



Academic Information

Semester Credit Hours

County College of Morris follows the Commission on Higher Education's Licensure Rules to define a credit hour as: Semester credit hour means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).

Course Options

County College of Morris offers students a variety of ways to take a course. While the majority of classes are taught as traditional in-class instruction within a 16-week semester, some of these on-campus courses are supplemented with online learning requirements. Students may also choose from the following options.

Online Courses

In an online course, all instruction traditionally provided in class is replaced with instruction online. However, an online course may still require an in-person student orientation, test or assessment taken on campus.

Hybrid Courses

In a hybrid course, instruction is provided both in-class and online. The online portion reduces the amount of in-class time that is traditionally required. Hybrid courses are generally 16-weeks long but may be offered in less time. Be sure to consult the course schedule for the start and end dates of a hybrid course.

Fast Track Courses

All fast track courses are condensed from 16 weeks to 8 weeks or less of instruction. The course is taught in a hybrid format combining in-class and online instruction.

Accelerated Courses

Accelerated courses reduce the amount of time it takes to complete a 16-week semester. Be sure to consult the course schedule for the start and end dates of an accelerated course.

Late Start Courses

Late start courses begin sometime after the first week of a semester. They are generally 8-weeks long and can be taught in-class, online or as a hybrid course.

Prerequisites and Corequisites

Prerequisites

A prerequisite course is a preliminary requirement that must be fulfilled before a student may attend a course. Prerequisites must be completed satisfactorily prior to taking the course that requires it. Students who have not satisfactorily completed a prerequisite will be denied admission to the course or courses.

Students who believe they have had equivalent course work or experience may request that the prerequisite be waived by the department chair prior to registration. Proof and/or documentation of fulfilling a prerequisite must be presented to the department chair to obtain a waiver for this requirement.

Corequisites

A corequisite course is one that must be taken at the same time as the course that requires it. If a corequisite is indicated, students should enroll for both courses simultaneously.

Overloads

Students are permitted to enroll in a maximum of nineteen (19) credits during the Fall and Spring semesters and up to eight (8) credits for Winterim and for each Summer session or a maximum of fifteen (15) credits for all Summer sessions. Any student who wishes to enroll in more credits than the maximum per term must obtain permission from the Office of Student Development and Enrollment Management. The minimum requirement for consideration is a 2.50 cumulative grade point average.

Auditing

A student who wishes to attend a class but does not want to receive credit or a grade may register for the class and request permission to audit it. All tuition and applicable fees are charged for audited courses. To audit a class, students must obtain permission from the Office of Academic Affairs by the end of the first week of classes.

Students may not change from credit to audit or from audit to credit after the end of the first week of classes.

Permission to audit is granted to full-time students who wish to review a course they have completed successfully. Permission is not granted to full-time students who wish to audit a class before they take it for credit.

Request to Audit Forms are available from the Office of Records and Registration.

Grading System

Grade	Interpretation	Quality Points
A	Superior	4
B	Above average	3
C	Average	2
D	Minimal passing	1
F	Failure	0
R	Registered to Audit	None
I	Incomplete	None
P	Pass	None*
SP	Satisfactory Progress	None*
W	Withdraw	None**
EX	Credit by Examination	None
TR	Transfer Credit	None
TRA	Transfer Credit	None
TRB	Transfer Credit	None
TRC	Transfer Credit	None

*Grades used in non-credit courses

**Without academic penalty

Grades and Averages

A student's Semester Point Average (SPA) is a measure of his or her work for any one semester. The cumulative Grade Point Average (GPA) represents all work completed at the college.

How to calculate your Grade Point Average (GPA)

As indicated before, letter grades are assigned a point value:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Your grade point average is calculated by multiplying the point value of the grade you receive in each course by the number of credits offered for the course. The resulting number is called "total quality points."

Next, add up the total quality points and divide by the total number of attempted credits.

Example: A student received the following grades over the course of two semesters at County College of Morris:

Semester I	Grade	Point Value	Point	Credits	Quality Points
English Composition I	C	2	x	3	= 6
Phlebotomy	B	3	x	4	= 12
The Middle Ages	A	4	x	3	= 12
Intro to Philosophy	B	3	x	3	= 9
Lifetime Wellness	B	3	x	2	= 6
				15	45
				Total Credits	Total Quality Points

To calculate the grade point average, divide the total quality points (45) by the total credits (15). This student's grade point average is 3.0 for Semester I.

In this student's second semester, he earned another 15 credits and 48 total quality points. His grade point average for Semester II is 3.2.

	Credits	Total Quality Points
Semester I	15	45
Semester II	15	48
30		93
Cumulative Credits		Cumulative Quality Points

To calculate this student's cumulative grade point average, add the total number of credits attempted for both semesters and the total number of quality points earned for both semesters. Then divide the cumulative quality points (93) by the cumulative credits (30). The result is a cumulative grade point average (GPA) of 3.1. A minimum GPA of 2.0 is required for graduation.

Grade Appeal Policy

Grades are determined solely by individual faculty members, and may be changed by the faculty member only. Students who wish to contest a grade given by a faculty member must attempt to resolve the matter with the faculty member concerned. To pursue this appeal, the student must be prepared with evidence as to why the grade posted by the faculty member is in error. If the matter cannot be resolved with the individual faculty member, the student may pursue the appeal by bringing it to the attention of the appropriate department chair, who will confer with the faculty member and review all the evidence pertaining to the appeal. Grades may not be changed after graduation except when an error in the recording of a grade has occurred.

Dropping and Adding Courses

Students who wish to drop and/or add courses should either process the change online or inform the Office of Records and Registration in person by completing either a Drop/Add Form or a Withdrawal Form. Students who fail to fill out the appropriate form and merely stop attending classes will receive an F grade.

After a student has registered, he or she typically may add courses through the first week of classes. Students have the option of adding into courses as long as they have not met twice during the day and once during the evening or weekend. Permission to add after this period is granted only by the appropriate academic dean. Students should contact the Office of Records and Registration each semester to verify the actual deadlines for adding into courses.

Class Attendance

Students are expected to attend all classes and laboratories. Absence does not excuse a student from the responsibility for class work or assignments that are missed.

Repeat absences or lateness that affects student performance will be reflected in the final grade and could lead to a failing grade for the course.

Attendance During Inclement Weather

Weather conditions rarely are severe enough to interfere with the college's operation. However, when the weather may impact on the personal safety of students and employees, the college may delay or cancel classes.

Delayed openings and cancellations are announced on the CCM website – www.ccm.edu – and through the college's emergency notification system, Titan Alert, which is capable of sending voice mail, email and text messages based on individual preferences. You also may call the emergency closing number 973-328-5580.

Academic Conduct

In order to maintain academic integrity at County College of Morris, the college community will not tolerate any forms of academic dishonesty. Examples of unacceptable forms of dishonesty include cheating, copying, fabrication, plagiarism, unauthorized collaboration, submitting someone else's work as one's own; dishonesty through the use of technology such as sharing disks, files or programs; access to, modification of or transfer of electronic data, system software or computing facilities. The intent of this policy is to promote academic integrity and to arrest all forms of academic dishonesty.

When incidents of academic dishonesty occur and the faculty member chooses to submit a formal complaint of the incident to the Office of Student Development and Enrollment Management, the Vice President will refer the complaint to the Academic Integrity Review Board, which is composed of fac-

ulty, academic administrators and the Vice President of Student Development and Enrollment Management. The Academic Integrity Review Board will review the circumstances surrounding the incident and make a recommendation of appropriate disciplinary action. Penalties imposed on a student who violates this policy may vary from failing the unit of work to expulsion from the college.

Dean's Honor List

Full-time students are eligible for the Dean's Honor List on a semester basis if they:

- Carry a minimum of 12 credits during the semester.
- Earn a semester grade point average of 3.0 or better.
- Have no repeat course for that semester.
- Have no Fs for that semester.

Part-time students are eligible for the Dean's Honor List on an annual basis if they:

- Accumulate 12 or more credits during the year, which includes the Summer, Fall and Spring semesters.
- Earn a grade point average of 3.0 or better for the year.
- Have no repeat courses for the year.
- Have no Fs for the year.

Full and part-time students enrolled in developmental/remedial courses during the award period must be enrolled in a minimum of 12 college credits to be eligible for the Dean's Honor List.

Withdrawing from Individual Classes

To withdraw officially from a course, students must complete a Withdrawal Form available at the Office of Records and Registration. Merely notifying the instructor is not an official withdrawal. Students need to obtain the signature of the faculty member of the class to receive the withdrawal designation.

Courses officially dropped before the end of the second week of class will generate a prorated tuition refund only, no inclusion on the student's permanent record and do not require the instructor's signature. Students who officially drop a course after the second week and before 75 percent of the course is completed will receive a W designation. Students who do not complete the course and who do not complete the withdrawal process may receive an F unless there are extenuating circumstances. If extenuating circumstances prevail, the student must contact the Office of Counseling and Student Success to be considered for the late withdrawal process.

Note to all financial aid recipients: Please contact the Financial Aid Office before withdrawing from classes. Withdrawing may affect the amount of aid you were awarded or the amount of aid you can expect to receive.

Official Withdrawal from the College

Students who wish to officially withdraw from the college must complete a withdrawal application form. Students may obtain the form from the Office of Counseling and Student Success. The withdrawal will be effective as of the date the student contacts the appropriate department with the request to withdraw.

If a student withdraws from college during the first two weeks of classes, a refund of tuition only will be processed and no courses or grades will be included on the student's permanent record. If a student withdraws after the second week of classes and before 75 percent of the term ends, he or she will receive withdrawal designations. However, the faculty member may still assign a grade of F if he or she properly notified the student by using the Faculty Notification of Possible Failure Form.

After 75 percent of the semester is completed, students are committed to complete the courses and receive grades. A student who fails to officially withdraw will receive a grade of F. The W designation will not be issued after 75 percent of the course is completed unless extenuating circumstances prevail and the late withdrawal is authorized by the faculty member. The student must contact the Office of Counseling and Student Success to document the circumstances and begin the process for filing a late withdrawal request.

Change of Major and Dropping Grades

Students who wish to transfer from one major to another must obtain the appropriate form in the Office of Records and Registration. Before a student may register officially in the new major, the change of major must be signed by an advisor in the new major.

Students who change majors and achieve a 2.0 grade point average for the first 12 credits in the new major may apply to drop from their cumulative point average all D and F calculations for courses previously completed which were particular to the former major and do not pertain to their new major. Students will have one opportunity to take advantage of this policy to drop grades. If a student decides to change back to their original major, the grades which were removed from the cumulative grade point average will be reinstated.

Incomplete Grades

An Incomplete, I, is a temporary grade given to students who are unable to complete academic work from a given semester due to illness or other circumstances beyond their control.

Students should present their instructor with a written, valid reason for the missed work. Students are required to make arrangements with their instructors to complete the work within four weeks of the end of the semester (the date of the last scheduled final examination).

Students will receive a grade of A, B, C, D or F when the work is completed. If the work is not completed by the end of the four-week period, students will receive an F.

Midterm Advisory Grades

Midterm warning notifications are sent to students when they are demonstrating unsatisfactory academic work and/or lack of attendance through the midpoint of the semester. An unsatisfactory U designation indicates that the student's performance in the class is unsatisfactory, while the W designation indicates that the student should withdraw from the course due to lack of attendance. Neither designation appears on the student's permanent record.

Repeating Courses

Students may repeat any course to increase their knowledge level. This choice is left to the discretion of the student except in cases when the student has received an F and is required to repeat the course for their particular major.

When repeating a course, the original grade and the repeat grade will appear on the student's transcript. However, the student's cumulative average will be computed based on the repeat course grade. Students should be aware of the possible consequences of receiving a grade which is lower than their original grade. For example, if a D grade is repeated and an F is earned on the second attempt, the F will replace the D.

Students who must take a course for the third time will have their cumulative average computed based on the second and third repeat course grades. The second and third grades are averaged together in the GPA. If a student who repeats a course receives a W, the original grade will prevail. A student may register for the same course three times (excluding formal withdrawals or where precluded by departmental regulations). However, a student will be blocked from registering on the fourth and subsequent attempts without permission from the appropriate academic department chairperson and/or division dean.

Students who repeat courses are not eligible to graduate with honors or be included on the Dean's Honor List for the semester in which they repeated the course.

Academic Probation and Dismissal Policy

A student will be placed on academic probation on the basis of an unsatisfactory Cumulative Point Average (CPA).

Four checkpoints are established at 12, 24, 38 and 48 non-credit and credit hours.

A calculation of the CPA is made in a semester when the non-credit and credit hours attempted are equal to or exceed the checkpoint value. No CPA checks are made until the “non-credit/credit hours attempted” check-point is reached. Once a student has entered a checkpoint, CPA checks are made each semester to determine the student’s academic standing. If the CPA falls below the probation level, the student will be placed on probation.

Checkpoint Criteria

Non-Credit/Credit Hours Attempted	Probation Level
12-23	Below 1.4 CPA
24-37	Below 1.6 CPA
38-47	Below 1.8 CPA
48 and above	Below 2.0 CPA

A student on probation who achieves a 2.00 semester grade point average for every semester through the following checkpoint will be permitted to continue through to the next checkpoint in an attempt to bring the CPA up to acceptable minimum standards.

If a student on probation is unable to achieve a 2.00 semester grade point average at the conclusion of the probationary semester (Summer and Winterim sessions included), he or she will be dismissed and will not be eligible to take any courses for one semester following the dismissal (Summer and Winterim sessions not included). Such a dismissal may be appealed to the Academic Review Committee. If the Academic Review Committee permits the student to return to the college after a dismissal, he or she will return on a probationary status and if dismissed a second time will not be eligible to take any courses for one year.

After one semester on dismissal, a student may apply for readmission to the college. The student will return on a probationary status and if dismissed a second time will not be eligible to take any courses for one year.

Academic Review Committee

The Academic Review Committee is composed of the Vice President and Dean of Student Development and Enrollment Management, two counselors, one faculty member from each of the three academic divisions, the Director of the Educational Opportunity Fund Program and the Director of the Center for Academic Support and Enrichment. The Academic Review Committee has jurisdiction to: (a) consider appeals by students who have been academically dismissed, and (b) accept applications for readmission following academic dismissal.

The Vice President of Student Development and Enrollment Management shall inform students in writing of their dismissal under this policy and of the right to appeal such dismissal. Students seeking to appeal academic dismissal must submit, within a limited time period, a letter of appeal to the Academic Review Committee, c/o the Office of Student Development and Enrollment Management. Included with this letter should be supporting documentation that offers extenuating circumstances for the student’s past academic performance. The committee will review this letter and, at its discretion, interview the student before making a decision.

The Academic Review Committee shall make a determination regarding the appeal and notify the student in writing of its decision prior to the first day of classes of the semester commencing after the filing of the appeal. The decision of the Academic Review Committee shall be the final decision of the college.

Academic Bankruptcy

Students who attended County College of Morris in the past with poor academic records and who wish to return to the college without being penalized for a long-standing poor record may declare academic bankruptcy for all courses taken during their initial attendance at the college.

Students may declare academic bankruptcy if there is a five-year interim between the time they took their last course and the time they have been readmitted into the college.

Once academic bankruptcy is declared, the student’s previous record is retained on the transcript with “Academic Bankruptcy” indicated. This statement will separate the past from the current course work. The academic bankruptcy policy is printed on the back of the student’s transcript.

When students declare academic bankruptcy, all courses taken during their first affiliation with the college will be included. Selecting only certain courses is not permitted. Also, there is no minimum number of credits required before a student is eligible to declare academic bankruptcy. Students will have one opportunity to take advantage of this policy.

Students interested in further information should contact the Office of Records and Registration.

Graduation Requirements

County College of Morris (CCM) holds one commencement ceremony at the end of the Spring Semester, which prior August or January graduates may attend.

To be eligible for a degree or academic program certificate, students must:

- Earn a cumulative point average of 2.0 and complete the general and prescribed curriculum course work for their major.
- Complete at least 30 credits at CCM. Certificate students must complete at least 15 credits at CCM. (The length of time that courses would remain current and acceptable should be at the discretion of the respective department chairperson.)
- Complete at least one half of their major at CCM.
- Apply for graduation in the Office of Records and Registration by the posted deadlines.
- Pay a non-refundable graduation fee of \$30 at the time the application is submitted. Fee is required regardless of attendance at the ceremony.

Graduation Application Deadlines

Graduation Cycle

January Graduation	July 1st
May Graduation	November 1st
August Graduation	April 1st

These early dates allow ample time for the Office of Records and Registration to notify candidates of any issues prior to the start of their final semester of attendance. Students who apply for graduation but fail to meet the requirements must re-apply for graduation when registering for the course(s) that will complete the requirements. The graduation fee is transferable.

Matriculated students enrolling for courses at other colleges must obtain approval from CCM prior to their enrollment at those institutions. Approval forms may be obtained in the Office of Records and Registration.

Academic Distinctions at Graduation

Students with outstanding academic achievements throughout their County College of Morris career are awarded the following honors:

Summa cum laude	3.850 GPA
Magna cum laude	3.650 GPA
Cum laude	3.450 GPA
Certificate with Merit	3.450 GPA

To be eligible, a student's academic record may show no repeat credit bearing courses, no D or F calculations dropped from his or her cumulative grade point average and no grades of F.