

POLICY

1. Academic Progress

The instructor may send a notice of unsatisfactory progress to a student at any time during the semester in order to advise the student of their academic standing in the class. Students are responsible for monitoring their academic progress. Students may consult with their instructor about their academic progress at any point throughout the term/semester.

2. Academic Standings

Degree seeking students with a cumulative Grade Point Average (GPA) of 2.0 or higher at the end of each fall and spring semester will maintain a designation of Good Standing. Students in good standing are limited to 18 credits in a semester absent special permission for course overload.

Students failing to maintain satisfactory academic progress are assigned a standing of Academic Warning, Academic Probation, Continued Probation, or Academic Suspension if they fail to maintain a cumulative GPA of at least 2.0. Any student who attempts at least 12 credits in a fall or spring semester with a cumulative GPA below 2.00 ("C" average) will have an academic standing imposed in accordance with the criteria below.

A student wishing to return from Academic Suspension will be assigned the designation of Academic Reinstatement until the completion of one semester, at which time the student will receive the appropriate standing based on the cumulative GPA.

Academic Standing Calculation*

Academic Performance	Academic Standing	Academic Consequence
Cumulative GPA at or above 2.0	Good Standing	Students may register for up to 18 credits in a semester
Cumulative GPA below 2.0 for one semester	Academic Warning	Can enroll for no more than 16 credits in a semester
Cumulative GPA below 2.0 for two consecutive semesters	Academic Probation	Can enroll for no more than 13 credits in a semester
Cumulative GPA below 2.0 for three consecutive semesters	Continued Probation	Can enroll for no more than 7 credits in a semester
Cumulative GPA below 2.0 for four consecutive semesters	Academic Suspension	One-year suspension from taking credit courses
Returning after Academic Suspension	Academic Reinstatement	Can enroll for no more than 7 credits in a semester

*A semester is defined as any enrolled fall or spring term. Regular semesters and accelerated terms are combined for consideration of an enrolled semester. A semester of complete withdrawals will push the penalty to the next term.

3. Student Appeals

Students placed on Academic Sanction or Academic Suspension may appeal the action, via our centralized reporting and recordkeeping system to the Academic Standards Committee. Appeals are placed on the Academic Standards Committee's agenda for review and decision, See Procedures under the specific Academic Penalty for information regarding the appeal process.

4. Academic Forgiveness

Students who have exhibited poor academic performance prior to an extended period of absence from the College may, under certain conditions, appeal for Academic Forgiveness to have the previously earned grades disregarded in calculating the Grade Point Average.

Academic Forgiveness Appeals must be submitted to the Academic Affairs Office within two semesters of the student's return to OCC. Academic Affairs will submit the appeals to the Academic Standards Committee for review and decision. Students seeking Academic Forgiveness Appeals should consult with the Financial Aid Office about the impact the appeal may have on their financial aid and/or veteran's benefits. Students transferring to other colleges will be bound by the transfer schools' terms and conditions for acceptance of transfer credits.

The following conditions apply for Academic Forgiveness Appeals:

- A. A minimum of three years' absence of enrollment in credit courses must have elapsed prior to the student's re-enrollment.
- B. The student's cumulative GPA prior to the three-year period of absence from the College must be below 2.00.
- C. No credits or grades earned prior to the period of absence will be counted in the calculation of the new GPA or towards graduation.
- D. All previous coursework will continue to appear on the student's transcript. However, it will not be included in the cumulative GPA. Requests to remove courses and grades of previous courses from the student's OCC transcript will be denied.
- E. Credits excluded as a result of Academic Forgiveness cannot be used to meet program requirements or course prerequisites.
- F. An Academic Forgiveness Appeal can be approved only once for any individual student and is irrevocable. When approved, a notation will appear on the student's transcript and prior courses will no longer be included in the calculation of the GPA.

5. Nursing Program

A. Non-Passing Grades

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a "C" in all courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A "D" in these courses (like an "F") is a non-passing grade.

Students who receive a non-passing grade in a BIOL course or in courses satisfying the OCC or general education requirements may repeat the course(s) in an attempt to attain a "C" grade.

Students receiving a non-passing grade in a NURS course (clinical or non-clinical) may repeat the course only once. If unsuccessful on the second attempt, the students are dismissed from the Nursing Program.

Students achieving a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274) will fail out of the Nursing Program.

Students who have failed out of the Nursing Program due to academic (as opposed to clinical) performance may automatically apply for readmission.

Students who have failed out of the Nursing Program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Nursing Program administrator for consideration on a case-by-case basis.

Students may apply for readmission one time only, and do so via the regular nursing application process. Readmission requires a student to start the Nursing Program over again. Applicants for readmission to the Nursing Program must satisfy all new and/or additional admission requirements prior to acceptance, including achieving the minimum grade point average. Upon acceptance into the program, students must repeat all NURS courses, regardless of any prior successful grades. Applicants have two options for readmission:

Option I

Retake Anatomy & Physiology I (BIOL 130), Anatomy & Physiology II (BIOL 131), and a student success course, all as Ocean County College face-to-face courses

Option II

Successfully achieve an LPN license.

B. Re-Entry after Withdrawal/Failure

Nursing students may temporarily leave the Nursing Program and return without penalty. While not enrolled in courses, students have inactive status in the program. Students who plan to seek inactive status must notify the Nursing Office in writing. Students may have no more than a four-semester period of inactivity. The period of inactivity begins following the last successful NURS course. Students are not guaranteed seats in a particular course or semester.

If students leave for more than one semester, they must successfully achieve a passing grade on the OCC Test of Prior Nursing Knowledge and complete the required practicum before re-entering the program even if they have already successfully completed any NURS course. Students are not guaranteed seats in courses the next time they are offered.

If students exceed the four-semester limit (based on the last successful NURS course), they will be automatically dismissed from the Nursing Program; they will be required to re-apply to the program and satisfy all new and/or additional requirements prior to acceptance. All prior NURS courses must be re-taken, even if the students had been successful in the past.

C. Program Requirements

Students enrolled in the Nursing Program must meet all requirements in a unit/course before progressing to the next unit/course. Students failing to meet requirements may appeal this decision in writing to the Appeals Board of the Nursing Department.

6. Prerequisite Requirements

Students must successfully complete all prerequisite courses before attending courses with prerequisite requirements. The offices of Academic Affairs, Student Affairs, and Registration and Records will be responsible for establishing and enforcing the mechanisms, including waivers, for prerequisite compliance. See Policy 5160.

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PROCEDURE

Students will be notified of their academic standing via their Ocean County College Outlook email, for example, (firstname_lastname@students.ocean.edu).

Academic Warning

Students assigned Academic Warning will be instructed to reduce their course load for the upcoming fall or spring semester to no more than 16 credits. If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.

Academic Probation

Students assigned Academic Probation will be instructed to reduce their course load for the upcoming fall or spring semester to no more than 13 credits. If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.

Continued Probation

Students assigned Continued Probation will be instructed to reduce their course load for the upcoming fall or spring semester to no more than 7 credits. If students do not reduce their course load, this action will be performed at the discretion of Academic Affairs and the College Registrar. Registration will be restricted until students complete any required academic intervention.

Students with an Academic Sanction Penalty may appeal their status by submitting a written appeal explaining/describing extenuating circumstances. Appeals of Academic Sanctions are reviewed and considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Academic Probation status the following semester.

Academic Suspension

Students with an Academic Suspension Penalty are restricted from taking credit courses for one year.

Academic Reinstatement

Students returning from Academic Suspension will be required to meet with an advisor in order to register for courses. Upon determining that the student is returning from suspension, advising will confer with the Registrar to apply the Academic Reinstatement penalty, which will restrict the student to 7 credits.

Academic Standing Appeals

A. Continued Probation and Academic Suspension

Students assigned Continued Probation may appeal their status by submitting a written appeal explaining/describing extenuating circumstances. Academic Standing appeals are reviewed and

considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Academic Probation status the following semester.

Students assigned Academic Suspension may appeal to overturn the suspension by submitting a written appeal explaining/describing extenuating circumstances. Academic Standing appeals are reviewed and considered by the Academic Standards Committee. If an appeal is granted, students will be allowed to return on Continued Probation status the following semester.

B. Students Returning from Academic Suspension

If the returning student has been away from OCC for one – two years following the suspension (2-5 consecutive fall/spring semesters), the student cannot appeal to register for additional credits.

If the returning student has been away from OCC for three or more years following the suspension (6+ consecutive fall/spring semesters), the student can appeal to register for a maximum of 16 credits. Students may submit their appeal to the Office of Registration and Records, and the appeal will be reviewed by the Academic Standards Committee.

C. Students Who Are Not Continuously Enrolled

If a student does not enroll at OCC for one or more fall or spring semesters, the assigned Academic Standing will remain in place when the student reenrolls. (Note this does not apply to students who were not enrolled due to Academic Suspension.)

Students who have not been continuously enrolled will have the opportunity to appeal to register for more credits under the following guidelines:

- i. Students who have been away from OCC for less than one year (only one fall or spring semester) cannot appeal to register for additional credits than what is allowed under their Academic Standing.
- ii. Students who have been away from OCC for one-two years (2-5 consecutive fall/spring semesters) can appeal to register for a maximum of 16 credits. Students may submit their appeal to the Office of Registration and Records, and the appeal will be reviewed by the Academic Standards Committee.
- iii. Students who have been away from OCC for three or more years (6+ consecutive fall/spring semesters) will be permitted to register for up to 16 credits upon request. Students may submit their request to the Office of Registration and Records.

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