriate space students can contact the Assistant Dean for Student Development and Support, Jacqueline Tenuto, (856)374-5088 or [jtenuto@camdencc.edu](mailto:jtenuto@camdencc.edu).

## Acceptable Use of Information Technology

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 <http://www.camdencc.edu/oit/upload/Student-Responsibilities-And-Acceptable-Use-of-Information-Technol->

[ogies.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), Printing Policy For Computer Open Access Facilities (4/03), and Student Responsibilities and Acceptable Use of Information Technology. These policies are posted in all College computer public access facilities, in the Student Handbook and on the College's website at: [http://www.camdencc.edu/oit/upload/Acceptable\\_Use\\_of\\_Tech\\_2014.pdf](http://www.camdencc.edu/oit/upload/Acceptable_Use_of_Tech_2014.pdf) and <http://www.camdencc.edu/oit/upload/Student-Responsibilities-And-Acceptable-Use-of-Information-Technologies.pdf>
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
  - Participation in campus sanctioned activities.
3. 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.

## 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, 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 the Student Advisement Center for options.
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 executive dean of enrollment and student services.

## 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 executive dean of enrollment and student services.

## 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.

# 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](http://apply.camdencc.edu).

You also may access this link scrolling to the “Apply and Register” menu. Paper applications may be downloaded from the website.

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.

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.

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.



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.

Processing of applications for admission each year will begin no later than February 15 for the fall semester and by no later than October 1 for the spring semester. Rolling admission for a semester will occur through the last day of the semester.

## 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. College Express

Camden County College offers a program to upgrade the skills of high school juniors and seniors who do not succeed in their first attempt at the ACCUPLACER® college placement test. Most high school students are tested in the fall of their junior or senior year. Developmental skills classes are offered at their high school site in the spring and summer prior to college entry, thus saving tuition costs while expediting college readiness.

#### 5. 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.

Inquiries for all College Now programs should be directed to the Division of School & Community Academic Programs at (856) 227-7200, ext. 4530. Information also is available at [www.camdencc.edu](http://www.camdencc.edu).



#### Transfer Students

Students who have attended or are attending a regionally accredited college or university must provide official transcripts of all previous 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 Office of Admissions, Records & Registration Services will evaluate and grant transfer of credit upon admission to the College. Only courses completed at regionally accredited colleges or universities with a grade of C (or equivalent) or above will be evaluated for transfer. 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 Admissions, Records & Registration Services. Camden County College reserves the right to deny inappropriate credit requests. The required regional accrediting agencies are:

- 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

#### 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 classes are available at a number of locations, including Campuses, the William G. Rohrer Center and several off-campus and neighborhood sites. 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 three 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

## DISTANCE LEARNING

Distance 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 120 accredited online courses and hybrid/blended courses across all disciplines. Distance 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. Distance education 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 Distance Learning link on the College website at [www.camdencc.edu/online](http://www.camdencc.edu/online).

### 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: CLASSES IN THE NEIGHBORHOOD

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 Division of School, Community and 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 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, through the *Disability Services* office, 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](http://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.

## 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 Social Security Number* 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

Important Update: 2014

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.

The options for a Camden County College student in New Jersey are several and require some research in order to obtain the greatest value.



### Option 1: Dependent to Age 26 Coverage

The Federal Law referenced above (ACA) guarantees you can maintain coverage. The Dependent to 26 law was enacted in March of 2010 and allows all children to stay on their parents health insurance plan up until the age of 26. If you your parents already are paying for a parent/child or family health insurance contract, there will be no change in premium for them. If they are single or two adults now and need to add you, then they will pay an increase in premium. The health insurance benefit coverage for college students is seamless and many times the parents do not have to pay an increased health insurance premium. Additional information about this can be obtained through either the *United States Department of Labor* or the *New Jersey Department of Banking and Insurance*.

### Option 2: Dependent to Age 31 Coverage

New Jersey law requires Dependent to Age 31 coverage which permits young adults to continue being covered by health insurance up until age 31. These benefits can kick in after the adult ages out of the Dependent to 26 plan. There are some eligibility restrictions so check out the resource pages below for all of the information. This health insurance for college students is priced at a reduced rate compared to the group plan. In many cases, you will pay about 30% less that what a single employee would pay on the group. You will be billed directly to your home and while you are still technically part of your parent's group plan, you don't show up on their statement. You can stay on the plan until age 31 and get a 30% discount on the insurance. Seek more information at *NJ DOBI Coverage for Young Adults up to Age 31*.

### Option 3: COBRA and NJ Continuation of Health Insurance Coverage

For college students needing health insurance coverage that have exhausted options one and two, you still have the option of continuation of coverage through state and government programs. In most cases, you can continue your health insurance plan for an additional 18 months and sometimes up to 36 months. The premium will be dependent upon the single rate of whatever your previous health insurance cost before plus an additional 2%. The primary benefit is that you can keep your same policy for an additional period without

making any changes. For more information can be found at *US Depart. of Labor – COBRA New Jersey Continuation Everything you Ever Wanted to Know about NJ Continuation Coverage*.

### Option 4: Individual Health Insurance Coverage

Individual coverage is offered through the state of New Jersey. The plans between the carriers are very similar and are offered on a guaranteed issue basis. These are priced based on your age, sex, and location and can vary from as low as \$200-\$350 per month up to \$600 per month based on the plan. These policies are guaranteed issue so you can purchase them regardless of your medical condition.

Students should first determine if they are eligible for extended dependent coverage under a parent's health insurance plan. The next step requires the student to access the health insurance exchange for your state. For New Jersey and most other states that would be [www.healthcare.gov](http://www.healthcare.gov). Students will need to provide evidence that they were covered by a credible health insurance plan.

The coverage now available through the exchanges will provide healthcare insurance through December 31. Beginning November 15, the open enrollment period for the following year's health insurance policy will begin and students will need to apply to continue coverage.

If the enrollment period is closed and the student wishes to purchase an individual policy, they should contact Student Services for details about arrangements to do so.

### Additional Resources

[www.healthcare.gov](http://www.healthcare.gov)

*New Jersey Individual Health Insurance Program Buyers Guide* [Healthcare.gov](http://Healthcare.gov) – *Grads and Other Young Adults*

Submit questions to: [HHSORD2@hhs.gov](mailto: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 enrollment and student services. 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.

## 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.

## 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. There are 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.

## 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:

- Automotive Technology GM/ASEP Option (GMA.AAS)
- Automotive GM Technician (GMT.CA)
- Dental Assisting (DAS.AAS and DAS.CT)
- Dental Hygiene (DHY.AAS)
- Health Science (HSC.AAS)
- Health Science: Certified Medical Assistant Option (CMA.AAS)
- Health Science: Surgical Technology Option (SRG.AAS)
- Practical Nursing (NUR.CT)
- Massage Therapy (MAS.AAS and MAS.CA)
- Medical Laboratory Technology (MLT.AAS)
- Nursing: Our Lady of Lourdes School of Nursing (NOL.AS)
- Occupational Therapy Assistant (OTA.AS)
- Paramedic Sciences (PRM.AAS and PRM.CA)
- Paramedic Sciences: Paramedic Education Management (PEM.AAS)
- Respiratory Therapy (RST.AAS)
- Surgical Technology (SRG.CA)
- Veterinary Technology (ASC.AAS)
- Vocational Studies (VOC.CPS)

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

The College's Office of ESL/International Student Services provides a variety of services for international students and for those for whom English is a second language, including advising, registration, international student admissions and required reporting to the United States Customs and Immigration Services (USCIS). Camden County College is authorized by the United States Customs and Immigration Services (USCIS) to issue I-20s to international students in F-1 visa status. International students are required to obtain the proper documents from the College before they begin their studies, and they must observe USCIS and College regulations regarding full-time status and satisfactory academic progress. The ESL/International Student Services Office facilitates the acquisition of an I-20 and assists those holding other non-immigrant visas with changing their status to F-1. All I-20 applicants must submit/comply with the following:

- a Camden County College Admissions Application;
- a Camden County College International Student Application;
- Secondary school diplomas;
- College/university transcripts (if any) 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);
- Copies of passport information page, visa, both sides of I-94 card, and Notice of Approval if the student changed his or her status since last arriving in the United States of America;
- housing documents to verify local accommodations in the United States; CCC does not have dormitories and cannot assist students in making living arrangements;



- an affidavit of support, completed and notarized; and documents to verify financial support (recent bank statements, tax returns, etc.).

All accepted students will be tested for English and mathematics proficiency. International students wishing to transfer credits earned in their home countries have the responsibility of having their transcripts evaluated by an NACES or AACRAO- recognized evaluator of foreign credentials and submitted to the Office of Admissions, Records & Registration Services. After receipt of all documents, an international student advisor will review the application. 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 applicants are required to deposit \$3,500 with the College as one condition for being issued the Form I-20. These funds will be used to offset the first semester's College costs. This deposit will be refunded if an applicant is denied a visa or change of status, minus any expenses incurred by the College.

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. 4543.

### **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!

## **Credit for Prior Learning**

The College will evaluate educational experiences approved by the American Council on Education (ACE) and the

Program on Non-Collegiate Sponsored Instruction (PONSI); validated record of armed services training; performance on exams developed by Camden County College faculty members; College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES) and Advanced Placement (AP) test results; and documented student portfolios. 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.)
- Credit will be guaranteed as Camden County College credit only. The student should investigate transferability.

Students receiving educational experience credit must complete at least 30 credits in Camden County College courses to receive a degree. Students may contact the Testing Center at (856) 227-7200, ext. 4710 for AP, CLEP, DANTES, and PONSI. Contact the Office of Admissions, Records & Registration Services for all other options at (856) 227-7200, ext. 4200.

### **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. Tests can be arranged through the Testing Center.

### **DANTES SUBJECT STANDARDIZED TESTS (DSST)**

These tests enable students to earn credit by passing examinations for knowledge acquired outside the traditional classroom. Tests can be arranged through the Testing Center.

### **ADVANCED PLACEMENT (AP)**

Official score reports can be sent to the Testing Center for evaluation and credit.

### **CREDIT BY ASSESSMENT/MILITARY EXPERIENCE**

The College grants credit for coursework taken in the armed services based on recommendations of the American Council on Education (ACE) as indicated in the most recent edition of *The Guide to the Evaluation of Educational Experiences in the Armed Forces*. The student must submit the appropriate documentation to Office of Admissions, Records and Registration Services before any military experience will be evaluated.

### **CREDIT BY EXAM/ 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.

Official documents must be submitted to:  
Admissions, Records and Registration Services  
Camden County College  
PO Box 200, Blackwood, NJ 08012

### **AMERICAN COUNCIL ON EDUCATION (ACE) AND PROGRAM ON NON-COLLEGIATE SPONSORED INSTRUCTION (PONSI)**

Students may submit documentation for learning experiences outside of the college setting. Any credit awarded will be in accordance with recommendations by ACE and PONSI. [www.acenet.edu](http://www.acenet.edu) or [www.nationalponsi.org](http://www.nationalponsi.org)

## **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.)



## **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 developmental classes. Information for students who may qualify for a test exemption is listed in the exemptions section.

### **EXEMPTIONS**

(Official proof required for all exemptions)

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 and have their scores sent to Camden County College.
- Students who have successfully completed (“C” grade or higher) a college credit English composition and/or mathematics course at a regionally-accredited college.
- Students who took the SAT test within the last three years and scored 530 or higher on the SAT mathematics or 540 or higher on the SAT critical reading.
- Students enrolled in any of the automotive certificate programs.
- Students enrolled in the Dental Assisting Certificate are exempt from the math portion of the test.
- Students who have met the College’s requirement for Advanced Placement (AP) or College Level Examination Program (CLEP) in English or mathematics.

Only official transcripts, SAT, CLEP and test scores can be used as proof for exemptions. Please send transcripts to the Office of Admissions, Records & Registration Services and test scores to the Testing Center, Camden County College, PO Box 200, Blackwood, NJ 08012. Students may access the current testing schedule by calling (856) 227-7200, ext. 4710 or on the College website, [www.camdencc.edu](http://www.camdencc.edu). The website also has links to a test description and sample tests with answer keys.

### **SPECIAL TESTING ARRANGEMENTS FOR STUDENTS WITH DISABILITIES**

Anyone with a learning or physical disability that would prevent him or her from testing under standard conditions may request special accommodations by calling Disability Services at (856) 227-7200, ext. 4430 or 4372, or contacting the director at [jkinzy@camdencc.edu](mailto:jkinzy@camdencc.edu). Students who are hearing-impaired and who need special accommodations for testing purposes should contact Kathy Earp by e-mail at [kearp@camdencc.edu](mailto:kearp@camdencc.edu) or (856) 227-7200, ext. 4255 to discuss available options.

All requests for accommodations will be evaluated on a case-by-case basis, on their own merit. Allowable accommodations for testing will vary depending on the test instrument and may not include assistance that would interfere with the express intent of the instrument in measuring student learning or skill. For example, the ACCUPLACER® arithmetic test is designed to measure the “ability to perform basic arithmetic operations and to solve problems that involve fundamental arithmetic concepts.” For this reason a request for hand-held calculators will not be honored by Camden County College for use during this test. Please contact the Testing Center at [dmcbride@camdencc.edu](mailto:dmcbride@camdencc.edu) or (856) 227-7200, ext. 4710 for questions.

For the most current information please check the Testing Center’s website at: [www.camdencc.edu/testing](http://www.camdencc.edu/testing).

### TESTING FOR MAKEUP AND DISTANCE EDUCATION EXAMS

The Testing Center offers a testing service to students for makeup and/or distance education exams. Instructors must initiate this service by submitting the exams to the Testing Center. Instructors provide students with information about the time that the tests may be taken and about any aids that may be used. Instructors also convey test results to the students. Please go to the Testing Center website for information about Distance Testing. For more information regarding this service, contact the Testing Center at (856) 227-7200, ext. 4710.

### RETESTING

There is a minimum 2-week wait period between the original test date and retest. Students must bring a completed copy of the “Sample Placement Test” which is available on the College’s website. There is no charge for the 2nd attempt. Students who wish to test before the 2-week waiting period must meet with an advisor/chair/dean and obtain a written referral for permission to test again.

### SECOND RETEST

There is a 30 day wait period between the retest and 3rd test administration. The student must meet with an advisor for a referral to test a 3rd time. If the student is granted permission to test again, the student must pay \$5 to the Business Office for each section of the test, up to a maximum of \$15. The students must bring the *Advisor Referral Form* and proof of payment to the Testing Center along with a completed “Sample Placement Test” before they can be tested.

### TESTING FEES

1. AccuPlacer: There is a re-test fee of \$5 for each individual section of the AccuPlacer Test, up to a maximum of \$15. Exceptions: (1) The first instance of re-testing will be free, i.e., the fee will be assessed for the third instance of testing and beyond. (2) Students who were tested as high school students as a part of our outreach efforts will not be charged until their third time taking the test after

they enroll as CCC students. (3) Students who must take the test for ATB purposes will not be charged.

- American Council on Education (ACE) assessments  
Credit by assessment (portfolio assessment) Credit by examination. Methods of evaluating eligibility to receive credit without actually enrolling for a course fall into two categories:
  - Pre-established, partnership assessments  
Since pre-established, partnership assessments are based on one-time evaluations as a result of articulation agreements, no fee will be assessed for these evaluations (which include apprenticeship evaluations).
  - Individual assessments  
Fees for all individual assessments shall be charged at the same rate, whether they are ACE, portfolio, or credit by exam. There will be a base fee of \$40 plus a \$10 per credit fee.
- A score transfer request fee: There is a \$15 fee for transferring scores. Students must complete and sign the request form. *Score Transfer Request Forms* can be obtained on the Testing Center website.
- Career Inventories: The career inventory fee recommendation is tied to the cost of one credit of tuition, which is currently \$107.

### DEVELOPMENTAL COURSE PLACEMENT

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 appeal recommendations felt to be inappropriate. Accordingly students must follow the English and math placement recommendations provided to them by the College unless changed on appeal. 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.



# 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 Address Forms
- Change of Curriculum Forms
- Change of Name Forms
- Chargeback Forms
- Course Schedule Changes
- Course Withdrawal Forms
- Enrollment Verifications\*
- Grade Reports
- Graduation Applications
- On-going Registration
- Academic Program Guides
- Readmission Information
- SSN Correction Forms
- 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](mailto: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](http://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 WebAdvisor. More information is available on the College website at [www.camdencc.edu](http://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.

### WEB SERVICES

[www.camdencc.edu](http://www.camdencc.edu) – provides various College services available to students on the World Wide Web. This 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](http://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

### WEBADVISOR SERVICES

WebAdvisor can be accessed from the College's home page at [www.camdencc.edu](http://www.camdencc.edu). Click on "WebAdvisor" in the upper right-hand corner of the homepage. Using an ID and a password, students can access their personal account. New students will be issued an account two weeks after they have submitted an admissions application and taken the placement test. Any WebAdvisor page can be printed by using the print option.

- 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



## 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, the audited course does not count towards eligibility. Students must declare their intention to audit a class within the first two 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.

## Class Schedule Adjustment

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 *Drop/Add form*. The *Drop/Add form* can be secured from the College's website at [www.camdencc.edu](http://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 course change (*Drop/Add form*) form.

Once the session begins, a fee of \$25 is assessed each time a student makes a schedule adjustment of adding a course. There will be no \$25 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 WebAdvisor 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 Refund 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 Veterans Services Center 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 Veterans Services Center; 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.

## 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 College strictly follows the guidelines of The Family Educational Rights and Privacy Act (FERPA) with respect to student records. For complete information on the College's policy on FERPA, see Family Educational Rights and privacy Act (FERPA) under College Policies in this catalog. The name and address of the office that administers FERPA:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-4605

### DISCLOSURE WITHOUT STUDENT CONSENT

1. The College will disclose information to government agencies entitled to such information by law.
2. The College will disclose information in response to a lawfully-issued subpoena.
3. 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.

### DIRECTORY INFORMATION

Camden County College protects the privacy of students. Consequently, except as outlined in this policy, the College

will release information to a third party, only when the student has granted express, written permission for such information to be released. Directory information is generally available without consent of the student, provided the requester submits the request for the information in writing, along with the purpose for the request. Directory information includes: student's name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received and most recent prior institution attended. No information (including directory information) will be released by Camden County College 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.

Camden County College may disclose any directory information items without written consent, unless the student has restricted the distribution. Students have the right to restrict the distribution and/or publication of personal information such as address and telephone number. Students must notify the Office of Admissions, Records & Registration Services in writing if they wish to restrict disclosure of any information. 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 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.

## Transcript Requests

Students may request official transcripts online using WebAdvisor at [www.camdencc.edu](http://www.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](http://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

Remains unchanged since Spring 2014

In-county resident .....	\$107
Out-of-county resident .....	\$111
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

Questions: (856) 227-7200, ext. 4312  
Plans that work for you! [camdencc.edu/payonline](http://camdencc.edu/payonline)

third party payment arrangements must provide documentation of those funding sources. 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/FEES

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, consortium 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, 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 refund 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](http://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 Financial Aid Office 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 January 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**

All applications for financial assistance begin with the students filling out a *Free Application for Federal Student Aid (FAFSA form)*. The fastest method to file the FAFSA is electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Camden County College's federal school code number is 006865. The College's website at [www.camdencc.edu/financialaid](http://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 financial aid office at (856) 374-4985.

### **FINANCIAL AID GUIDELINES**

For a more comprehensive list please refer to the financial aid office's webpage at [www.camdencc.edu/financialaid](http://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 withdraw 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)

### Institutional Programs

- Unemployed Persons Tuition Waiver Program (NJDOL)
- 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](http://www.camdencc.edu).

### Veterans Administration (V.A.) Educational Benefits

The College is an official certifying agent for V.A. Educational Benefits. Students who believe they are entitled to V.A. Educational Benefits should contact the Veterans Services Center, Taft Hall, on the Blackwood Campus at (856) 374-4960, or email [va@camdencc.edu](mailto: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 thirteenth weeks of the semester or its equivalent, completes a course withdrawal form and submits it to the Office of Records and Registration. The Office of 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 Executive Dean of Enrollment and Student Services maintains information on scholarships provided by outside organizations. For further information regarding scholarships, visit the website at [www.camdencc.edu/foundation](http://www.camdencc.edu/foundation) and click on "Scholarships" or contact Jacqueline Tenuto, Assistant Dean for Student Development and Support, 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 class's 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. NJSTAR 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 by May 1st
- 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 (NJSTARS 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 website

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 (*see "Matriculated" on page 19*). 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 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 division dean.

## Addressing Academic Concerns and 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 10 business days of the occurrence of the occasion for the concern 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 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 I 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) 10 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 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 a *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 the 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 I 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. The research process may take up to (ten) 10 business days.

If the student does not agree with the decision, 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. The student must request an appointment with the academic dean within (ten) 10 business days of the receipt of the chairperson's or 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 date, time, 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 10 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 10 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 date, time, and place. This meeting may also include the chairperson/coordinator and/ or the instructor/faculty member. After the academic dean 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 decision shall be final and shall close the appeal to further action or discussion. The research process may take up to 10 business days.

## **Academic Progress and Probation**

### **ACADEMIC PROGRESS**

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

### **ACADEMIC PROBATION**

Students who have attempted 13-24 credits and have an alternative GPA below 1.75 or have a ratio of credits attempted vs. credits completed that is less than 67% will be placed on Academic Probation.

Students who have attempted 25 or more credits and have an alternative GPA below 2.00 or have a ratio of credits attempted vs. credits completed that is less than 67% will be placed on Academic Probation.

- Credits attempted include all courses that appear on the transcript, including those with grades of F, W, NA, XA, MP and I.

- Credits completed include all courses for which the students has received a grade of A, B, C, D or P.

### **PROBATION CONSEQUENCES**

1. First semester on probation – Letter from College indicating that student should meet with a College representative prior to choosing classes.
2. Second semester on probation – Letter from the College indicating that registration is restricted and requires the approval of a College representative. There are restrictions on online and accelerated courses and a limit of 13 credits per semester.
3. Third semester on probation – Letter from the College indicating that the student must take an immediate leave of absence of at least one semester (not including summer.)

### **RE-ENROLLMENT**

1. Student must make an appointment and meet with a College representative in order to re-enroll at the College after the leave of absence.
2. Students will be placed on Step 2 of the probation policy upon re-enrollment.

### **APPEALS: ACADEMIC PROBATION AND SUSPENSION**

Probation may not be appealed. However, the restrictions imposed on a probation student and Academic Suspension may be appealed through an area academic dean. Beyond the dean's level, students may opt to appeal to the vice president for academic 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 GA, 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](http://www.camdencc.edu/financialaid).

## **Academic Forgiveness Policy and 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 former record will remain on the transcript. The student will retain up to a maximum of 30 credits for any course(s) in which a grade of C or better was earned.

This opportunity is offered once during a student's career at Camden County College. Further information can be obtained from the Advisement Center, Taft Hall, (856) 227-7200, ext. 4454.

The following guidelines apply:

1. The student's cumulative grade point average is reset at 0.0 and begins with the new matriculation date.
2. The original academic record remains on the transcript, with a notation that Academic Forgiveness was granted on the date of re-enrollment.
3. Credits for courses in which a grade of C or better was earned may be applied to the present degree or program. Although a maximum of 30 credits earned prior to Academic Forgiveness may be applied to the student's present degree or program, the student must specify which credits will be brought forward and applied to the present degree or program at the time of application.
4. Academic Forgiveness can be granted only once during a student's entire career at Camden County College. A student who has completed a degree at Camden County College is not eligible for Academic Forgiveness.
5. Students granted Academic Forgiveness may achieve semester honors but may not graduate with honors.
6. Credits awarded through evaluation (transfer, CLEP, life-learning experience, in-house examination, military Experience and Advanced Placement) are not altered by this program, regardless of date received.
7. If Academic Forgiveness is granted, by federal regulation, the Financial Aid Office must include all courses attempted in evaluating a student's Satisfactory Academic Progress (SAP). Therefore, students deemed to have unsatisfactory academic progress (USAP) for financial aid purposes and who receive Academic Forgiveness will need to file an appeal and document mitigating circumstances. There will be no "automatic" eligibility for aid based on the Academic Forgiveness.
8. A student receiving benefits from the Veterans Administration will not be reimbursed for repeating courses that had been passed.
9. This policy applies to Camden County College records only. In the case of transfer to another institution, students will be bound by that college's terms and conditions for accepting transfer credits.
10. To apply, students must complete an Academic Forgiveness application and meet with an academic advisor, who will ensure that the guidelines are met. The advisor will forward the student's application and a copy of the student's transcript to the appropriate academic dean. Students must then meet with their academic dean. After meeting with the student, the academic dean will forward the application and student transcript to the Office of Admissions, Records & Registration Services.
11. Students will be notified in writing when their application is approved.



## 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:

- Non-matriculated students will not be eligible for Academic Honors.
- 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 (NJCBA)

The NJCBA 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.

## Changes in Enrollment

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 & 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 *Drop/Add form*. The *Drop/Add form* can be secured from the College's website at [www.camdencc.edu](http://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 course change (*Drop/Add form*) form.

Once the session begins, a fee of \$25 is assessed each time a student makes a schedule adjustment of adding a course. There will be no \$25 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 withdrawal 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 withdrawal, a student must fill out a *Withdrawal form* and submit it to the Office of Admissions, Records & 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 WebAdvisor to withdrawal from a course. Students are not permitted to withdrawal 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 withdrawal, 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 withdrawal from classes without penalty. To receive this special consideration, students will be required to provide documentation of their status and complete a *Tuition Refund 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 withdrawal in the early part of a semester will be granted tuition/fee credit on their account or a full refund of tuition. Students who withdrawal 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 Veterans Services Center 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 Veterans Services Center; 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.

## 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 Disability Services Office, 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](http://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

### CHEATING AND PLAGIARISM

All students are expected to do their own work. All forms of academic dishonesty are absolutely forbidden. Students who cheat, plagiarize or commit other acts of academic dishonesty will be subject to immediate disciplinary action. This may result in an automatic grade of 'F' for an assignment and/or for the course. Academic dishonesty may also be subject to additional penalties as determined by the College in accordance with sanctions for violations of the *Student Code of Conduct*.

## ACADEMIC DISHONESTY DEFINITIONS

The following are examples of academic dishonesty but not the full range of prohibited behaviors in the classroom, studio, laboratory, library, testing center, computer center, internship placement, or any other College sites.

1. Cheating is defined as an act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Behaviors that will be considered as cheating include but are not limited to:
  - a. Unauthorized copying or allowing another to copy a test, examination, quiz, paper, project or performance;
  - b. Using or attempting to use unauthorized materials (such as notes, books, computer-based media, formula lists, "cheat sheets" or a computer translator in a foreign language assignment) during a test or out-of-class assignment;
  - c. Communicating during a test in any way with anyone other than the test administrator using paper, cell phones, text messaging or other media;
  - d. Submitting a paper, a project or major portions of a paper or project that have 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 the student's own (including labs, art projects, homework, prewritten or purchased papers or work downloaded from the Internet);
  - f. Stealing, buying or otherwise obtaining all or part of tests or other academic materials belonging to a faculty member;
  - g. Improperly obtaining a test or any information about a 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, such as by adulterating laboratory samples, creating a distraction, altering computer files;
  - k. Taking a test for someone else or permitting someone to take a test for you; and
2. Plagiarism is defined as the act of representing the work of another as one's own without proper citation. Behaviors that will be considered as plagiarism include but are not limited to:
  - a. Failing to give credit, using acceptable academic methods for written, oral or computer-based ideas or materials taken from others;
  - b. Representing another's artistic or scholarly work as one's own;
  - c. Using another's analogy, algorithm, code or style to produce a computer program;
  - d. Using another's data, solutions, computer accounts



- or calculations without the appropriate authorized permission; and
- e. Listing sources on a works-cited page or in a references list that were not actually used.

## ACADEMIC DISHONESTY CONSEQUENCES AND APPEALS

### Consequences

1. Faculty members may impose academic penalties for academic dishonesty at their discretion.
2. This could include assignment of make-up work, a grade of F for an assignment or for the course, etc.
3. Students who are assigned a grade of F for a course as a penalty for academic dishonesty will forfeit their right to withdraw from the course.
4. Students who are accused of academic dishonesty may be referred to the executive dean of enrollment and student services for disciplinary action.
5. Academic dishonesty is considered a violation of the *Student Code of Conduct* and is subject to the same procedures and sanctions as any other misconduct.

### Appeals

A student desiring to appeal the penalty imposed for academic dishonesty must follow the College's outlined general academic appeal procedures or disciplinary appeal procedures, depending on whether the penalty was imposed by a faculty member (general academic appeal) or by student services, including the Hearing Board (disciplinary appeal).

## 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
<b>38 Quality Points ÷ 17 credits = 2.23 GPA</b>				

## GRADE REPORTS

Grade reports are made available to all students at the end of the semester. Students may view and print these grade reports online using WebAdvisor and also may view and print unofficial transcripts of grades. Grade reports also may be mailed by request to students by the Office of Admissions, Records & Registration Services. Official transcripts of grades may be obtained by completing an online request using WebAdvisor 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 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.

## 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 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. Last date of attendance is required if you post a grade of NA.
- W Withdrawal see [Course Withdrawal Procedures](#).
- I Incomplete Work - 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. If faculty wishes the I grade to change to a grade other than an F, they should complete an *Incomplete Grade form*.
- 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).
- 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—January, June 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 January 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. 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 June graduates.

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

## Graduation Eligibility

To graduate from Camden County College with an associate degree or a certificate, a student must satisfy the following requirements:

1. Earn the number of credits required by the program of study pursued. Credit requirements vary from program

to program; remedial/ESL courses do not count toward graduation requirements;

2. For degree programs, complete at least 30 semester hours at Camden County College; for certificate programs complete at least 50 percent of the required credits at Camden County College;
3. Have a cumulative grade point average of 2.0 or higher. Grades from other colleges are not used in this computation;
4. Satisfactorily complete all subjects in an approved curriculum. If students can justify waiving or substituting a course in the curriculum, they must seek official permission to do so by applying for a course waiver. The *Waiver Request form* is available through the academic dean's office of the curriculum in which the student is enrolled, or at the student service locations at the Camden Campus and at the William G. Rohrer Center in Cherry Hill.

Each student is personally responsible for knowing and meeting all program requirements.

### 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 April 1 for June graduation, by July 1 for August graduation, or December 1 for January graduation. All graduates wishing to participate in May commencement ceremonies must file by April 1. 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 June or August, and by September 15 for students expecting to graduate in January. 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 30,000 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. 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](mailto: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. The account provides the ability for students to forward emails from the College-issued mailbox to an already existing account that they may have (e.g., Yahoo, Hotmail, Comcast, etc.). The format of the account is the student's first and last name, plus the last three digits of the student identification number, followed by @students.camdencc.edu. For example, if a student's name is John Doe and his student ID is 5551212, then his email address would be: John.Doe212@students.camdencc.edu. For more information about the Camden County College student email account, go to the College's website at [www.camdencc.edu](http://www.camdencc.edu), and click on "Email" in the "Student Services" section of the main menu.

### 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. Any time a student's contact information changes, the student must update the system through WebAdvisor. 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 [nhixon@camdencc.edu](mailto:nhixon@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:

- 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 are from educationally disadvantaged backgrounds, who have financial need and who have been New Jersey residents for at least 12 consecutive months prior to receiving the grant are eligible for special services through EOF including:

- academic advisement
- career exploration
- educational goal planning
- financial assistance
- individualized counseling
- orientation
- summer programs
- tutoring
- workshops

To explore these opportunities, call the EOF office at (856) 968-1348.

## 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 five-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 Disability Services Office 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 Disability Services Office 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 Disability Services page on the College’s website.

For further information, contact Joanne Kinzy, Director of Disability Services at (856) 227-7200, ext. 4430, or visit the Disability Services/Deaf and Hard of Hearing Office Taft Hall, room 315.



## 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 staff fluent in ASL, interpreting, C-print captioning, note-taking, and loan of assistive listening device (ALD’s). Please go to the DHH page on the College’s website at [www.camdencc.edu/dhoh/index.cfm](http://www.camdencc.edu/dhoh/index.cfm) 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); (856) 228-1897 (TDD); or (856) 374-4855 (TTY).

For further information about these programs, contact Joanne Kinzy, Director of Disability Services at (856) 227-7200, ext. 4430 or Kathy Earp, Coordinator, Program for DHH Students at (856) 227-7200, ext. 4506; fax (856) 374-5003; email Ms. Earp at [kearp@camdencc.edu](mailto:kearp@camdencc.edu) or visit the Disability Services/Deaf and Hard of Hearing Office Taft Hall, room 315.

## 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 courses and internships, the student receives a certificate of postsecondary studies. For further information regarding Garden State Pathways,

contact Bernadette Gismonde, coordinator at (856) 227-7200, ext. 4503 or [bgismonde@camdenc.edu](mailto:bgismonde@camdenc.edu). Like us on Facebook at: [www.facebook.com/GardenStatePathwaysProgram](http://www.facebook.com/GardenStatePathwaysProgram).

### **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 Student Employment Office. 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/NEW JERSEY TRANSFER**

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, including information regarding course equivalencies, transcript evaluations and recommended transfer programs. Visit [www.njtransfer.org](http://www.njtransfer.org) to begin to plan for transfer.

### **CAREER SERVICES**

Career Services, located in Taft Hall on the Blackwood Campus, provides job placement 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. 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 Joe Pranzatelli at (856) 227-7200, ext. 4854.

### **STUDENT WELLNESS MENTAL HEALTH ASSISTANCE**

Camden County College is concerned about every student's well-being. We realize that during these times of transition into the College environment many students are faced with challenges that may be difficult to handle alone. 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 an advisor, to the executive dean of enrollment and student services, or call the Department of Public Safety.

In order to provide professional services, Camden County College has entered into agreements with various providers who offer mental health services for those individuals in need of such a program. The purpose of these affiliations is to increase access to community mental health services for Camden County College students, as well as providing access for the Camden County mental health agencies to individuals in need of their services. At present, Camden County College has affiliations with the following agencies:

The South Jersey Behavioral Health Resources is located in Camden, New Jersey – Provides an array of behavioral health and human services, including assessment and referral, individual, family and group therapy, psychiatric evaluation and medication monitoring.

The Center for Family Services is located in Camden, New Jersey – Provides comprehensive multi-component crisis interventions, including but not limited to students whose lives have been disrupted by a traumatic experience.





## 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.

### RUTGERS UNIVERSITY AT CAMDEN COUNTY COLLEGE

Earn your bachelor's degree from Rutgers University at Camden County College!

Upon completion of your associate degree, you can continue for your bachelor's degree with Rutgers University on CCC's Blackwood Campus.

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 Science in Nursing\*

\*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. It is being offered on CCC's Blackwood Campus, and 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 <http://nursing.rutgers.edu/academics/bsn/camdencounty>, or contact the person named below.

For more information visit [www.camdencc.edu/Rutgers](http://www.camdencc.edu/Rutgers) or call Monica Reid at (856) 227-7200, ext. 4632.

### THOMAS EDISON STATE UNIVERSITY

Camden County College graduates are able to transfer a maximum of 80 credits to Thomas Edison State University, provided that they fulfill Bachelor's degree requirements. The remaining credits can be taken in a variety of different formats. Visit [www.tesc.edu](http://www.tesc.edu) for additional information.

## 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. Tutoring centers are located at:

### Blackwood Campus

Tutoring Center, Library on the Blackwood Campus, 3rd Floor, (856) 227-7200, ext. 4411.

### Camden City Campus

College Hall, room 508-B (856) 968-1350  
English as a Second Language (ESL),  
Camden Technology Center, room 209E, (856) 968-1311

## Library Services

The College Library has three 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. 4408

Located near the new 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, magazines, journals and media and provides access to a growing collection of academic and popular e-resources. Staff at the first floor service desk provides circulation and reference assistance and will help you find the information you need. Additional services include a textbook-on-reserve collection, laptop and iPad lending service, study rooms, quiet floor, and fee-based photocopying and printing. The College's Open Access Computer Lab, Testing Center and Tutoring Services are also 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](http://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 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 Cougar Café, located in the Otto R. Mauke Community Center, 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 3 p.m. Breakfast includes coffee, bagels, freshly baked muffins, and breakfast sandwiches. Lunch items include pizza,

freshly made deli sandwiches, salads, Sushi, 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 Connector Café, located on the ground floor of the Connector Building, offers continental breakfast items, cold beverages and Starbucks 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 Lab Coat Café, located on the ground floor of the Kevin G. Halpern Science Building, also offers continental breakfast items, cold beverages and Fair Trade® organic coffee. Lunch includes up scaled Panini Sandwiches, a variety of freshly made Sushi, Simply To Go sandwiches and snacks. Home-made hot soup of the day and a convenient dining area is provided for students at this location.

### 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 Business Office on the Blackwood Campus. 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 Business Office located in Taft Hall. Representatives from the College Business Office, (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 in the bookstore located on the first floor. Vending machines are also available at this location.



## Discounted NJ Transit Pass for Full-Time Students

To sign up for the discounted pass, log on to your WebAdvisor account and under “User Account” click on “Discounted NJ Transit Pass for Full Time Students.”

### 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 Otto R. Mauke Community Center, room 200, (856) 227-7200, ext. 4282.



### 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 New Jersey Garden State Athletic Conference and Region XIX of the National Junior College Athletic Association. Men compete in cross-country, soccer, golf, basketball, baseball, and wrestling; women compete in cross-country, soccer, golf, basketball, softball and tennis.

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 flag-football, 3-on-3 basketball, and indoor volleyball. 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, 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 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 new Cybex-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 lab 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. In conjunction with the Dietetic Technology Department, the Wellspring Fitness Center offers personal nutrition counseling. 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. 4282.

### How to Join a Club

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 executive dean of enrollment and student services. 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, assistant dean for student development & support. The Office of Student Life and Activities is located in the Otto R. Mauke Community Center, room 200, (856) 227-7200, ext. 4282.

### 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 executive dean of enrollment and student services, 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 executive dean of enrollment and student services. Questions should be addressed to Jackie Tenuto, assistant dean for student development & support. The Office of Student Life and Activities is located in the Otto R. Mauke Community Center, room 200, (856) 227-7200, ext. 4282.

## 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 assistant to executive dean of enrollment and student services. 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 assistant to the executive dean of enrollment and student services;
- 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 executive dean of enrollment and student services 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, Otto R. Mauke Community Center, room 200, (856) 227-7200, ext. 4282.

# 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 of 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.

1. Engaging in disruptive behavior which threatens others or in any way interferes with the teaching and learning process.
2. Engaging in hostile conduct or disorderly behavior that might incite immediate violence.
3. 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.
4. Intentionally or recklessly causing physical or psychological harm to any person, stalking, bullying or intentionally or recklessly causing reasonable apprehension of such harm.
5. 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.
6. 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.
7. 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.
8. Using, possessing, brandishing or storing any weapon or facsimile of a weapon without proper authorization.
9. Using, possessing or being under the influence of alcoholic beverages and/or controlled substances.
10. Using, possessing, manufacturing, distributing or selling a controlled substance in violation of Federal Law or the State of New Jersey.
11. Misusing fire safety equipment or tampering with any electrical system, wiring, telephone service, fire safety equipment or security devices.
12. Using and/or possessing fireworks, pyrotechnics, explosives or flammable liquids on College premises without proper authority.
13. 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
14. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
15. Intentionally or recklessly disrupting College operations or College-sponsored activities.
16. Intentionally or recklessly furnishing false information to the College, including forgery, alteration or misuse of College documents, records or identification.
17. 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.
18. Stealing or wrongful appropriation of property, belonging to the College or anyone else.
19. Destroying, damaging or misusing property of the College or others on campus.
20. 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.
21. Being present or using College premises, facilities or property without proper authority.
22. Using or misusing the College's name or logo for soliciting funds, sponsoring of activities or on printed matter without proper authority.
23. Violating the terms of any disciplinary sanction imposed in accordance with this Code.
24. Violating College regulations or policies, including campus motor vehicle regulations, Tobacco-Free Institution Policy, etc.; or federal, state or local laws.
25. 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 executive dean of enrollment and student services 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 executive dean of enrollment and student services, 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 executive dean of enrollment and student services.

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 Assistant Dean for Student Development & Support 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 Assistant Dean for Student Development & Support. 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 assistant dean for student development & support 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 assistant to the executive dean. In some cases, the student will be required to report to the assistant dean for student development & support before being permitted to return to class.

## DISCIPLINARY CONFERENCE

When misconduct is reported, the assistant to the executive dean of enrollment and student services, 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 assistant dean for student development & support 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 assistant dean for student development & support 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, impose an appropriate sanction him/herself or (7) to convene the Hearing Board.

### **REFERRAL TO HEARING BOARD**

If the assistant dean for student development & support 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 assistant dean for student development & support at least five (5) working days before the Hearing Board appearance of his/her inability to obtain such advice, the assistant dean for student development & support may appoint a suitable individual to advise the student. Where the assistant dean of student development and support 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 post-

pone 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 assistance dean for student development & support. 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 assistant dean for student development & support will consider the recommended sanction and make the determination of the appropriate sanction. The assistant dean for student development & support 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 assistant dean of student development and support a student may file with the assistant dean for student development & support a written waiver of the review the Hearing Board. Upon filing such a waiver, the executive dean of enrollment and student services will determine the disciplinary action warranted.

### **Complaint Withdrawal**

The assistant dean for student development & support 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 assistant dean for student development support or the Hearing Board BY SUBMITTING A WRITTEN REQUEST to the executive dean of enrollment and student services. 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 executive dean of enrollment and student services, 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 executive dean of enrollment and student services 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 vice president of 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 Taft Hall; 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 executive dean of enrollment and student services 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 Public Safety.

## 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 handicap 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 Campus..... ext. 4288 or 7777  
Direct ..... (856) 374-5089

Camden City Campus..... ext. 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, Taft Hall  
Monday through Thursday ..... 7 a.m. – 9 p.m.  
Friday ..... 7 a.m. – 5 p.m.

Camden City Campus: CTC Main Lobby  
Monday through Thursday ..... 8 a.m. – 10:30 p.m.  
Friday ..... 8 a.m. – 4:30 p.m.  
Saturday ..... 9 a.m. – 3 p.m.

William G. Rohrer Center: 1st Floor  
Monday through Friday..... 8 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 Public Safety Department 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 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) 874-6004, or visit the continuing education section of the website at [www.camdencc.edu/ce](http://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.

## HIREABILITY

hireAbility is a nonprofit organization that matches qualified people with disabilities to job openings in Delaware Valley businesses at no cost to employers or applicants. With headquarters on the Blackwood Campus of Camden County College, hireAbility serves businesses and people with disabilities in both Pennsylvania and southern New Jersey. It serves Bucks, Chester, Delaware, Montgomery and Philadelphia counties in Pennsylvania, and it serves Burlington, Camden, Gloucester, Cumberland and Atlantic Counties in southern New Jersey. The mission of hireAbility is to function as a link between people with disabilities and businesses. With its knowledge of disability issues, its industry-based leadership and its employment expertise, hireAbility helps people with disabilities access the labor market, and it furthers the understanding of Business and Industry Development. For more information, contact Angela Lucas at (856) 374-4921 or email [alucas@camdencc.edu](mailto:alucas@camdencc.edu).

## 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, Veterinary Exam Room Assistant, Cosmetology, Skin Care/Esthetician, Nail Technician, Culinary Arts, Real Estate, Security Officer (SORA), Heating, Ventilation & Air Conditioning, Manufacturing Technology, Welding Technology, Construction Technology, Electrical Technology, Computer Technology and Wastewater Management. 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, Nephrology Nursing Certification Commission, NJ Department of Environmental Protection, National Institute for Automotive Service Excellence, the American Welding Society and The National Restaurant Association.

For more information, call (856) 874-6004 or email [tradetraining@camdencc.edu](mailto:tradetraining@camdencc.edu) or visit our website at [www.camdencc.edu/ce](http://www.camdencc.edu/ce).

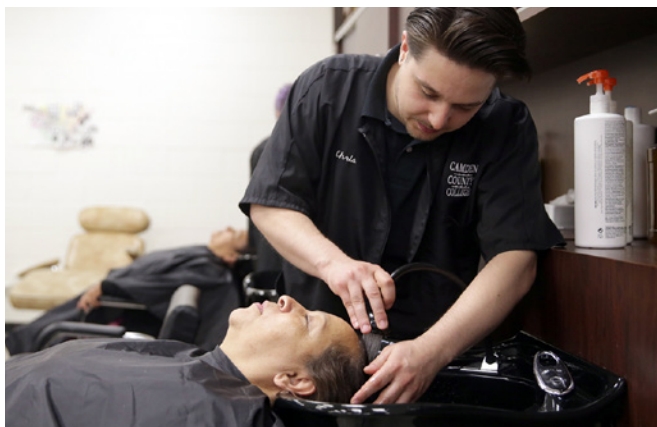
## REGIONAL EMERGENCY TRAINING CENTER (RETC)

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.



### **EYEGASS AND CONTACT LENS CLINIC**

The Ophthalmic Science Department operates an eyeglass clinic in the Otto R. Mauke Community Center. 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 I.D. Additionally, spouses and dependents of all College employees are also eligible to receive discounted eyewear. The clinic operates during the spring, and fall semesters. Call (856) 374-4977 for hours of operation and information.

Contact lenses prescriptions also can be filled at our Ophthalmic Laboratory and Examination Rooms located in CIM 116/117. Contact Patrick Goughary at (856) 374-5058 for more contact lens information. Please see your eye doctor in advance for an up-to-date prescription.

## **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 the Otto R. Mauke Community

Center, room 200, (856) 227-7200, ext. 4282; 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](http://www.camdencc.edu).

### **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 FOR CIVIC LEADERSHIP AND RESPONSIBILITY (CCLR)**

The Center for Civic Leadership and Responsibility 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/civiccenter](http://www.camdencc.edu/civiccenter) for this year's program offerings.

### **Holocaust Studies**

Camden County College is a New Jersey Holocaust Training Center. The College offers seminars, workshops and credit courses that provide information on developing curriculum in Holocaust and genocide studies. These seminars, workshops and courses assist teachers in implementing the New Jersey State Holocaust/Genocide curriculum. All Holocaust seminars and courses are offered free of charge to teachers from all over the Delaware Valley. New Jersey teachers can earn professional development credit through participation in these programs. For more information, contact the Center for Civic Leadership and Responsibility at (856) 227-7200, ext. 4333, or consult the CCLR's website at [www.camdencc.edu/civiccenter](http://www.camdencc.edu/civiccenter).

### **Mini Courses Offered to Community Members and Teachers**

The College 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/civiccenter](http://www.camdencc.edu/civiccenter).

### **THE LASER INSTITUTE FOR TEACHING AND EDUCATIONAL RESEARCH (LITER)**

The Laser Institute at Camden County College is unique because it is the only facility on a two-year college campus entirely dedicated to instruction and research in lasers, optics and fiber-optic technologies. It houses industry-standard equipment that prepares students to become certified specialists and technicians who install, align, operate, test, maintain and troubleshoot various laser, fiber-optic and optical network equipment.

The Photonics degree program (PHT.AAS) offers an opportunity to enter technologies increasingly used in medicine, communications, information storage, materials processing, environmental monitoring, and national defense. These 21st century technologies require skilled photonics technicians, which are among the highest paid in American industry. To obtain more details about the program, contact Dr. Lawrence Chatman at (856) 227-7200, ext. 4523.

### **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 Life & Activities	Otto R. Mauke Community Center, room 200	4282
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	4506
Dropping a Course	Admissions, Records & Registration Services	Taft Hall	4200
EOF	Advisement Center	Taft Hall	4454
ESL	ESL/International Student Services	Taft Hall	4543
Financial Aid	Financial Aid	Taft Hall	4985
I.D. Cards	Public Safety	Taft Hall	4288
International Students	ESL/International Student Services	Taft Hall	4543
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	Student Life and Activities	Otto R. Mauke Community Center, room 200	4282
Students with Disabilities	Disability Services	Taft Hall	4506
Transfer Information	Academic Advisement	Taft Hall	4454
Tuition Refunds	Business Office	Taft Hall	4312
Tuition Waivers	Financial Aid	Taft Hall	4985
Tutoring	Tutoring Services	Library, Learning Resources Ctr., 3rd floor	4411
Veterans Services	Veterans Services	Taft Hall	4441
Withdrawal	Admissions, Records & Registration Services	Taft Hall	4200



## CAMDEN CITY CAMPUS (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
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
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
Students with Disabilities	Advisement Center	CTC 207	1345
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	1340
Withdrawal	Admissions, Records and Registration Services	CTC 211	1304

## 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.).

## **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.

**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.



**President of Camden County College**

Raymond Yannuzzi, D.A.

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Making It Better, Together.