



Academic Calendar

SUMMER SESSIONS 2010

May 24	Day Session 1 begins
May 25	Last day to add classes – Day 1
May 28	Last day to drop classes without academic grade – Day 1
May 31	Memorial Day – college closed.
June 1	Evening Sessions begin
June 2	Last day to add classes – Evening
June 7	Last day to drop classes without academic grade – Evening
June 17	Last day to drop classes with a “W” – Day I
June 17	Last day to withdraw from college – Day I
June 24	Day Session I ends
June 28	Day Session II begins
June 29	Last day to add a class – Day II
July 2	Last day to drop classes without academic grade – Day II
July 5	Independence day – college closed
July 9	Last day to drop classes with a “W” – Evening
July 9	Last day to withdraw from college – Evening
July 22	Evening Session ends
July 23	Last day to drop classes with a “W” – Day II
July 23	Last day to withdraw from college – Day II
July 29	Day Session II ends
Aug. 2	Day Session III begins
Aug. 3	Last day to add a class – Day III
Aug. 6	Last day to drop classes without academic grade – Day III
Aug. 16	Last day to drop classes with a “W” – Day III
Aug. 16	Last day to withdraw from college – Day III
Aug. 20	Day Session III ends

FALL 2010

Aug. 30	Classes begin
Sept. 3	Last day to add a class
Sept. 6	Labor Day – college closed
Sept. 13	Last day to drop classes without academic grade
Nov. 15	Last day to drop classes with a “W”
Nov. 15	Last day to withdraw from college
Nov. 25-28	Thanksgiving recess
Dec. 13	Classes end
Dec. 14-17	Final exams (day classes)
Dec. 14-20	Final exams (evening classes)
Dec. 20	Semester ends

WINTERIM 2011

Dec. 20	Classes begin
Dec. 24- Jan 2	College closed (tentative)
Jan. 14	Semester ends

SPRING 2011

Jan. 18	Classes begin
Jan. 24	Last day to add a class
Jan. 31	Last day to drop classes without academic grade
March 14-19	Spring recess
March 21	Classes resume
April 14	Last day to drop classes with a “W”
April 14	Last day to withdraw from college
April 22	Good Friday – college closed
May 7	Classes end
May 9-12	Final exam (day classes)
May 9-14	Final exam (evening classes)
May 14	Semester ends
May 26	Graduation (tentative)

Academic Calendar



SUMMER SESSIONS 2011

May 23	Day Session I begins
May 24	Last day to add classes – Day I
May 27	Last day to drop classes without academic grade – Day I
May 30	Memorial Day – college closed.
May 31	Evening Sessions begin
June 1	Last day to add classes – Evening
June 6	Last day to drop classes without academic grade – Evening
June 16	Last day to drop classes with a “W” – Day I
June 16	Last day to withdraw from college – Day I
June 23	Day Session I ends
June 27	Day Session II begins
June 28	Last day to add a class – Day II
July 1	Last day to drop classes without academic grade – Day II
July 4	Independence day – college closed
July 11	Last day to drop classes with a “W” – Evening
July 11	Last day to withdraw from college – Evening
July 21	Evening Session ends
July 21	Last day to drop classes with a “W” – Day II
July 21	Last day to withdraw from college – Day II
July 28	Day Session II ends
Aug. 1	Day Session III begins
Aug. 2	Last day to add a class – Day III
Aug. 5	Last day to drop classes without academic grade – Day III
Aug. 15	Last day to drop classes with a “W” – Day III
Aug. 15	Last day to withdraw from college – Day III
Aug. 19	Day Session III ends

FALL 2011

Aug. 30	Classes begin
Sept. 5	Labor Day – college closed
Sept. 6	Last day to add a class
Sept. 13	Last day to drop classes without academic grade
Nov. 17	Last day to drop classes with a “W”
Nov. 17	Last day to withdraw from college
Nov. 24-27	Thanksgiving recess
Nov. 28	Classes resume
Dec. 12	Classes end
Dec. 13-16	Final exams (day classes)
Dec. 13-19	Final exams (evening classes)
Dec. 19	Semester ends

WINTERIM 2012

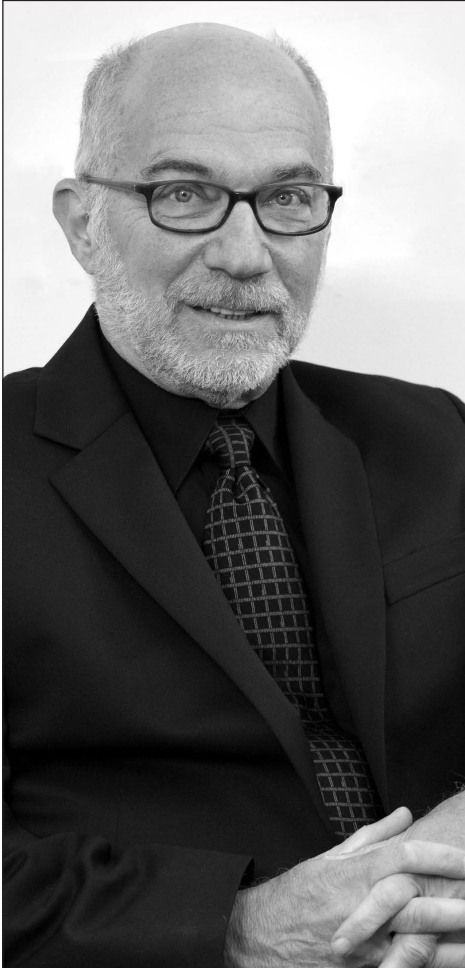
Dec. 19	Classes begin
Dec. 25- Jan 1	College closed (tentative)
Jan. 13	Semester ends

SPRING 2012

Jan. 17	Classes begin
Jan. 23	Last day to add a class
Jan. 30	Last day to drop classes without academic grade
March 12-17	Spring recess
March 19	Classes resume
April 6	Good Friday – college closed
April 12	Last day to drop classes with a “W”
April 12	Last day to withdraw from college
May 5	Classes end
May 7-10	Final exam (day classes)
May 7-12	Final exam (evening classes)
May 12	Semester ends
May 24	Graduation (tentative)



A Message From Our President



County College of Morris recently celebrated its 40th anniversary. I believe the founding members would be proud to know that we have carried on their mission to provide the community with quality, affordable education. Since we opened in 1968, more than 40,000 graduates have passed through our halls. Many have become teachers, nurses, police officers, doctors and engineers. CCM has also been a community resource for those who take a few classes whenever they need to fill an education gap in their career plans. We're here for you, always connecting learning and life.

Edward J. Yaw, President, County College of Morris

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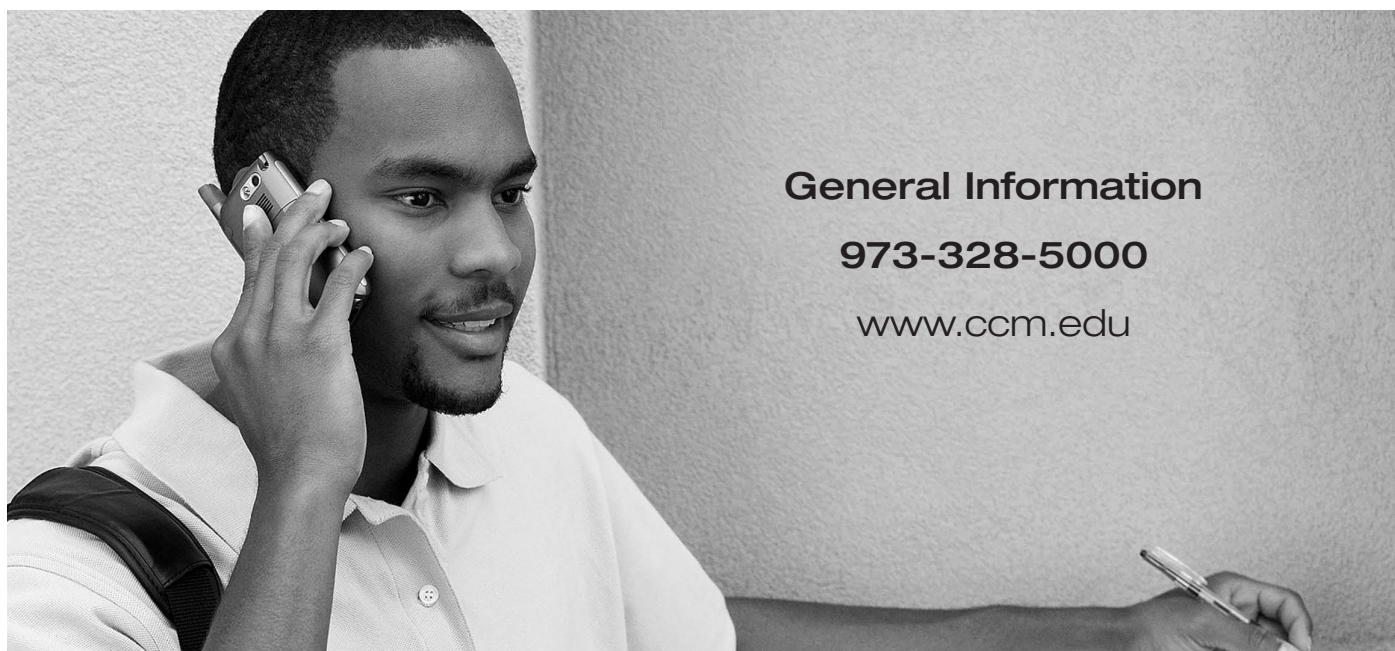
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Programs at a Glance

Program	Code	Page
Administrative Support (A.A.S.)	3503	54
Administrative Support (Career Certificate)	0356	57
Advanced Electronics (Career Certificate)	0637	63
Advanced Mechanical Analysis (Career Certif.)	0635	80
Agribusiness (A.A.S.)	3321	72
Architecture (A.F.A.)	4141	65
Assembly & Testing (Career Certificate)	0627	81
Aviation Flight Technology (A.A.S.)	3640	48
Basic Electronics (Career Certificate)	0631	62
Basic Telecommunications Fund. (Certificate)	0620	99
Biology (A.S.)	2160	88
Biomedical Equipment (A.A.S.)	3601	62
Biotechnology (A.A.S.)	3330	48
Broadcasting Arts & Technology (A.A.)	1132	76
Business Administration (A.S.)	2110	49
Business Career (A.A.S.)	3400	50
Chemical Technology (A.A.S.)	3450	51
Chemistry (A.S.)	2152	91
Computer Aided Drafting Tech. (Certificate)	5710	53
Computer Science (A.A.S.)	3500	55
Computer Software Application (Career Certificate)	0351	57
Communications	1129	52
Criminal Justice (A.S.)	2950	58
Culinary Arts (Certificate)	0420	70
Dance (A.F.A.)	4170	64
Design (A.F.A.)	4141	65
Digital Media Technology (A.A.S.)	3530	59
Digital Technology (Career Certificate)	0629	62
Drama (A.F.A.)	4150	67
Early Childhood Development (Program Certif.)	5134	60
Early Childhood Education (A.S.)	2940	60
Electronics Engineering Technology (A.A.S.)	3600	61
Electronic Music (A.S.)	2171	82
Engineering Science (A.S.)	2180	63
Engineering Technology (Career Certificate)	0633	80
English for Speakers of Other Languages	0961	63
Environmental Science (A.A.S.)	3451	52
Exercise Science (A.S.)	2960	64
Fashion Design (A.F.A.)	4141	66
Fashion Merchandising (A.F.A.)	4141	67
Finance (Career Certificate)	0344	50
Fire Science Technology (A.A.S.)	3460	68
Game Development (A.A.S.)	3504	55
Garden Center (Career Certificate)	0323	74
Graphic Design (A.A.S.)	3560	69
Grounds Maintenance (Career Certificate)	0321	74
Group Teacher (Career Certificate)	0134	61
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Horticultural Apprenticeship	0324	75
Hospitality Management (A.A.S.)	3420	70

Program	Code	Page
Human Services (A.A.)	1134	76
Humanities/Social Science (A.A.)	1130	77
Information Security (Career Certificate)	0354	57
Industrial Design (A.F.A.)	4141	66
Interior Design (A.F.A.)	4141	66
International Studies (A.A.)	1160	77
Journalism (A.A.)	1133	78
Landscape Contractor (Career Certificate)	0322	74
Landscape Design (Career Certificate)	0320	74
Landscape Management & Design (A.A.S.)	3320	73
Languages		148
Liberal Arts (See Humanities/Social Science)		77
Management Information Systems (A.A.S.)	3501	56
Mathematics (A.S.)	2150	92
Mechanical CAD (Career Certificate)	0625	81
Mechanical Engineering Technology (A.A.S.)	3700	79
Media Technology (Career Certificate)	0360	59
Music (A.A.)	1190	78
Musical Theatre (A.A.)	2006	79
Music Recording (A.S.)	2170	81
Networking (A.A.S.)	3651	99
Nursing (A.A.S.)	3800	83
Personal Trainer (Career Certificate)	0950	84
Photography Technology (A.A.S.)	3550	84
Public Administration (A.S.)	2260	85
Radiography (A.A.S.)	3840	85
Respiratory Therapy (A.A.S.)	3850	87
Restaurant and Culinary Management (A.A.S.)	3434	71
Restaurant Mgmt. & Event Planning (Career Certif.)	0421	71
Routing (Career Certificate)	0622	100
Small Business Management (Career Certificate)	0400	50
Systems Networking (Career Certificate)	0621	100
Teacher Education Programs		
Biology (A.S.)	2160 TEBIO	93
Business Admin. (A.S.)	2110 TEBUS	93
Chemistry (A.S.)	2152 TECHM	94
English (A.A.)	1130 TEENG	94
Exercise Science (A.S.)	2960 TEPED	95
Mathematics (A.S.)	2150 TEMAT	95
History (A.A.)	1130 TEHIS	96
Psychology (A.A.)	1130 TEPsy	96
Sociology (A.A.)	1130 TESOC	97
Spanish (A.A.)	1130 TESPN	97
Visual Arts (A.F.A.)	4140 TEART	98
Technical Studies (A.A.S.)	3510	100
Technical Support (A.A.S.)	3502	56
Telecommunications Systems Technology (A.A.S.)	3650	98
Turf and Turfgrass Management (A.A.S.)	3324	73
Visual Arts (A.F.A.)	4140	68
Web Development (Career Certificate)	0352	58



General Information

973-328-5000

www.ccm.edu

	Location	Telephone Number
Academic Advisement	Student Community Center	973-328-5168
Academic Affairs	Henderson Hall	973-328-5070
Admissions	Student Community Center	973-328-5101
Agricultural Technology Center	Ag. Tech. Bldg.	973-328-5363
Alumni Relations	Henderson Hall.	973-328-5059
Aquatic Facility	Health/Physical Education Bldg.	973-328-5257
Art Department	DeMare Hall	973-328-5446
Athletic Office	Health/Physical Education Bldg.	973-328-5252/5253
Auditorium Box Office	Student Community Center	973-328-5177
Biology Department	Sheffield Hall.	973-328-5360
Bookstore.	Student Community Center.	973-328-5151
Bursar.	Student Community Center.	973-328-5115/5117
Business Department	Cohen Hall	973-328-5656
Business, Mathematics, Engineering, & Technologies Division	Sheffield Hall.	973-328-5700
Campus Life (Student Activities)	Student Community Center	973-328-5225
Campus Store	Student Community Center	973-328-5151
Career Services.	Cohen Hall	973-328-5244/5245
Center for Academic Support & Enrichment.	Masten Library	973-328-5284
Center for Assessment and Learning	DeMare Hall	973-328-5362
Customized Business Training	Henderson Hall.	973-328-5188
Chemistry Department.	Sheffield Hall.	973-328-5360
Child Care Center	Dalrymple House	973-328-5240
Community and Professional Programs	Henderson Hall.	973-328-5070
Cooperative Education	Cohen Hall	973-328-5244/5245
Counseling Services	Student Community Center	973-328-5140
Criminal Justice Department	DeMare Hall	973-328-5641
Design Program.	DeMare Hall	973-328-5436
Disabled Student Services (Counseling)	Student Community Center.	973-328-5140

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Directory continued

Distance Learning	Masten Library	973-328-5184
Early Childhood Development	DeMare Hall	973-328-5631
Educational Opportunity Fund	Cohen Hall	973-328-5270
Emergency Closing Information		973-328-5580
Engineering Technologies/Engineering Science	Sheffield Hall	973-328-5760
English Department	Cohen Hall	973-328-5460/5404
Financial Aid	Student Community Center	973-328-5230
Fine Arts Program	DeMare Hall	973-328-5416
Foundation Office	Henderson Hall	973-328-5060
Graphic Design Program	DeMare Hall	973-328-5438
Headquarters Plaza	Morristown	973-328-5527
Health & Natural Sciences Division	Cohen Hall	973-328-5340
Health, Exercise Science & Dance	Health/Physical Education Bldg.	973-328-5328
Health Service	Cohen Hall	973-328-5160
History/Political Science Dept.	DeMare Hall	973-328-5641
Information Technologies Dept.	Emeriti Hall	973-328-5780
Intramural Office	Health/Physical Ed. Bldg.	973-328-5255
Landscape and Horticultural Technology	Ag. Tech Bldg.	973-328-5363
Languages and ESL Department	DeMare Hall	973-328-5420
Liberal Arts Division	Cohen Hall	973-328-5400
Library	Masten Learning Center	973-328-5300
Math Center	DeMare Hall	973-328-5367
Mathematics Department	Sheffield Hall	973-328-5707
Media Center	Masten Learning Center (Library)	973-328-5290
Music Department	DeMare Hall	973-328-5430
Newspaper (Youngtown)	Student Community Center	973-328-5224
Non-Credit Programs	Henderson Hall	973-328-5070
Nursing Department	Cohen Hall	973-328-5353
Performing Arts	DeMare Hall	973-328-5427
Philosophy Department	DeMare Hall	973-328-5460
Photography Program	DeMare Hall	973-328-5435
Planetarium Reservations	Student Community Center	973-328-5076
Psychology and Education Department	DeMare Hall	973-328-5631
Public Administration	DeMare Hall	973-328-5641
Public Safety	Security Building	973-328-5550
Records & Registration	Student Community Center	973-328-5200
Science Resource Center	Sheffield Hall	973-328-5357
Sociology/Anthropology Dept.	DeMare Hall	973-328-5602
Special Events	Henderson Hall	973-328-5054
Student Activities	Student Community Center	973-328-5225
Student Development and Enrollment Mgt.	Student Community Center	973-328-5170
Student Government	Student Community Center	973-328-5211
Student Records	Student Community Center	973-328-5200
Teacher Education Program	DeMare Hall	973-328-5631
Testing Center	DeMare Hall	973-328-5166
Transfer Services	Student Community Center	973-328-5140
Tutoring Services	DeMare Hall	973-328-5367
Veterans' Counseling	Student Community Center	973-328-5149
Visual Arts Department	DeMare Hall	973-328-5446
WCCM Radio Studio	Masten Library	973-328-5215
Women's Center	Student Community Center	973-328-5025
Writing Center	DeMare Hall	973-328-5367



Mission Statement

The County College of Morris mission is to deliver dynamic, challenging, high quality, and accessible academic programs and services that support the individual's quest for lifelong learning and professional development.

Values Statement

Commitment to the Academic Mission of the College

Our first commitment is to the academic mission of the college. It entails the search for truth and respect for scholarship and learning. We maintain a campus environment where students and faculty are free to explore ideas, are committed to honesty and fairness, encouraged to take risks and succeed to the best of their abilities. Our commitment is to the education of the whole person and to excellence in teaching in all of our academic programs.

Commitment to Honesty and Integrity

We are committed to honesty and integrity in all that we do. We value academic honesty in the search for truth. We are committed to integrity in maintaining our fiduciary responsibility and financial soundness.

Commitment to Accessibility

We provide access to our programs and services to all who may benefit from them regardless of their financial, academic, educational or physical challenges.

Commitment to Diversity

We maintain an environment that values diversity and respects individual differences. We respect the dignity of every person and will not tolerate behavior that infringes upon individual rights.

Commitment to People

We maintain a secure and comfortable working and learning community. This community is responsive to the needs and expectations of students and employees. We treat them fairly, encourage individual development, recognize accomplishments, promote open communications and empower them to improve the processes for which they are responsible.

Commitment to Community

We are also committed to the community at large. We gladly accept our responsibility as good neighbors and willingly apply our talents and skills to the issues and concerns of the community. We pursue partnerships with educational, cultural, professional, business and governmental entities. These endeavors enable members of the community to engage in an interchange that enhances their lives as well as the life of the college.

Accreditation

County College of Morris is licensed by the State of New Jersey and accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools.

The Chemical Technology, Environmental Science, and Biotechnology programs are accredited by the American Chemical Society, Chemical Technology Program Approval Service.

The Nursing program is fully accredited by the New Jersey State Board of Nursing and National League for Nursing Accrediting Commission.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care.

The Radiography program is accredited by the New Jersey Department of Environmental Protection, Radiologic Technology Board of Examiners and the Joint Review Committee on Education in Radiologic Technology.

The programs in Electronic Engineering Technology and Mechanical Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, and TAC/ABET, 111 Market Place, Suite 1050, Baltimore, MD, 21202-4012, 410-347-7700. The Accreditation Board for Engineering and Technology is the sole national accreditation organization for programs in engineering and engineering technology.

County College of Morris, through its business unit is nationally accredited by the Association of Collegiate Business Schools and Programs for the offering of its business programs that culminate in the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. The association is located at 7007 College Blvd., Suite 420, Overland Park, KS 66211.

History



County College of Morris is located on 218 acres of rolling terrain in Randolph. The college first opened its doors to students in 1968 after Henderson Hall, the first building on campus, was completed. The first class consisted of 592 full-time and 703 part-time students. Enrollment grew quickly, and by the fall of 1969, five additional buildings were under way: the library, later named the Sherman H. Masten Learning Resource Center after CCM's first president; Sheffield Hall; the Physical Education Building; the Student Community Center and a service building; all completed by 1970. In the fall of 1973, two additional academic buildings, Cohen and DeMare Halls, were completed.

In 1982, the college reached its highest enrollment of 12,012 students. That same year the Dalrymple House was renovated to house administrators. It was renovated again in 1994 to serve as a Child Care Center.

President Masten retired in 1986 and Dr. Edward J. Yaw became the second president of CCM. Under his leadership, the college continued to grow. In 1989, Emeriti Hall was added and in May 1993, the college completed a 20,000 square-foot expansion of the library. The expansion contained television and audio production studios, additional library seating areas and a 45-seat conference room.

In 1992, the college opened a site at Headquarters Plaza in Morristown. The location proved to be so popular that in 1996 CCM expanded it by 2,600 square-feet. Another 3,500 square-foot addition took place in 2003.

Expansion on the main campus continued, and in 1994 the college completed the construction of two additions which joined the three academic science buildings. The 20,417 square-foot expansion added classrooms, laboratories, faculty offices, student lounges and an expanded cafeteria. In 1997, the college also opened a six-lane aquatic facility joined to the Health and Physical Education Building.

In 2004, the college broke ground on its most ambitious project yet, the addition and renovation of the Student Community Center. By the fall 2005 semester, the building was open for students to enjoy. All enrollment and counseling functions were brought together which included Admissions, Financial Aid, Academic Advisement, the Bursar and Counseling. The project also included an expanded campus store, renovated auditorium, cafeteria, game room, and television lounge. One more exciting feature included a teaching kitchen, plus a dining/conference room for the Hospitality Management Program.

Following completion of the Student Community Center project, the college renovated Henderson Hall, CCM's oldest building

which opened in 1968. The renovation, completed in the spring of 2008, houses most of the administrative functions of the college, plus four general purpose classrooms and two corporate business training rooms. That same year, the college celebrated its 40th anniversary. In those 40 years, CCM had graduated more than 40,000 students who were employed in all sectors of county, most notably half of the county police force and half of the county nurses.

The 2008/09 academic year was also marked by more renovations. Many parking lots, sidewalks, stairs and athletic fields were renovated. In addition, nursing laboratories were renovated along with major renovations to the interior and exterior of Emeriti Hall.

Changes and Cancellations

Because of the uncertainties regarding course enrollment and regarding appropriation of public funds for community college, the college reserves the right to modify, alter, or cancel any of its programs, courses or services.

The college reserves the right to change instructors, to cancel, combine, or divide courses, to change the time, date or place of meeting, to change the cost per course, and to make other necessary decisions in these course offerings, and to do so without obligation. The college may cancel a course if registration fails to meet expected levels. If a course is cancelled, we attempt to notify participants through student email or by phone prior to the first class meeting. Students will receive a full refund. The college is not responsible for errors in printed material.

Title IX, Section 504 and Americans with Disabilities Act

County College of Morris policies prohibit discrimination on the basis of gender, sexual orientation, race, age, color, national origin or handicap in its educational programs, activities or employment and admissions practices.

CCM supports the protections available to members of its community under the Rehabilitation Act of 1973. In compliance with Section 504 of the Rehabilitation Act of 1973, accommodations for the handicapped will be extended by CCM in federally funded college programs and activities, including the provision of special assistance to qualified handicapped students within the college. This assistance may include taped text, interpreters or other effective means of making orally delivered materials available to students with hearing impairments.

In compliance with the Americans with Disabilities Act (ADA) of 1990, CCM prohibits discrimination against individuals with disabilities in employment, public services and transportation, public accommodations and telecommunications, including age pursuant to the Age Discrimination Act.

Inquiries regarding compliance with federal or state anti-discrimination laws may be directed to the Affirmative Action Officer, Thomas Burk 973-328-5039 or by mail to County College of Morris, 214 Center Grove Road, Randolph, NJ 07869.



Who May Attend

Admissions Policy

County College of Morris is open to all students who may benefit from college level study and who have a reasonable chance of successfully completing its courses and programs. Acceptance into credit courses and programs of study leading to a degree or certificate requires a high school diploma, General Equivalency Diploma (GED), Home School Certificate or equivalent or a demonstrated ability to benefit from post-secondary studies.

(Note section "Restricted and Capped Programs" on page 13 for exceptions).

The college reserves the right to refuse admission to any applicant where there is evidence that the individual would endanger the health or safety of themselves or others.

Admissions Policy for High School Students

• State-issued High School Diploma

Prospective students who have left high school and have not received their diploma or a GED may attend CCM to pursue a state-issued high school diploma. These prospective students must apply and send their official high school transcript and SAT or ACT scores (if taken.) Students who have been out of high school for less than one (1) year must also submit a letter of support from their high school principal as well as a personal statement outlining why they wish to participate in this program. Prospective student must take and pass placement exams in English, Mathematics, and Reading. Once enrolled in CCM, students must take courses in designated subject areas equaling 30 total credit hours. Upon completion, the student may request that an official transcript be sent to the State of New Jersey for the issuance of the high school diploma.

• Procedures for High School Students

Students who wish to enroll in a college course(s) while still in high school may do so through one of the following programs:

- Academy Program
- Challenger Program (including home schooled)

Please contact your high school guidance counselor for details regarding these programs. Additional information for the Challenger Program is available through the Admissions Office, (973) 328-5101.

Student Categories

The college recognizes the following categories of students:

Matriculated (Degree-seeking)

Students who are officially enrolled in a program of study leading to a degree or academic certificate in specified areas (contact Admissions Office for listing). At the time of matriculation, students must take the CCM college placement examinations unless they are exempt from the examinations as described below.

Non-Matriculated (Non-degree seeking)

Students who are not seeking a degree or academic certificate from CCM. Non-matriculated students may enroll in credit courses for personal interest, career advancement, enrichment or possible transfer to another institution provided they satisfy all course prerequisites and other admission requirements.

Non-credit

Students who are enrolled in courses or programs of varying lengths for which no college credit is assigned. Non-credit students are exempt from the general admissions requirements of the college. These courses are administered by the Office of Community and Professional Programs.

CCM College Placement Test

The college's placement test (Accuplacer) provides information to the college about a student's skill level in English, mathematics, algebra, and information (computer) literacy. The results of the test(s) are used to determine the proper placement of students in academic courses.

Who Must Take the Placement Test?

- a. All students who apply for matriculation into a program of study leading to a degree or certain specified certificate.
- b. All students who intend to register for an English or mathematics course, or for a course that requires a proficiency measured by the placement test.
- c. All students transferring to CCM who are not exempt from placement testing as specified in "Exemptions from Placement Testing."

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- d. All pre-college age students who enroll at the college through one of the existing or new programs including Challenger, Academy Students, 12th Grade Initiative and/or any other special program for pre-college age students.
- e. All non-matriculated students who have completed 12 credits of coursework at CCM and whose enrollment is not covered by exemption as specified in the Exemptions from Placement Testing must take the placement tests before enrolling in additional coursework.

Exemptions from Placement Testing

The following students will be exempt from the Placement Test(s) at CCM upon presentation of appropriate documentation to the Admissions Office.

- a. Students who have taken SATs or ACTs and have earned scores of: SAT = 540V and 530M or ACT = 23 for English and 23 for mathematics.
- b. Students who have earned college credit in appropriate English or mathematics courses may be exempt from placement testing.
- c. Students who have passed the appropriate remedial coursework at another college or university.

Basic Skills Remediation Requirements

If the placement test results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial courses in writing, mathematical computation, and basic algebra. Students whose test results indicate an inability to benefit from college level work will be offered counseling and additional testing to determine proper placement. Placement may include alternative educational opportunities in lieu of admission to the college as a matriculated student.

Pre-college age students are not permitted to take any remedial courses.

Basic Musicianship Test

All students who intend to register for performance courses in the Music and Music Technology Programs are required to take the Basic Musicianship Test prior to registration for Music Theory.

College Level Mathematics (CLM) Test

Students who intend to register for courses in communications, engineering, physics, mathematics, biology, or chemistry may be required to take the College Level Mathematics (CLM) Test prior to registration to determine placement in higher level mathematics.

Information (Computer) Literacy Competency Exam

All students will be required to take the Information (Computer) Literacy Competency Exam at the same time they take the Accuplacer placement test(s). Students who do not pass the exam must take a 1-3 credit designated course in technology recommended through their respective programs.

Students with Disabilities

Students who identify themselves as being disabled may request testing accommodations by submitting the appropriate documentation to the Center for Academic Support and Enrichment if they are learning disabled or to the Counseling Office if they are physically disabled.

Academic Advisement

See "Academic Advisement" under "Academic Support Services" for complete information.

Documentation Needed for Admissions

Applicants are required to submit to the Admissions Office a completed application form. Matriculated students must arrange to have high school and/or college authorities forward official transcripts in sealed envelopes to the Office of Admissions. The student must also provide:

a. Submission of a valid record of immunization.

New Jersey law requires all full-time students to present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The State requires two doses of live measles containing vaccine administered after one year of age, after 1968 and 30 days apart. Additionally, students must submit documentation of immunization of the 3-dose Hepatitis B vaccine. Individuals who are not in the Nursing or Allied Health Programs are exempt from these requirements only if they were born before 1957. Immunization documentation must be submitted to the Office of Health Services prior to the beginning of the student's second semester of enrollment.

b. Submission of medical information in the form prescribed by the college.

c. English Language Proficiency

All applicants whose first language is not English have the option to submit TOEFL, SAT or ACT scores or other proficiency evidence to support their admission applications to County College of Morris. However, upon arrival on campus, all students will be required to take an additional placement examination administered by CCM before registering for classes or other academic work.

- F-1 visa applicants and applicants applying from overseas—including Puerto Rico—must submit a TOEFL score of at least 400 (paper test), 97 (computer-based test), or 32 (Internet-based) by July 1 for the fall semester or November 1 for the spring semester.
- F-1 visa applicants submitting scores below the minimum will not be offered admission because we will be unable to guarantee a full-time schedule as is required of F-1 students.
- F-1 visa applicants will be required to write a LOEP essay to assist in ESL placement.

d. Proof of resident status

Students who are non-immigrants, visa holders, temporary residents, refugees or employment authorization card holders (I-688A) must present to the Admissions Office their (I-94) Departure Record card that is not expired.

Permanent Resident (I-551) students must present to the Admissions Office their cards that are not expired. Copies are not accepted.

When all admission materials have been received, the college may request a personal interview.

Restricted and Capped Enrollment



Placement into certain degree or certificate programs may be restricted if interest exceeds the number that can be enrolled at a particular time. Where enrollment in a curriculum is limited, priority will be given to Morris County residents.

Admission to the following specialized programs is subject to additional criteria and restrictions.

Nursing, Radiography, Respiratory Therapy

Admission criteria, technical standards, and grade requirements for Nursing and Allied Health are described in brochures available in the Office of Admissions or in the Department of Nursing and Allied Health. All prospective nursing and allied health students must meet technical standards. Technical standards are the minimum fundamental abilities that are necessary to perform the activities requisite to obtaining credit for education and subsequent entry level employment in the nursing and allied health professions. Internal or transfer credits for science courses over 7 years old will not be accepted. If they exceed the seven year limit, students can prove competency by testing or they must repeat the course. All science grades must be a C or higher. Please be aware that multiple grades of a D or lower in science courses prior to obtaining a passing grade will affect the students' chances of getting a seat in the professional (clinical) track.

Students need to be aware that due to the competitive nature of these programs, obtaining a seat in the professional (clinical) course is based on the number of courses completed at CCM, the grades earned, and the overall grade point average, at the time the Letter of Intent is filed. Morris County, New Jersey residents who successfully meet the criteria will be given preferential consideration. Admission into the professional (clinical) track is not guaranteed.

Enrollment Status

A part-time student is one who takes 11 or fewer credit hours per semester, while a full-time student is one who takes 12 credits or more per semester. Depending on their scores on the Placement Test, students are often required to complete certain developmental courses that carry institutional credit only but which can nevertheless be used for determining semester course load and full-time status.

Transfer Students

Students who have attended other colleges or universities and who wish to receive a transfer credit evaluation must submit to the Admissions Office official transcripts in sealed envelopes from the previous higher education institutions. The Office of Records & Registration will evaluate and grant transfer of credit after the applicant has been matriculated. The student shall be notified in writing what credits have been accepted for transfer.

Courses completed at an accredited college or university, with a grade of "C" or above will be evaluated for transfer of credit provided the courses are applicable to the applicant's program at County College of Morris. CCM does not accept transfer credit for courses with a grade of D. Upon individual review of exceptional cases, transfer credits may be granted from non-accredited institutions or through other forms of post-secondary education. Transfer students must complete at least 30 credits total, and at least half of the credits in the major at County College of Morris, to receive a degree. Additionally, at least one half of the credits for a certificate must be completed at County College of Morris. Grades received at other institutions will not be used in computing the cumulative grade point average at CCM.

- **CLEP** College Level Examination Program
- **Department Exams**
- **Portfolio Assessment**

Students who have acquired knowledge through life experiences may earn college credit without enrolling in certain courses. To determine a student's level of knowledge in a particular subject, the college administers CLEP subject examinations or a Portfolio Assessment (through the appropriate academic department). With departmental approval in certain disciplines, department examinations may be administered. Students who register for a course and withdraw before the end of the second week of classes are eligible to take the applicable CLEP examination during that semester. Please contact the Center for Assessment and Learning for more information.

Advanced Placement Credit

High school students who score at an acceptable level on the Advanced Placement Examination may earn course credit or advanced placement in CCM courses. To receive advanced placement credit, students must present to the Admissions Office an official record of their Advanced Placement Examination scores of three, four, or five from the College Board. The number of advanced placement credits will be determined by the appropriate department chairperson.

International Students



Non-immigrant visa holders may attend the college on a full or part-time basis depending on their visa classification. Students who wish to attend the college on an F-1 student visa must apply for full-time study in either the fall or spring semesters. Applications must include the \$30 application fee, Test of English as a Foreign Language (TOEFL) scores, name and address of a United States sponsor and the original secondary school transcripts. If documents are not from an English-speaking country, transcripts must be translated to English and notarized by an official translating agency. Personal translations will not be accepted. Transfer credits earned in institutions of higher learning from foreign countries must be evaluated by an accredited agency such as World Education Services, Inc. for consideration of advance standing.

The deadlines for F-1 applicants to submit the International Student Application for Admission, Affidavit of Support, application fee, TOEFL scores and transcripts are July 1 for the fall semester and November 1 for the spring semester.

The minimum score accepted on the Test of English as a Foreign Language (TOEFL) is 400 (paper test), 97 (computer-based test), or 32 (Internet-based test.) Applicants who earn scores below these minimums will not be offered admission.

An Affidavit of Support form will be included in the college's acceptance letter. The County College of Morris requires an F1 student to be supported by a U.S. sponsor. The deadline to submit a completed I-134 Affidavit of Support and supporting documents is July 1 for the fall semester and November 1 for the spring semester.

F-1 visa applicants transferring from a college or university located in the United States must also submit a copy of their I-20 AB and a Foreign Student Advisor Report by August 1 for the fall semester or by November 1 for the spring semester. In addition, international students must notify their previous college to release their I-20 AB in the SEVIS database system to County College of Morris.

The I-20 AB (Certificate of Eligibility) will be sent to the accepted student's sponsor upon receipt of a notarized Affidavit of Support with the supporting documents. Note: all F, H2, H3, and J visa holders will be charged the out-of-state tuition rate. E, G, H1, H4, I, and L visa holders will be charged the appropriate in-county or out-of-county tuition if the 12-month residency requirement has been met.

English for Speakers of Other Languages (ESOL)

County College of Morris offers a three-level program of study for non-native speakers who are preparing for matriculation at County College of Morris or other American colleges and universities. Courses in reading, writing and conversation form the core of the ESOL program.

Placement in one of these three levels is determined by an examination which includes a written essay. This Level of English Proficiency (LOEP) examination is administered on the CCM campus by the Center for Assessment and Learning. Students planning to arrive from abroad should allow a minimum of 20 days prior to the start of the fall or spring semester to provide sufficient time to take this examination and have it scored.

Depending on their LOEP scores, students are often required to complete certain courses that carry institutional credit only but which can nevertheless be used for determining semester course load and "full-time" status. Students who initially score at the lowest levels of the examination may require as many as three or more semesters of ESL work before they will be permitted to enroll in other college classes.

Readmitted Students

Any student who was previously matriculated at the college and withdrew in good standing is eligible to re-enroll. If a student was previously non-matriculated and wishes to matriculate, the student must reapply by completing an Application for Matriculation through the Office of Records & Registration.

Students requesting reinstatement to the Nursing and Allied Health programs will be readmitted only on a space-available basis, depending upon academic and clinical performance determined by the Nursing/Allied Health faculty. Nursing students can only be reinstated into a clinical nursing course one time. Students who meet the criteria for reinstatement and have been denied a seat multiple times due to space availability will be given preferential consideration in the current reinstatement process. Respiratory Therapy students can only be reinstated into the professional phase one time.

Students who are academically dismissed are not eligible to apply for readmission until either one semester or one year has elapsed depending on the terms of the dismissal. Once the term of dismissal has been satisfied, students should contact the Office of Counseling Services, Student Community Center, Room 118, to apply for readmission after dismissal. All readmitted academically dismissed students will return on academic probation.

Second Degrees and Certificates

Students should consult with their academic advisor before pursuing a second degree or certificate.

Students who have completed a CCM certificate program are eligible to matriculate for a second certificate or degree program. Students who have completed a CCM degree program are eligible to matriculate for another degree or certificate. Required specialized courses for the degree or certificate must be discussed with the advisor. A minimum of 21 academic credits related to a major must be earned in the second program in consultation with the appropriate department chair and academic dean determining which courses these additional credits will represent. This will replace the residency requirement applicable to the first degree. Where necessary, additional credits must be completed to meet general education requirements for the second degree or certificate. All other current degree requirements must also be met before the second degree will be awarded. Student must declare intent to pursue a second degree, second certificate or dual degree at least two semesters prior to graduation. Admission to second degree or certificate programs with heavy enrollment demands will be on a space available basis. A credit transfer evaluation from a student's first program to the second degree or certificate will be made at the time of matriculation. Courses will be treated as internal transfer credits and transfer grades will not be used in the grade point average calculation for the second degree or certificate.

Insurance Requirements

Health Insurance

College policy and New Jersey State Law require all full-time students and part-time Nursing and Allied Health Professional students to maintain both accident and sickness health insurance providing basic hospitalization coverage. The college provides group health coverage and the premium is added to the student's tuition bill. The sickness insurance requirement ONLY may be waived if proof of coverage by another policy is presented at time of payment. All full-time and part-time students enrolled in Nursing and Allied Health Programs must have proof of private insurance or purchase this insurance through the college.

Note: Once purchased, this insurance premium is not refundable.

Professional Liability and Malpractice Coverage

All full-time or part-time students enrolled in the clinical component of the Nursing, Respiratory Therapy, Radiography, and Biomedical Equipment Programs are required to purchase and show proof of Professional Liability/Malpractice coverage.

Aviation Flight Technology

All full-time and part-time students enrolled in Aviation Flight Technology are required to purchase accident liability and aircraft damage liability insurance.

Student Classifications

When applying to the college, it is important to understand student classifications.

Students in Good Standing

Students who previously enrolled at County College of Morris, and who withdrew in good standing, are eligible for readmission by applying to the Office of Records and Registration. Students who were previously non-matriculated and who wish to matriculate must apply through the Office of Records and Registration.

Academically Dismissed Students

Students who are academically dismissed are not eligible to apply for readmission until either one semester or one year has elapsed depending on the terms of the dismissal. Once the term of dismissal has been satisfied, students should contact the Office of Counseling Services to apply for readmission after dismissal. All readmitted academically dismissed students will return on academic probation.

Visiting Students

Students who are not under disqualification from any college or university may enroll in the summer sessions or on a space-available basis in the regular semester as a visiting student. A certificate of good standing and approval of transfer credit by the students' institution must be presented.

Senior Citizens

Students who are over the age of 65 must provide proof of date of birth (e.g., driver's license, passport, birth certificate) to be eligible for reduced tuition rate.

Students with Disabilities

County College of Morris is committed to ensuring students with disabilities access to academic programs, student activities, and educational resources. Students with disabilities are provided with support services that are appropriate to their disabilities. Various assistive technology and accommodations may be recommended based on the nature of the disabilities, in an effort to make the college campus barrier free for the students. Some examples of the assistive technology and accommodations offered by the college include a Telecommunication Device for the Deaf (TDD number 973-328-5105); voice recognition software; scanners to print in alternative format; extended time on test; distraction free test environment.

Students with primarily physical, psychological, or medical disabilities should contact the program coordinator in the Office of Counseling Services (973-328-5140) or the Health Services Office (973-328-5160) concerning their needs. The Office of Counseling Services also serves those students with Attention Deficit Disorder (ADD), unless they have concurrent learning disabilities.

Students with Learning Disabilities

Students with learning disabilities should contact the Center for Academic Support and Enrichment (973-328-5284) for information on receiving appropriate academic accommodations and support.

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Students with Visual and Hearing Impairments

CCM provides students who are visually impaired the opportunity to read the college catalog and other college brochures through an alternate media method. Those wishing to use this service should contact the Sherman H. Masten Learning Resource Center (library) at 973-328-5296.

Students with hearing impairments may call the college's Telecommunication Device for the Deaf, TDD number 973-328-5105 for information.

Veteran Students

Eligible veterans, dependents, and reservists may apply to receive educational assistance from the Veterans Administration while enrolled at County College of Morris. To qualify for VA benefits, students must matriculate into an approved degree or certificate program and maintain satisfactory academic progress.

Please note that Veterans Administration education benefits are not payable for courses previously completed. Therefore, student-veterans who declare academic bankruptcy upon reentry into the college are advised that VA benefits will not be paid for courses that received passing grades during the initial attendance period. For further information and an application, contact the Coordinator of Veterans Services in the Office of Counseling Services.

Please Note: Individuals who are eligible for the Montgomery GI Bill are responsible for paying their own tuition regardless of when they receive their VA benefits check. County College of Morris does not provide tuition deferment for these veterans.

National Guard Tuition-Free Program

In cooperation with the New Jersey Legislature, County College of Morris will grant tuition-free enrollment up to fifteen credits to certain members of the New Jersey National Guard and their surviving spouses and their children. Interested students should contact the Coordinator of Veterans Services in the Office of Counseling Services for eligibility criteria and application procedures.

Volunteer Fire and Rescue

Volunteer Fire and Rescue personnel and/or their dependent children and spouses seeking to enroll under the tuition free program, (maximum of \$600 per academic year) must obtain a validated VTC 5 Form from their municipality. The completed form must be presented to the Bursar Office and students need to be prepared to pay any balance and/or fees at the time of registration.

Note: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.



Servicemembers Opportunity College (SOC)

County College of Morris has been identified as a Servicemembers Opportunity College (SOC) providing educational assistance to active duty service men and women. This program helps minimize loss of credit and avoids duplication of course work by awarding credit for specialized military training and occupational experience as appropriate to degree programs.

For military personnel including their spouses and dependents, the college relaxes the residency requirements for in-county tuition rates along with the maximum number of allowable transfer credits from other institutions. Please submit the DD295 and DD214 to the Office of Counseling Services for evaluation.

Unemployed Persons

Unemployed persons seeking to enroll under the Department of Labor's job training program must submit documentation from the Department of Labor as proof of eligibility to the Admissions Office. (This documentation must be dated no earlier than 30 days prior to the first day of the semester.)

After indicating that they are participating in this waiver program, eligible students will receive the CCM Tuition Free Program Form from the Admissions Office documenting the necessary steps to follow. This includes notification that they are required to file for financial aid. Students must be prepared to pay any balance and/or fees at the time of registration, and cannot register until the first day of the semester.

Note: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

Tuition, Fees & Financial Aid



CCM is able to provide high quality educational programs at a reasonable cost because it is publicly supported by the state and Morris County.

Tuition and fees are based on the 2010 rate and may increase in the next academic year. For the most up-to-date tuition and fees, check the college's website for the semester in which you plan to enroll.

Within limits imposed by law, the college reserves the right to alter its tuition and fees or to levy other charges and fees it deems necessary to maintain effective operations.

Tuition (As of summer 2010)

	In County Residency	Out-of-County Residency	Out-of-State Residency
Tuition	\$ 110.00	\$ 110.00	\$ 110.00
Differential Fee	+ .00	+ 110.00	+ 201.00
	\$ 110.00	\$ 220.00	\$ 311.00
College Fee	+ 16.50	+ 16.50	+ 16.50
Cost/Credit	\$ 126.50	\$ 236.50	\$ 327.50

Note: Senior citizens, defined as persons 65 or older, may enroll for credit and non-credit courses at a reduced rate. Senior citizens, who live in the county, will pay \$30 per credit fee hour. Those who live outside the county will pay \$30 per credit fee hour plus the additional out-of-county differential. Rates apply to courses which have sufficient tuition-paid enrollment to warrant their being conducted.

Seniors will not be charged Admission Fees and College Fees. However, seniors will be charged all other fees.

This senior citizen tuition waiver is in accordance with NJS 18A:62-3.

Differential Fees

For Out-of-County Students

To recover tuition costs not paid for by the county, out-of-county students pay a Differential Fee in addition to their tuition. See "Chargeback" section for information on how to reduce their costs.

For Out-of-State Students

To recover tuition costs not paid for by the county or state, out-of-state students must pay a Differential Fee in addition to their tuition.

Chargeback

(For Students Who Live Out-of-County)

Out-of-county residents may pay in-county rates if they present, along with their tuition payment, a completed out-of-county chargeback form. Forms and instructions are available from your local county college. A new chargeback form is needed for each semester. The college cannot accept chargeback from prior semesters.

Residency

It is the student's responsibility to confirm residency status for billing purposes. Failure to do so could result in a higher tuition charge. While residency status must be established prior to the start of any given term, students have through the 8th week of classes (3rd week for summer sessions) to deliver all required documents to the Office of Student Development & Enrollment Management. After that date, while the residency status may be changed, students forfeit any possible refund for the current semester.

Only permanent residents of Morris County are entitled to the lower in-county tuition rate. International students must have their permanent residency status in New Jersey for one year to qualify. All others pay the higher out-of-county or out-of-state tuition rate. A student wishing to establish residency in Morris County must submit all of the following documents showing the same Morris County residential address (not mailing address) to

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the Office of Student Development and Enrollment Management in the Student Community Center Room 132. A decision regarding residency status will be made after all of the required documents have been submitted.

If you have any questions regarding these requirements, please call 973-328-5171.

1. Affidavit obtained from the Office of Student Development and Enrollment Management.

2. Any one of the following:

- a. Current lease
- b. Deed
- c. Recent tax bill
- d. Recent water bill
- e. Notarized letter from individual with whom you reside

3. Valid New Jersey motor vehicle license, motor vehicle registration, voter registration card, or N.J. State I.D. card

4. Two pieces of current business mail sent to the student.

(Personal mail or mail sent from County College of Morris cannot be used. Mail sent to a Post Office Box is unacceptable; the address must show the residential street address. Individuals establishing one year residency must include one piece of mail from one year ago.)

5. A student under 23 years old, claiming himself/herself for tax purposes, and not living with his/her parents or guardian must submit:

- a. Copy of his/her most recent 1040 or New Jersey income tax form; and
- b. Copy of his/her parents' most recent 1040 or New Jersey income tax form.

6. Permanent residents must provide their green card showing permanent residency status issued one year prior to the term in which they are requesting the lower tuition rate.

PLEASE NOTE:

- 1. The residency requirement for a New Jersey resident moving into Morris County is one day and is made once all of the above required documents have been submitted.
- 2. The residency requirement for an out-of-state resident moving into New Jersey is one year. After the twelfth month, the student may submit all of the above required documents. (Out-of-state residents will continue to be charged out-of-state tuition until the one-year residency has expired and all appropriate documents are submitted.)
- 3. In order to be eligible for a lower tuition rate, a student must be established as a permanent resident before the first day of classes of the new semester.
- 4. Residence established solely for the purpose of paying the lower tuition rate cannot be considered as fulfilling the residency requirements.

Fees (As of summer 2010)

Accident Insurance

The State of New Jersey requires all full-time students and health professional students to carry accident insurance. This is a non-refundable premium.

Application Fee (Non-refundable) **\$30**
One time fee, unless you choose not to attend in the academic year in which you apply.

CLEP Testing Fee **\$20**

College Fee (per-credit) **\$16**

Correspondence Testing Fee **\$50**

Course Fee See individual courses

Department Exam Fee **\$50**

Tuition bills for all students registering are available online. Paper copies of bills are available from the Bursar's Office by request only.

Graduation Fee (non-refundable) **\$30**
Graduation candidates are charged a graduation fee.

Health Insurance

The state of New Jersey requires all full-time students to carry health insurance. In addition to full-time students, the college requires all health profession students to carry health insurance. Students can waive this premium if proof of coverage is provided with the tuition payment. This is a non-refundable premium after the start of the term.

I.D. Card Replacement

First Replacement **\$5**

Second Replacement **\$10**

Third Replacement **\$25**

Late Payment Fee **\$40**

Charged to students who fail to have their payment in the Bursar's Office by the designated due date.

Postmarked dates are not acceptable.

Make-up Examination Fee **\$5**

Charged to students who miss a final examination and who are permitted to take a make-up examination.

Registration Fee (per course) **\$6**

Reinstatement Fee **\$100**

Students who have been withdrawn by the college for nonpayment after the first day of the academic term and who are reinstated into their original classes are assessed a \$100 fee.

Returned Check Penalty Fee **\$35**

Service Fee (per course) **\$10**

Students who completely withdraw after registering for classes or who are deleted from their classes for non-payment are subject to a service fee.

Technology Fee	(per course) \$9
Telecourse/Online Fee	(per course) \$25
Criminal Background Check	\$100
HQP Site Fee	(per course) \$40

Books and Materials

Depending on the particular program of study, a full-time student may pay approximately \$450 per semester.

Refund Policies

Students who withdraw from the college may receive a refund based on the following schedule.

Fall or Spring (16-week courses only)

- Prior to first day of the semester – 100% of tuition, college and course fees.
- 1st week of the semester – 75% of tuition only.
- 2nd week of the semester – 50% of tuition only.

Semesters and courses less than 16 weeks are prorated. All students who withdraw are subject to a service fee per course. Students who withdraw from the college must complete a withdrawal application form available in the Counseling Office. The date of completion of the withdrawal application will be the date used to determine the percentage of tuition refundable.

Financial Aid

County College of Morris recognizes that the responsibility of meeting college expenses can be difficult for many families. In keeping with CCM's mission, the college attempts to provide financial assistance to students who would otherwise be unable to attend. Student financial aid is available in the form of scholarships, loans, grants and part-time employment. Aid may be available in order to assist those students participating in an approved consortium agreement with other area colleges, or the Study Abroad program.

Application Process

To apply for need-based federal financial aid (Pell, ACG, SEOG, loans, and work study), NJ state grants or scholarships (TAG, EOF, and NJSTAR), and most CCM scholarship programs, the student is required to fill out and submit a Free Application for Federal Student Aid (FAFSA). FAFSAs are available from high school guidance offices or on-line at www.fafsa.ed.gov. The FAFSA must be filed each academic year that the student plans on enrolling. To allow ample time for processing and eligibility notification, applicants are urged to file their FAFSA by March 1st or no later than the federal income tax filing period each year. The

County College of Morris Federal Title IV School Code is 007106. This code must be entered on the application when filing, ensuring that the college's receipt of processed applications.

Help with or questions about applying for aid may be directed to the Financial Aid Office which is located in the Student Community Center, Room SCC210. The telephone number is 973-328-5230 and fax 973-328-5237.

Requirements for Receiving Federal and New Jersey State* Assistance

In order to receive financial assistance, a student must meet the following eligibility requirements:

- Be a citizen of the United States or eligible non-citizen.
- Demonstrate financial need (except for Unsubsidized Stafford Loans.)
- Register with Selective Service, if required (males only.)
- Be accepted as a matriculated student, enrolled in a degree-granting program or financial aid eligible certificate program at CCM.

Special Note: Non-matriculated students (certificate and general credit courses) and students auditing courses are not eligible for State or Federal assistance of any kind, including the Federal Stafford Loans.

- Not owe a refund on a federal grant or be in default on a federal educational loan.
- Maintain satisfactory academic progress according to federal, state, and institutional guidelines.
- Submit verification of class attendance prior to the release of all expected funds.
- Submit all requested documents to the Financial Aid Office. Failure to do so in a timely manner will result in the office's inability to continue its determination of your eligibility for financial assistance, including the cancellation of all "unofficial" awarded aid.
- An official withdrawal from classes or the college is required. Failure to do so may result in the cancellation or reduction of your awarded aid.

*Applicants must be legal New Jersey residents for at least 12 consecutive months prior to receiving New Jersey State Grants.

Note: Challenge and/or standardized exams may not be used to satisfy part or full-time status in determining financial aid eligibility. Fees for credit-by-exam options will not be paid by financial aid.

All federal and state financial aid awards are based on need and are awarded without regard to race, religion, creed, age, sex or handicap.

Scholarships

The college offers a number of scholarships granted on the basis of academic performance and related achievements through the General Scholarship Program. Applications for institutional scholarships are available online at www.ccm.edu/finaid.

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Federal and New Jersey State Financial Aid Programs

Students may be eligible for need-based financial aid available through NJ state and federal programs. These awards may come from more than one source and are called financial aid "packages." A package may consist of grant, scholarship, loan, and campus employment assistance.

- A grant or scholarship is financial aid that does not have to be repaid.
- Loans are borrowed monies that must be repaid with interest, after the student graduates or is no longer enrolled at least half-time (6-11 credits) at the college.
- Student Employment (FWS) consists of campus jobs and provides an excellent opportunity for students to meet and work with faculty, staff and fellow students while learning skills that could impact positively on their future. This award is not applied to tuition charges. Rather, payment is made directly to the student in the form of a paycheck once required bi-weekly timesheets are processed.

New Jersey State Grants (partial listing)

Tuition Aid Grant (TAG) is awarded to students who are full-time (12 or more credits enrolled per term) undergraduates. Applicants must demonstrate financial need.

Educational Opportunity Fund (EOF) Grants are awarded to students from educationally and economically disadvantaged backgrounds with demonstrated financial need. Students must complete the FAFSA to be considered.

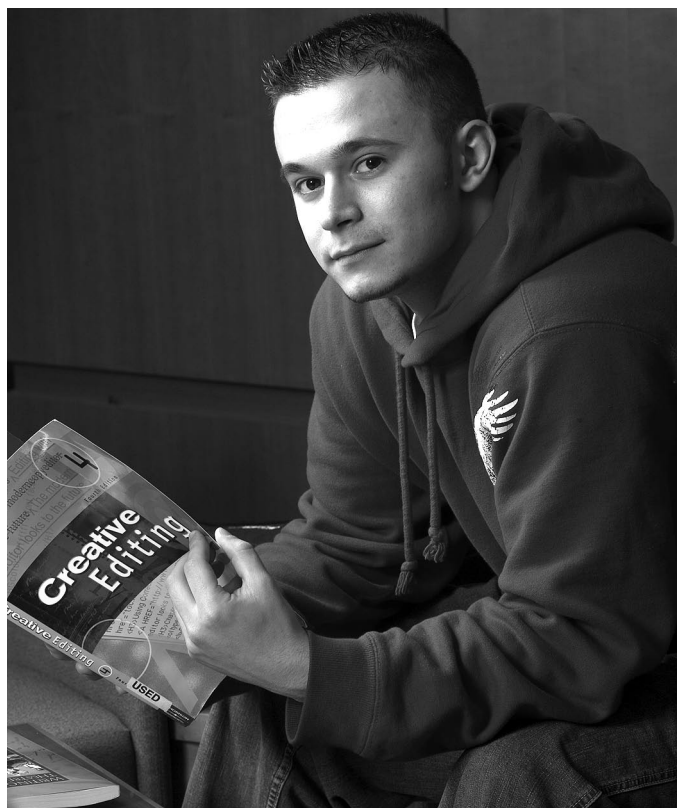
Tuition Free Scholarships – The NJ Student Tuition Assistance Reward scholarship (NJ STAR) is awarded to entering high school students, who graduated in the top 15% of their 2009 graduating class. Completion of FAFSA by the state deadline is required each school year. Students must enroll full-time in a degree seeking program per term. Out-of-county residents must obtain a "charge-back" from their residential county college to be eligible. Continuing students must earn a minimum 3.0 cumulative grade point average at the end of each term to remain eligible. For the complete NJSTARS requirements visit: <http://www.hesaa.org>.

Public Tuition Benefits Program awards dependents of emergency service personnel and law enforcement officers killed in the line of duty, who are enrolled in a New Jersey college or university on at least a half-time basis, the actual cost of tuition up to the highest tuition charged at a New Jersey college or university.

New Jersey (NJ) CLASS Loan Program

The New Jersey College Loans to Assist State Students (NJCLASS) is a loan program designed to assist middle-income New Jersey families in financing higher education. It is available to US citizen or permanent resident students attending at least half-time or to their parents. The FAFSA must be submitted. The NJCLASS loan is designed as a supplemental source of funding after application for financial assistance through sources such as grants or loans. This loan has an administrative processing fee, which is deducted from the proceeds on the approved amount.

For a complete listing of New Jersey State Financial Aid Programs call 1-800-792-8670 or website www.hesaa.org



Federal Grants

Federal Pell Grants are awarded to undergraduate students who are enrolled (3 or more credits per term) and demonstrate financial need and do not have a bachelor's degree.

Academic Competitiveness Grant (ACG) is in addition to the student's Pell Grant award. Students must be U.S. citizens who participated in a rigorous program of study upon graduating high school. Continued eligibility is contingent upon maintaining a minimum 3.0 cumulative grade-point average; with a progression to the second year, upon completing two terms enrollment. Awarding is in two stages: ACG (1) for freshmen and ACG (2) for sophomores.

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to undergraduate students who demonstrate exceptional financial need. Awarding is done on a first come first served basis. Limited funds are available.

Federal Stafford Loan Program

(Completion of the FAFSA is required - <http://www.fafsa.ed.gov/>.)

Subsidized Stafford loans are based on financial need, which is determined by using a federal formula. A loan is "subsidized" when the government pays the interest for the student under certain defined circumstances.

Unsubsidized Stafford Loans are not based on federal need and are available to all students regardless of income. Because the government does not subsidize the interest, the student is responsible for all interest, which accrues during in-school, grace, and deferment periods.

In addition to completing the Free Application for Federal Student Aid, student loan applicants must complete the online federal direct loan Master Promissory Note (<https://dlenote>).

ed.gov) and the online direct loan Entrance Counseling Interview (<https://www.dl.ed.gov/borrower/EntrCounselingPage.do>). Once students complete these steps the Office of Financial Aid will certify the loan application through the U.S. Department of Education which in turn will disburse the awarded amount directly to the college. Student loans are disbursed in two installments, one per term, and upon verification of class attendance.

Federal PLUS Loan Program

PLUS Loans are not need based and are available to parents of eligible dependent undergraduate students who are enrolled at least half-time. This loan cannot be used to defer tuition charges without the lender's approval on the amount applied for because this loan is based on a credit check by the lender. The completion of the FAFSA is also suggested as students may qualify for other types of financial assistance.

Federal Work-Study Program

The Federal Work-Study Program provides part-time employment on campus and in non-profit agencies off campus. A few non-profit opportunities include participation as a mentor or tutor as part of the "America Reads" or the "America Counts" programs. Students work about 19.5 hours per week and are paid on a bi-weekly basis. If awarded, visit CCM's Office of Career Services and Cooperative Education for job placement.

For additional information on the federal financial aid programs call 1-800-4-FED-AID (1-800-433-3243). The U.S. Department of Education also maintains a financial aid website at <http://www.students.gov/> or <http://mappingyourfuture.org/> or <http://www.hesaa.org/>.

Withdrawal Policy for all Financial Aid Recipients

All financial aid recipients are required to follow the college's withdrawal procedures to ensure an "official" withdrawal. This applies to those students withdrawing from a single course or the college entirely.

Those students who fail to "officially" withdraw may have their financial aid cancelled and, therefore, would be responsible for their tuition charges, or if aid has already been disbursed, students would be required to repay a percentage of their refund or possibly the entire amount to the college.

The date of the institution's determination that the student withdrew varies depending on the type of withdrawal. For example, if a student begins the official withdrawal process or provides official notification to the college of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the student's withdrawal date or the date of the student's notification, whichever is later. The withdrawal date may also be determined by the date the faculty informs the college that the student stops attending classes and did not officially withdraw. Based on the student's unofficially withdrawing from the course he or she will be assigned the grade of "F". Please refer to page 30 for additional information on the college's withdrawal policies.

Cost of Attendance/Student Budgets

Student budgets reflect average institutional costs and are adjusted according to federal guidelines and other miscellaneous institutional fees. The 2009/2010 average annual cost for a Morris County resident who is full-time (30 credits) and dependent is as follows:

Tuition and fees	\$3,780
Books and supplies	1,000
Personal, misc. and travel	6,000
Total	\$10,780

Tuition and fees are higher for out-of-county and out-of-state students. The tuition and fees listed above are subject to change by The Board of Trustees.

Consortium Agreement Procedures

Consortium—Download Application and Conditions <http://www.ccm.edu/pdf/ccmCONSORTIUM%20DomesticWeb.pdf>

Students wishing to take course(s) at another institution as part of their program of study at County College of Morris should follow the steps outlined below. The fully executed Consortium Agreement, and all paperwork related to the processing of financial aid, must be completed and on file at CCM at least 14 days prior to the enrollment period in which you plan to study. Consortium students are responsible for all "visiting" college charges out-of-pocket. Once confirmation of class attendance from the "visiting" colleges is received by CCM Financial Aid Office, the student will receive a refund of their semester eligible financial aid.

Return of Title IV (Federal) Aid Policy

Federal financial aid recipients, withdrawing from County College of Morris, are subject to the following refund policies required by federal regulation:

Federal aid must be returned to the appropriate program in the following order:

Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Plus Loan, Federal Pell Grant, Federal SEOG, other Title IV Aid Programs, other federal sources of aid, state, private or institutional aid.

Federal Refund Calculation

(For all Federal Financial Aid recipients.)

Refund of federal funds to the college is based on a formula percentage, which is calculated according to the last date of attendance recorded by the college when the student was enrolled.

Note: NJ state and federal financial aid regulations are subject to change without notice.



CCM Degree Choices



Degree Programs

County College of Morris offers four degrees: the associate in arts, the associate in fine arts, the associate in science, and the associate in applied science. These degrees are offered in several specialized fields.

The **associate in arts degree (A.A.)** is a university-parallel program designed especially for the student who wishes to transfer to a four-year college or university after graduating or for those who desire to complete a two-year degree program in liberal education.

The **associate in fine arts degree (A.F.A.)** focuses on developing an understanding of the specific arts disciplines of either design, dance, drama or visual arts through the intensive study of technique, history, theory and hands-on approaches in studio work and/or performance. The associate in fine arts degree is designed to provide students with the knowledge necessary to achieve seamless articulation in a bachelor of fine arts (B.F.A.) program.

The **associate in science degree (A.S.)** is awarded to those who have successfully completed programs intended as pre-baccalaureate in such areas as biology, business administration, criminal justice, engineering, mathematics, public administration and science.

The **associate in applied science degree (A.A.S.)** is a specialized career program that prepares the student for entry into the job market. Articulation agreements with select colleges and universities provide transfer opportunities for some A.A.S. degrees.

Certificate Programs

County College of Morris offers college-credit programs of varying lengths which lead to certificates. The programs are designed to meet the needs of individuals for self-development, personal enrichment and occupational advancement.

A certificate program may be a credit bearing course of study which, by virtue of educational content or duration, does not satisfy requirements for an associate degree program, but which is specifically designed to offer content and skill acquisition and other experience appropriate to the objective of such a program. An academic program certificate is at least 30 credits in length and may have a minimum of nine credits of general education. A career certificate is less than 30 credit hours and may represent in-depth study in a particular technical or skill area.

Students who follow a career ladder from certificate to degree will expand their programs to include more general education requirements. Each program will be specifically designed to apply the appropriate credits earned in certificate courses toward meeting the degree course requirements.

Cooperative Education and Internships

Cooperative education experiences and internships offer students opportunities to integrate work experience and classroom instruction through partnerships between employers and the college.

Each participating academic department assigns a faculty advisor who works with the Office of Career Services and Cooperative Education to identify positions in the business community that are directly commensurate with the goals of the instructional program, the needs of the employer, and the skills of the student.

Students who participate in co-op work in paid positions for 300 hours during the semester of the experience while interns are unpaid and work 150 hours.

Eligible students must:

- Be matriculated in CCM majors that offer co-ops and/or internships
- Have completed most of the coursework in their majors at CCM
- Have cumulative averages of 2.0 or better, and
- Receive the approval of their CCM academic departments.

Co-ops and/or Internships are offered in the following curricula:

Biotechnology
 Business Administration
 Chemical Technology
 Communications
 Digital Media Technology
 Computer Information Systems
 Early Childhood Development
 Early Childhood Education
 Electronics Engineering Technology
 Graphic Design*
 Group Teacher Program
 Hospitality Management
 Landscape and Horticultural Technology
 Mechanical Engineering Technology
 Media Studies/Broadcasting*
 Media Studies/Journalism*
 Photography Technology
 Telecommunications Systems Technology

*These programs offer students the option of participating in unpaid internships or cooperative education experiences.

Students who wish to learn more about cooperative education or internships should contact the Office of Career Services and Cooperative Education or their department chairpersons.

Dual Degree

To earn a dual degree, one program is selected as the primary degree with the other as the secondary degree. All requirements for both degrees must be completed with at least a 2.00 grade point average. Comparable courses from the primary degree may be used to meet the requirements of the secondary degree, but a minimum of 21 separate, additional CCM credits must be earned in the secondary degree. Since all requirements for both degrees must be met, more than 21 credits may be necessary in cases where the two degrees do not have many common, shared courses. A student will not be permitted to apply for a dual degree in Nursing and Allied Health. For more information, contact the Office of Records and Registration.

Study Abroad Program



To expand the educational and cultural opportunities for students, the college partners with American higher education institutions which offer study-abroad academic programs. Students who have completed a minimum of 15 college credits with a grade point average of 2.7 or higher are eligible to apply for a semester of Study Abroad. Programs in some countries have admission requirements higher than those previously stated.

Programs are available in many disciplines. Costs vary with the country chosen. Some financial aid is available to qualified students.

Interested students should consult with their faculty advisors and with the Coordinator of International Studies well in advance of their proposed semester abroad.



Division of Corporate and Community Programs



The Division of Corporate and Community Programs offers credit and non-credit courses through its departments of Community and Professional Programs (CPP), Customized Business Training (CBT), CCM at Headquarters Plaza in Morristown, the Office of School Relations, and On-Line courses.

Community and Professional Programs (CPP)

Community and Professional Programs offer more than 700 courses per year in a variety of areas. Personal Enrichment courses are scheduled in art, fitness and dance, photography, financial planning, yoga, and music appreciation.

Professional Development courses cover a wide variety of subjects. Certificate Programs are available in Supervision, Project Management, Human Resources, Management, Medical Billing and Coding Specialist, Small Business Management, Microsoft Office 2003, Web Master and Web Production/Design.

CPP offers extensive Computer Training Programs. Other professional development courses are for dental auxiliaries, construction code officials, non-profit managers, health professionals, teachers and school nurses. Although CPP courses do not earn college credit, designated professional development courses are awarded Continuing Education Units (CEUs) through the college and professional organizations.

Registration - Registration is required prior to the first session of a course. Early registration, completed through the Office of Records and Registration and on the web, is encouraged as many classes fill quickly.

Withdrawals and Refunds - Students will receive a full refund (minus a \$10 drop fee) if written notification is received in writing three business days prior to the first class. Thereafter, there is no refund. Refunds may take four to six weeks to be processed and mailed. It is not possible to transfer course costs from one semester to another.

Senior Citizens - Senior citizens, age 65 years or older, may enroll in designated CPP courses at a reduced charge. The senior citizen cost is noted at the end of the designated course descrip-

tions. All fees such as textbooks and course fees are the financial responsibility of the senior citizen. Senior citizens who wish to qualify for special rates must present proof of birth date at the time of registration. (Attach a copy of driver's license, birth or baptismal certificate). A Medicare card is not acceptable for proof of age.

Non-credit courses that have a limited enrollment or are designed primarily or exclusively for senior citizens shall be at the regular total cost rate. Call for more information at 973-328-5187 or visit our website at www.ccm.edu/cpp.

On-Line courses - Courses are offered through Ed2Go www.ed2go.com/ccm or Gatlin www.gatlineducation.com/ccm. Both offer non-credit courses on-line.

Customized Business Training (CBT)

The Department of Customized Business Training offers professional training courses, college credit courses, and programs for employees of area businesses, public agencies, and professional associations. Training courses can be delivered at the employer's site, CCM's Headquarters Plaza Center in Morristown, or at our main campus in Randolph. Whichever locale a company selects, instruction is scheduled at times convenient to the employer and their employees.

In addition, CBT offers a broad scope of manufacturing and quality programs that can be customized to specific business needs, as well as, high-demand programs like Microsoft Office software applications, supervisory and management leadership skills, and workplace literacy including Communications, English as a Second Language (ESL) and Command Spanish®. Course completers earn Continuing Education Units (CEUs) recorded on a CCM transcript.

Financial assistance for employee training is available for qualified businesses through the New Jersey Department of Labor and Workforce Development's Customized Training Grant Program. CBT provides interested companies with pre-application assessment grant application preparation and preferred vendor training for this public-funded program. Contact CBT to learn about free training needs assessment and grant application writing services at 973-328-5188 and visit our website at www.ccm.edu/cbt.

Youth Programs

Youth Programming at County College of Morris was created to foster knowledge and provide a quality learning experience for students, middle school through high school. CCM's Youth Programs provide students seeking challenges not found in the regular classroom with a unique opportunity to learn about themselves through participation in programs that are wide ranging and include fine/performing/applied arts, sciences, technology and educational preparation and enrichment. CCM offers students state-of-the-art resources and highly skilled instructors. Partnerships and collaborations are developed with school districts, community centers and organizations to provide the highest quality programming possible. The very popular College for

Kids and the Gifted and Talented programs offer more than 200 courses for students aged 9-18 during the summer and throughout the year. Call for more information at 973-328-5072 or visit our website at www.ccm.edu/cpp.

Office of School Relations

The Office of School Relations is responsible for coordinating all initiatives between the college and the public and private schools in Morris County. This includes the 12th grade initiative, the Alternate Route program, Tech Prep, and the coordination of field placements for students enrolled in credit education courses. For more information call 973-328-5087.

CCM in Morristown



CCM in Morristown at Headquarters Plaza

Located in the center of Morristown at 3 Speedwell Avenue, 143 Headquarters Plaza, Morristown, NJ 07960, this satellite higher-educational center of the County College of Morris has as its mission to provide quality lifelong learning opportunities for youth, adults, seniors, businesses, civic and community organizations seeking personal, occupational, and professional development.

This center offers a variety of specialized academic credit and non-credit courses, Department of Labor programs, ESL/GED, and community-based events with an emphasis on business and professional development training and college preparation programs.

Degree Programs

A program of credit courses, with an emphasis on business and general education classes, for traditional and adult learners, which will lead to a CCM degree or are transferrable to a four-year school. This includes associations with four-year schools such as Rutgers.

Adult Distance Learning and Career Certificate Programs

Targeting non-degree seeking adult learners with educational and training programs with a clear connection to employment.

Workforce and Adult Literacy Programs

Focusing on enhancing community strategic partnerships with area secondary schools, state and local government agencies, and grant-based opportunities, with particular interest in the public workforce investment system, adult literacy, and developmental programs for recent or soon-to-be high school graduates.

Conference Center Services

Our 12,000 square-foot, state-of-the-art facility is available to rent to area businesses, organizations, and associations, for meetings, seminars, and training sessions.

For additional information you may contact us at 973-328-5527 and you can find us on the web at: www.ccm.edu/hqp.



Distance Learning



Distance Education

Distance Education is a convenient and flexible way to take courses for college credit. Students can take classes to earn a degree or explore personal interest. We have several types of Distance Learning classes: Online, Hybrid, and Interactive Television (ITV). Since these are fully credited college classes, you must be admitted to the College to take any of these courses. Registration for these classes follows the same procedures and deadlines as traditional on-campus courses. Students should be comfortable with basic computer programs and concepts such as but not limited to email and attachments of files. For more information regarding these exciting learning opportunities for college credit, please consult the Distance Learning Web site at www.ccm.edu/vclassrooms or call 973-328-5184.

CCM now offers online degrees in Humanities/Social Science and Business Administration.

Online Courses

In an online course, all instruction traditionally provided in class is replaced with instruction online. Online courses require students to have access to a computer, the Internet and e-mail. Students do not meet with their instructors at a specific time or on campus, but must participate regularly in the coursework online through special software throughout the regular semester.

These courses do not require the learner to be online at any specific day or time; however, they do run on a strict schedule that outlines when course work must be completed and when topics are introduced. Lessons, assignments, projects, quizzes and faculty/student interactions are completed using the Internet. Faculty may require students to come to campus for special course orientations, meeting dates, projects and tests. Photo ID is required.

Hybrid

In a hybrid course, instruction is provided both in-class and online (in any combination). The online portion will reduce the amount of in-class time that is traditionally required. Hybrid courses combine the benefit of traditional face to face, in-class learning with the independence of online learning. Students are required to attend class on-campus during a specific meeting time in addition to completing course work on line.

Interactive TV

ITV classes are similar to a traditional college class in that weekly attendance on campus is required. They differ in that course content is delivered via a television and video network and to more than one college at the same time. Students can see fellow classmates and instructor through a video screen and communicate through use of a microphone.



Semester Hours

Courses are recorded in terms of semester hours. One semester hour of credit normally is earned by one hour of class work per week, per semester.

A semester is 16 weeks long and includes one week for final examinations.

Course Options

CCM offers students a variety of ways in which they may take a course. While the majority of our classes are taught as traditional in-class instruction within a 16-week semester, 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 will reduce 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 which combines 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 chairperson prior to registration. Proof and/or documentation of fulfilling a prerequisite must be presented to the department chair in order to obtain a waiver for this requirement.

Corequisites

A corequisite course is one which 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 & 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 courses audited. 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.

Part-time students should contact the Office of Academic Affairs or Division Deans for the required permission.

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

*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 and

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."

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

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

Semester I	Grade	Point Value	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
		Cumulative Credits
		93
		Cumulative Quality Points

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

Grade Appeal Policy

Grades are determined solely by individual faculty members. 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 chairperson, 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 or add courses should either process the change online or inform the Office of Records and Registration in person and complete 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 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.

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. Or you 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 & Enrollment Management, the Vice President will refer the complaint to the Academic Integrity Review Board, which is composed of faculty, academic administrators, and the Vice President of Student Development & 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 the 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 F's 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 F's for the year.

Full and part-time students enrolled in developmental/ remedial courses during the award period must be enrolled in at least 12 or more credit courses 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 in order to receive the withdrawal designation.

Courses officially dropped before the end of the second week of class will generate a refund of tuition only and 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% 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 Services 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 College

Students who wish to withdraw officially from the college must complete a withdrawal application form. Students may obtain the form from the Office of Counseling Services. 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% of the term ends, he/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% 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% of the course is completed unless extenuating circumstances prevail or without approval from the faculty member. The student must contact the Office of Counseling Services 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 the 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 which 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 their cumulative grade point average will be reinstated.

Incomplete Grades

An Incomplete, "I" is a temporary grade given to students who are unable to complete the 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 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. The "U" designation does not appear on the student's permanent record, while the "W" will appear on the permanent record only in the event the student processes an official withdrawal through the Office of Counseling Services.

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 in which 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/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 County College of Morris, after a dismissal he/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 shall be composed of the Vice President of Student Development & Enrollment Management, two counselors, two faculty members from each of the three academic divisions and the Director of the Center for Academic Support and Enrichment. The Academic Review Committee shall have 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 & 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 & 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 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 County College of Morris. Certificate students must complete at least 15 credits at County College of Morris. (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 County College of Morris.
- 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 will 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 CCM 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."



Student Development

The Division of Student Development & Enrollment Management is committed to providing comprehensive services and activities that complement the learning process and maximize students' abilities to realize their educational and life goals. Students benefit more from their college experiences when their total level of campus engagement – academic, interpersonal and extracurricular – is mutually supporting and relevant to particular educational outcomes. Involvement in the academic and social life of the institution enhances student learning. Departments within the Division offer integrated and complementary academic and social programs, policies and practices which increase learning and support students' educational goals. The services are staffed by professionals who help students make the most of their educational opportunities by:

- Providing the conditions and opportunities in which students might succeed, and determining and prescribing practices that lead to success;
- Providing sufficient opportunities for meaningful student participation in the life of the institution, such as leadership roles in academic and social organizations, recreation, campus jobs, off-campus work or citizenship;
- Providing a full range of student support services to permit students to benefit from college programs;
- Prescribing and providing programs that assure students' competence in specified academic and skills areas;
- Interacting with, supporting and supplementing the learning process which occurs in the classroom;
- Appreciating the diverse population that constitutes the student body and promoting an awareness and an appreciation of the diversity;
- Fostering an environment in which students can acquire the knowledge and skills to carry them forward throughout life.

Counseling Services

The Office of Counseling Services contributes to student learning in the areas of personal growth, career awareness, life planning, educational counseling, transfer counseling, and programs for special populations. Through counseling, students also learn about themselves and develop personally as part of a complete education. The professional staff offers services in:

- Educational Counseling
- Career Counseling - FOCUS
- Workshops on Special Topics
- Personal Counseling
- Transfer Services
- Official Withdrawal from College
- International Students Services
- Placement Students
- Disabled Students Services
- Advising for Student-Athletes
- Counseling for Conditionally-admitted Students
- Program for Women Returning to School
- NJ STARS Program
- Academic Success Program
- Project Success
- Veteran's Services

Academic Advisement

All full-time and part-time matriculated students are assigned to academic advisors within the department of the major they are pursuing. Although faculty members are the primary providers of academic advisement at CCM, certain groups of students are assigned to work with the counselors in the Office of Counseling Services for academic advisement. All academic advisors are available to engage in conversations that will assist students in meeting their educational goals and objectives. Advisors can assist students with a variety of activities such as selecting courses, reviewing curriculum requirements, changing majors, discussing plans to transfer, and/or setting career goals.

Each week during the semester, faculty advisors hold regularly scheduled office hours to meet with students. In addition, special group advisement sessions are held each semester during Academic Advisement Week. Students are encouraged to meet with their faculty advisors at least once prior to the beginning of each semester to plan their curriculum requirements so they may graduate from the college in a timely manner.

Questions regarding advisor/advisee assignments should be directed to the Coordinator of Academic Advisement in the Student Center, Room 212, (973) 328-5303. The advisement link on the CCM website (www.ccm.edu, click on Quick Links then click on Academic Advisement) is also an excellent source of information for prospective and/or current students.

International Students

The college provides personal, academic, career, and transfer counseling for international students. To help students adjust to the American academic and social environment, additional support also is given through a strong, active International Students' Club. The club schedules cultural activities during the year to enhance the student's American educational experience.

Center for Assessment and Learning (CAL)

The Center for Assessment and Learning includes:

- The Testing Center
- The Math Center
- The Writing Center and ESL Tutoring
- Peer Tutoring Program

Testing Center

Testing services provided by the center include the basic skills placement testing in Math, English, ESL and Computer Literacy for newly admitted and newly matriculated students and college level math placement in credit courses.

CLEP (College Level Examination Program) is a credit by examination program. Students can demonstrate their proficiency in a

variety of subjects. Information can be found on the College Board website (www.collegeboard.com/clep) and the CAL website.

CCM's departmental examinations and Thomas Edison College testing are administered through the center by appointment only.

Proctored exams for CCM online and hybrid courses are administered in CAL's testing room. Please visit the CAL website for instructions and times.

Math Center

The Math Center, staffed by faculty, paraprofessionals and peer tutors, offers free tutorial assistance and workshops designed to enhance student learning in mathematics and physics. These services are offered through individual and group appointments or drop-in basis. They are not intended for last minute cramming in preparation for examinations. Videotapes, review sheets, student solution guides and computer assisted software are additional helpful resources.

Writing Center

The Writing Center is designed to help students improve their writing skills. Assistance is available through instruction by faculty tutors, instructional videos, and computer software. All of the writing tutors are members of the English Department. Tutors diagnose writing problems, provide instruction in theory, and offer practice for writing improvement. In addition, tutoring for ESL writing courses is provided by ESL faculty.

Peer Tutoring

The Peer Tutoring is designed to reach out to students who need additional help with their CCM courses. Students who earn an "A" or a "B" in a course are eligible to tutor. The center conducts training sessions for peer tutoring which cover areas in accounting, computers, history, media studies, music, sociology, and foreign languages.

For location, scheduling, and additional information visit CAL's website: www.ccm.edu/admissions/placementtesting/cal

Center for Academic Support and Enrichment (CASE)

CASE provides an opportunity for CCM students to acquire new learning strategies to help them become more effective and efficient learners through tutoring in strategies with direct application to courses currently in progress. In addition, tutoring is available for remedial level courses.

The **Horizons** Program is a service of CASE. It is designed to assist college able students who have documented learning disabilities. Students receive services and accommodations while completing regular course offerings. Students with learning disabilities are held to the same course and program standards as any non-disabled student.

Basic Avenue: This Avenue is available to any student who meets Horizons eligibility requirements. You would choose this avenue when you do not see a need for the services provided in the Enhanced Avenue. The Basic Avenue includes the following: classroom accommodations, testing accommodations, orientation to services, and workshops.

Enhanced Avenue: This Avenue is for students who are interested in high level of individual assistance and are interested in learning strategies instruction. It is important to realize that there is a limit to the number of new students that Horizons can serve through Enhanced Avenue. This Avenue includes all of the services of Basic Avenue plus the following: Academic Strategies Courses (ACS 024 and ACS 125), registration assistance, and supplemental academic advisement.

Science Resource Center

The Science Resource Center offers tutorial assistance, group workshops, and materials such as microscope slides, bones and other specimens, and computer software for study in biology and chemistry courses. Tutors are full-time Biology and Chemistry faculty and trained peer tutors who offer free assistance to students enrolled in science courses.

Educational Opportunity Fund

The New Jersey Educational Opportunity Fund (EOF) Program, established in 1969 at County College of Morris, is a state-wide program that offers to educationally and economically disadvantaged residents of New Jersey an opportunity to obtain a college education and earn a college degree. Students whose prior academic achievements are not truly reflective of their academic potential are encouraged to apply.

Academic support, such as tutoring and study groups, as well as self-enhancing workshops, community service participation, and additional financial aid are available to enable students to enroll in college and to reach their full academic potential as they complete their college courses--- Graduation being the ultimate goal.

The EOF professional staff provides a broad range of services, including personal, academic, career, financial and transfer counseling. At the end of every academic year, all EOF students are invited to attend the awards celebration, where students' academic and extracurricular achievements are recognized.

Applicants must complete and submit the Free Federal Financial Aid Application (FAFSA), an EOF application, documentation that may be requested. It is required to arrange an interview with a member of the EOF professional staff to complete the application process.

Career Services and Cooperative Education

Through a comprehensive series of programs and services, the Office of Career Services and Cooperative Education operates as a multifunctional office serving students and alumni as they make career decisions, develop job search strategies, pursue experiential education, and secure employment.

Job Listings

Listings of both full-time and part-time employment opportunities off-campus are maintained in the office and on-line throughout the year. The office maintains a database of resumes of CCM graduates who are looking for jobs and employment listings from area employers on its web site: www.ccm.edu/studentlife/careerservices.

Job Preparedness

Presentations and programs cover such topics as resume preparation, interview techniques, career forecasts, and job search strategies.

Campus Student Employment Program

Eligible students are referred to departments on campus for employment during the summer and academic year. Off-campus community placements are also available.

Cooperative Education/Internship Programs

Cooperative education placements and internships are available in many academic programs at CCM and enable students to integrate classroom instruction with practical, valuable on-the-job experience.

Individual Counseling

Students and alumni may request one-on-one counseling with regard to employment concerns and job search strategies.

Internet Resource Center

This department provides computer access to web-based job search tools and resources.

New Student Orientation

The college provides an orientation program for new students before the beginning of each semester. Students have the opportunity to explore the campus, learn about various college services, meet with members of the campus community and get information on extracurricular and co-curricular activities and programs.

Health Services

The Office of Health Services, located in Cohen Hall, is open throughout the year. A registered nurse is available to provide health care, discuss personal health problems, and make appropriate referrals. Any questions regarding health or safety may be directed to the Office of Health Services. Students are encouraged to participate in all special health promotion programs and activities offered throughout the year.

Immunizations

New Jersey law requires that all full-time students present a valid record of immunization against measles, mumps, and rubella as a condition of enrollment. The state requires two doses of live measles containing vaccine administered after one year of age,

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after 1968 and 30 days apart. Additionally, the documentation must include verification of a three-dose Hepatitis B vaccine or a 2-dose recomibax IP given between 11 and 15 years of ages. Individuals who are not in the Nursing, Radiography, or other Allied Health Programs are exempt from these requirements only if they were born before 1957. Students should contact the Office of Health Services for more details about the immunization requirements.

Health Records

A health record is not required except for students in the Nursing and Allied Health Professional Programs and those who participate on Athletic Teams. It is recommended that students who have a chronic medical disorder or disability contact Health Services in person or by telephone (973-328-5160). Those having a need for Medical Reserved Parking must also contact Health Services. All records are confidential and kept on file in the Office of Health Services.

Physical Examinations

Prior to participation in an intercollegiate sport, students will receive physical examinations by a physician designated by the college. Student-athletes who miss the scheduled physical will need to obtain a physical by their own physician prior to participating in any intercollegiate activity. Athletes injured in an intercollegiate sport are included under the college's sports insurance policy that gives wide coverage for medical expenses.

Insurance

College policy and New Jersey State Law requires all full-time students and part-time Nursing and Allied Health Professional students to maintain both accident and sickness health insurance providing basic hospitalization coverage. The college provides group health coverage in which the premium is added to the student's tuition bill. The sickness insurance requirement may be waived if proof of coverage by another policy is presented at time of payment. All part-time and full-time Nursing and Allied Health students must have proof of either private insurance or insurance offered through the college.

Transfer Services and Articulation Agreements

Students who plan to continue their education beyond the associate degree are encouraged to use the resources available through Transfer Services within the Office of Counseling Services. A Coordinator of Transfer Services provides services to help students make a smooth and successful transfer upon graduation. An up-to-date library of college catalogs and supplemental information is available to students and faculty. Information includes admission policies and procedures, complete information about the Comprehensive Statewide Transfer Agreement, application deadline dates, credit evaluation procedures, and transfer information.

Additionally, students can obtain information about accessing NJ Transfer online. This electronic transfer information resource guides students through understanding how their CCM credits will transfer to New Jersey colleges and universities. For more information, access www.njtransfer.org.

Transcripts

Request Policy & Procedures

Students who would like to request their County College of Morris transcript should fill out and sign a Transcript Request Form, available in the Office of Records & Registration. The form can also be downloaded from the college website (www.ccm.edu). Transcripts cannot be processed without a signed written request. Telephone requests cannot be processed. Allow three to five business days for either unofficial or official transcripts to be processed. You must allow more time during peak office times, such as registration and graduation.

Official/Unofficial Transcripts

The official transcript is a copy of a student's permanent academic record at County College of Morris and is sent directly to the institution or agency designated. Students may request to receive an official transcript directly, however, the transcript will be stamped "Official Transcript Issued To Student In Sealed Envelope".

Unofficial transcripts are issued to the student and stamped "Unofficial Student Copy". These may be used for a student's personal record, interviews or in place of a grade report.

Child Care Center

The Dalrymple House Learning Center is located in the Dalrymple House on Center Grove Road on the County College of Morris campus. Operated by the Morristown Neighborhood House association, this renovated center is open to children of students, employees and the general public. The center is licensed for children ages 2 1/2 to 6 years of age. Children must be toilet trained.

Dalrymple has a variety of program options from which to choose including a special program for children of enrolled students of CCM. Children of students may be enrolled two, three, four, or five days per week for a five hour time slot each day. The price of this program is \$42 per day. There is also a one-time registration fee of \$50. There is a full-day program that is open twelve months a year and the weekly tuition is \$215 per week. There is also a part-time program that offers both morning and afternoon sessions and runs September through June. The two day a week, part-time session fee is \$184 per month and the three day a week session is \$258 per month. A summer camp is also offered in July and August. Parents provide a lunch for their child and the center provides a morning and afternoon snack.

The center is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. To set up a tour or for more information, call the Director Jane Carotenuto, at 973-328-5240.



Campus Life

The Office of Campus Life has as its mission the enrichment of the academic program of studies at CCM and the enhancement of the overall educational experience of students through exposure to and participation in cultural, social, recreational, intellectual and governance programs and activities. The department also serves as a resource and information center not only for the student organizations that it oversees but also for the campus community. It supports many extra-curricular and co-curricular needs of the college, providing services, programs, events, trips, activities, and publications that enhance the college experience.

Services

Campus Life services include: issuing student identification cards; planetarium reservations; selling discount recreational, cultural and ski area tickets; renting DVDs; issuing passes for area museums and attractions; and selling tickets for on-campus and off-campus events. Visit the Campus Life Information Window in the Student Center to take advantage of these services.

New Student Orientation

The college provides an orientation program for new students before the beginning of each semester. Students have the opportunity to explore the campus, learn about various college services, meet with members of the campus community and get information on extracurricular and co-curricular activities and programs.

Intercollegiate Athletics

Philosophy

The Athletics Program at County College of Morris encourages the development and growth of students by providing programs in intramural sports, intercollegiate athletics, and recreational activities. A priority is to foster the overall growth and development of the student, present a structured, well-rounded athletics program for men and women that provides healthy personal and social growth opportunities, and support and reinforce the educational goals of each student-athlete.

In addition to providing support services to student-athletes including, but not limited to, personal counseling, financial aid,

tutoring, and transfer assistance, the Athletics Program offers a professional, industrious, and highly motivated coaching staff, modern up-to-date facilities, and adequate support in the treatment, prevention, and care of injuries to student-athletes.

Competition

The college believes strongly that a comprehensive athletics program contributes significantly to the overall program of an educational institution. Intercollegiate competition for both men and women now includes the following:

Men's Program	Women's Program	Co-ed Program
Baseball	Basketball	Golf
Basketball	Softball	
Ice Hockey	Soccer	
Lacrosse	Volleyball	
Soccer		
Tennis		

Membership

County College of Morris is a member of the National Junior College Athletic Association, which consists of twenty-four geographical regions, located throughout the country. The college also competes in Region XIX, which encompasses the states of Delaware, New Jersey, and eastern Pennsylvania, and the Garden State Athletic Conference. The Ice Hockey Program holds membership in the Metropolitan Collegiate Hockey Conference.

Eligibility—Intercollegiate Athletics

All students interested in competing in the intercollegiate program are required to carry, as a regularly enrolled student, a minimum of twelve credit hours of college work as listed in the college catalog.

The student must maintain a satisfactory average as mandated by the college and/or the National Junior College Athletic Association.

Students must pass a complete medical examination by the college physician prior to each season of participation.

All transfer students from either a two- or four-year college should contact the Director of Athletics regarding the status of their eligibility prior to competition.

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Facilities

The college is proud of its athletic resources and the department staff consisting of 18 coaches, an Intramural Director, a full-time trainer, an Aquatics Supervisor, two equipment managers, and administrative support staff. Student-athletes, other students, faculty, and staff have full use of a modern weight room and Fitness Center that houses the latest in weight-training equipment and exercise equipment. The Natatorium is a beautiful six-lane, twenty-five yard facility with spectator seating so that both recreational use and swimming competitions can be accommodated.

CCM's 2,400-seat gymnasium, home for men and women's basketball games as well as the site of the Morris County High School Basketball Tournament championships, is an attractive arena. The college's outdoor facilities include a championship baseball field and a brand new softball field, two regulation soccer and lacrosse fields, several practice fields for various sports, and eight newly renovated tennis courts. The college also contracts with Mennen Arena for the Ice Hockey team, and the Picatinny Arsenal Golf Course for varsity golf.

Well aware of the strain that educational costs can put on a family, the CCM Athletics Department works closely with prospective student-athletes to help provide financial assistance opportunities. This includes a variety of college scholarships, federal loans, grants, and part-time employment on campus.

Intramurals

Philosophy

The Intramural Program is designed to give students the opportunity to participate in some form of team or individual play, to keep them physically active and mentally prepared, so that they may accomplish their primary goal in attending CCM – that of achieving a well-rounded education.

The successful program is dependent upon student interest in the organization and execution of the program. The goal of the total program is to encourage active participation of everyone.

Through the diverse program we hope students will enjoy the competition, sportsmanship, and teamwork, elements needed to assist students in making new friends at County College of Morris.

Organization

The Intramural Program is administered by the Intramural Director, who is under the direct supervision of the Director of Athletics. Student intramural assistants participate in the program by acting as umpires, officials and scorekeepers, as well as collecting and compiling all necessary records and results.

What are Intramurals?

The County College of Morris Athletics Department offers on-campus intramurals sports competition twice a week. Hours of competition vary so interested individuals should consult the semester schedule of intramural activities for specific details. Occasionally, we compete with other local college intramural programs in volleyball, bowling, and flag football.

Is it competitive or just for fun?

The philosophy of the Intramural Program is to offer programs that will be both fun and competitive.

Who can play?

Any full-time or part-time student may participate in Intramurals. You can sign up as an individual or as a team.

What else will I need to know?

1. For all gym activities you must have your valid CCM student ID card on you at all times, wear sneakers, shorts, T-shirts or sweat outfits.
2. If you do not carry the college insurance program, you must sign a waiver stating you have coverage by another source.

Program Offerings

Weightlifting	Co-Ed Volleyball
Badminton	Co-Ed Tennis
5 on 5 Basketball	Co-Ed Bowling
Mountain Biking	Co-Ed Wiffle Ball

Please contact the Intramural Director in Room 125 of the Health and Physical Education Building or call for more information at 973-328-5255.

Student Clubs and Organizations



Part of college life is the personal enrichment obtained outside of the classroom through involvement in campus activities. Through participation in CCM's various academic, cultural, social, religious, governance, or recreational organizations, students have the opportunity for self-exploration and self-discovery while developing relationships with fellow students, faculty members, staff, and administrators.

There are usually between thirty to thirty-five active student organizations in any given year. While the current group of student clubs serves a wide range of interests, new student organizations can be started at any time during the academic year. Current active clubs and organizations include:

Student Governance and Planning

Student Government Association Senate and Executive Board
Inter-Club Council
Judicial Board
Student Activities Programming Board

Media

Promethean (literary and graphic arts magazine)
WCCM (campus radio station)
Youngtown Edition (student newspaper)

Co-curricular

Art Club
Dance Club
Drama Society
Fashion Club
Gourmet Club
Institute of Electronics and Electrical Engineers (IEEE)
Musical Theater Club
Nursery and Landscape Club
Photography Club
Radiography Club
Respiratory Club
Society of Automotive Engineers (SAE)
Spectrum Photo Club
Student Nurse Association

Special Interest and Service

Alpha Beta Gamma (Honor Society)
Asian Students Association
Bike Club
Black Student Union
Campus Catholic Ministry
Campus Christian Fellowship
Chess Club
CCM Ambassadors
E.O.F. Student Alliance
Gay/Straight Alliance
Green Student League (Environmental Club)
International Students Association
Jewish Students Association
Muslim Student Club
Peer Mentors Support Group
Phi Theta Kappa (honor society)
Ski and Snowboard Club
Strategic Gaming Club

Ultimate Disc Club
United Latino Organization
Volunteer Club

Campus Life Awards

There are several monetary awards given each semester to those students who are actively involved in CCM's Campus Life Programs, including student clubs and organizations, intercollegiate athletics, and the performing arts. Selection is based on performance, level of involvement and merit.

College Activity Hour

Students who would like to participate in campus activities may want to plan their schedule around "College Hour." Each week the college sets aside two activity periods. One period is from 11:30 a.m. to 12:45 p.m. on Monday and the other is from 2:30 p.m. to 3:45 p.m. on Thursday. During these times, students may participate in many activities, including student club and organizational meetings, intramural activities, college committee meetings, and college sponsored functions such as special lectures, films, festivals, and celebrations. In most cases classes scheduled during "College Hour" can be taken at other times.

Library Learning Resource Center



CCM's Sherman H. Masten Learning Resource Center (LRC), named after the college's first president, provides library and media services to the campus. The library provides books, including e-books, periodicals, CDs, DVDs and videocassettes. It also includes reference materials to support CCM's varied academic programs.

The library subscribes to numerous online databases that provide citations and full-text articles from periodicals, and has specialized collections of foundation grant material and Federal government documents. The library is a member of the New Jersey Library Network program for interlibrary loans and supports interlibrary agreements with other libraries throughout the nation. Facilities are also provided for obtaining photocopies of reproducible

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materials. The LRC website contains webliographies, information about new acquisitions, and special resources of all kinds.

Computers, including a wireless network, are available for student use in the LRC. In addition to Internet access, these PC-based facilities provide access to the library's catalog and an array of application software, including word processing, spreadsheet, database, and presentation design.

The library is staffed with trained personnel who help students become independent users of the library for personal enrichment and academic development. Librarians are available by appointment for individual instruction on writing a research paper.

The LRC's media center consists of a professional level television studio and related facilities for both production and instructional activity, and is home to Morris Educational Television, a 24-hour, seven day a week cable educational access channel broadcasting telecourses and educational and local programming. Distance learning services are provided for online and other remote-access courses offered by and through CCM.

For more information, call 973-328-5296 or visit the LRC's website at www.ccm.edu/lrc.

Student Community Center

The Student Community Center is the facility on campus that serves as the center of campus life. In addition to most departments involved in the enrollment process (Admissions, Financial Aid, Academic Advisement, Records & Registration, and Bursar), the Student Community Center houses a lounge with modest performance space and a central fireplace, a large screen TV, a game room, student organization offices, a TV Lounge, several multi-purpose rooms, the Campus Store, and a Café. Additionally, the Office of Campus Life, the Counseling Office, the Women's Center, the Office of Student Development & Enrollment Management, and the Dragonetti Auditorium are also located in this building.

The Campus Store

The Campus Store, located on the upper level of the Student Community Center, has all the required textbooks, supplements and other materials needed for classroom use, as well as tradebooks, study guides and reference books. It also has an extensive assortment of clothing, novelties, supplies, greeting cards, stationary, software, backpacks, CCM specialty logo items, and candy. The Campus Store website at ccmbookstore.com offers textbooks, emblematic merchandise, and educational discounted software.

Extended hours are offered at the beginning of each semester and are posted at the Campus Store and online. After the first three weeks of each semester, Campus Store hours are as follows:

Regular hours:

8:30 am to 6:30 pm., Monday and Thursday
8:30 am to 4:00 pm, Tuesday, Wednesday, and Friday

Food Service



The SCC Café is located in the Student Community Center, and offers a wide assortment of grilled items, pizza, daily entrée specials, sandwiches, a salad bar, soups, beverages, and desserts served in a relaxing setting.

Fall and Spring hours for the Café:

7:30 am to 4:00 pm Monday-Thursday
7:30 am to 2:00 pm Friday

The Cohen Hall "B" Cafeteria (B building) features a full Quiznos station, the "Player's Grill", and an assortment of "Grab and Go" items for the busy student including pre-made sandwiches and salads, breakfast choices, soups, beverages, desserts, and snacks.

Fall and Spring hours for the "B" Cafeteria:

7:30 am to 8:30 pm Monday-Thursday
Closed on Friday

Summer Hours:

Note: Only B'Cafe is open for summer classes.

When day and evening classes are in session:

Monday to Thursday, 7:30 am to 8:30 pm
Friday, 7:30 am to 2 pm

When no classes or day classes only are in session:

Monday to Thursday, 7:30 am to 2 pm

In addition, vending machines are located in a variety of areas across the campus, including the Student Center, all academic buildings, Henderson Hall and HPE.

Planetarium

The newly renovated Madeline D. and Joseph J. Longo Planetarium is located in Cohen Hall. The state-of-the-art facility is used for credit and non-credit courses as well as private and public programs. Public programs are offered on weekends. Reservations are suggested and can be made by calling 973-328-5076. You can also call for a schedule of upcoming shows.



Campus Parking

All student cars parked on campus must be registered with the college Public Safety Department. Parking permits may be acquired during registration or at Security Headquarters in the West Annex of the Plant & Maintenance Building (opposite Parking Lot 5), 24 hours a day, seven days a week. A leaflet detailing the college parking regulations is available from Public Safety.

If you fail to obtain a decal within ten days of the first day of classes, you are subject to being ticketed and having your vehicle towed from campus at your risk and expense. Decals are color-coded and remain valid for six semesters (three years). It is not necessary to obtain a new decal for each semester you are here unless your original decal(s) has expired.

Traffic fines may be paid at the Bursar's Office, Student Community Center, from 8:30 a.m. to 4:30 p.m. and until 6:30 p.m. on Mondays or Thursdays, or paid by mail. Fines must be paid immediately whether or not you intend to appeal the citation.

NOTE: If you have campus traffic fines outstanding, you will NOT be permitted to receive final grades, or have transcripts of grades transmitted until all fines are satisfied.

The speed limit on campus is 25 mph, unless otherwise posted. Vehicles are to drive on the roadways and park in designated areas. Parking Lot 5 is reserved for staff and faculty, however, a special section is designated for motorcycle parking. Students may park in Lot 5 after 5 p.m. Parking lot 7 is designated for students. Parking lot 8 is for employees and reserved parking. It is also a tow away lot.

Conduct Policy

County College of Morris was founded by the citizens of the county with the belief that learning is a lifelong process and that education can improve the quality of life for individuals and society.

County College of Morris is a community of individuals. As such, we must strive to recognize the dignity and worth of each member of our community. It is, therefore, the policy of the college that each individual, regardless of status (student, administrator, support staff or faculty member) must treat every other

individual, irrespective of status, rank, title, or position, with dignity and respect.

The college recognizes the diversity of its community. We come from many different backgrounds and include different races, religions, and ethnic ancestry. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone is not enough. Respect and understanding are also needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides us as members of this community.

All students are governed by college rules and regulations. Students are expected to give prompt and courteous attention to all collegiate duties and to respect the property and rights of the college and others. Students also are responsible for their own actions and are expected to maintain proper standards of conduct at all times.

The purpose of the Student Code of Conduct is to protect the college, its academic and social community, and its property from harm resulting from acts of its students that may cause injury or threat of injury. The code defines prohibited conduct and provides imposition of appropriate discipline upon those students whose acts violate its standards of conduct, by means of hearing procedures that afford both prompt disciplinary determinations and appropriate due process to the alleged violator.

The college has adopted a separate Academic Dishonesty Policy and Procedure which defines acts of academic dishonesty and sets forth the procedure for determining whether academic dishonesty has occurred and, if so, the appropriate discipline to be imposed.

The following acts, when committed by students of County College of Morris, shall be deemed misconduct under this code, subject to imposition of discipline under this code. This code applies to conduct engaged in while attending college functions on-campus or off-campus, or functions of college-sponsored organizations conducted on-campus or off-campus.

1. Intentionally or recklessly causing physical or psychological harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Engaging in hostile conduct or disorderly behavior that might incite immediate violence or that might impede the teaching/learning environment.

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3. Engaging in abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile environment and impedes the rights and privileges of other members of the college community.
4. Unauthorized use, possession, or storage of any weapon.
5. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
6. Intentionally or carelessly disrupting college operations or college-sponsored activities.
7. Use, possession, distribution or sale of, or being under the influence of, illegal narcotics, chemicals, psychedelic drugs or other dangerous substances unless prescribed by a doctor. (See CCM Substance Abuse Policy.)
8. Furnishing false information to the college including forgery, alteration, or misuse of college documents, records, or identification.
9. Unauthorized access to, modification of, or transfer of electronic data, system software, or computing facilities or improper use of college-provided technology of any kind.
10. Theft of college property, knowing possession of stolen college property, or theft of personal items from campus facilities.
11. Destruction, damage or misuse of property of the college or others on campus.
12. Failure to comply with reasonable directions of college officials issued in the performance of their duties intended to insure the orderly or safe conduct of college programs, activities or operations, or the proper orderly and safe use of college property.
13. Unauthorized presence in or use of college premises, facilities, or property.
14. Unauthorized use and/or possession of fireworks on college premises.
15. Any gambling that is not authorized by the college or under the laws of the State of New Jersey.
16. Unauthorized use or misuse of the college name for soliciting funds or for sponsorship of activities, or on printed matter.
17. Violation of college regulations or policies, including campus motor vehicle regulations, the college's smoking policy, or federal, state, or local laws.
18. Violation of the terms of any disciplinary sanction imposed in accordance with this code.

Smoking Policy

County College of Morris is a smoke-free campus. Smoking is banned in all campus buildings and anywhere on campus grounds. Smoking will only be permitted in vehicles not owned by the college. Smoking fines start at \$25 and increase substantially for every offense thereafter. Fines must be paid within 10 days of the date it was issued. If an appeal is filed and upheld, the fine will be refunded.



Access to Student Files

1. The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, gives students the right to inspect and review all their educational records except for:
 - A. Financial records of the student's parents.
 - B. Confidential letters or statements placed in the file prior to January 1, 1975.
 - C. Psychiatric or medical records retained by a professional for treatment purposes.

If students wish to inspect or review their academic records, they must fill out and sign a request form in the Office of Records and Registration. The law permits the college 45 days to respond to such requests, but every effort will be made to accommodate such requests as quickly as possible. Upon receipt of the signed, written request, an appointment will be set up for the student to review the file.

2. The Family Educational Rights and Privacy Act also states that the college may not release educational records or personally identifiable information to any individual agency or organization unless there is the written consent of the student or a court order (subpoena). In the case of a subpoena, the student will be notified by certified mail of the nature of the subpoena. Please contact the Office of Student Development & Enrollment Management if you have any questions concerning this law.

Students have the right to waive their rights to privacy by completing the appropriate form in the Office of Student Development & Enrollment Management.

Hold on Student Records

Students who fail to meet their obligations to the college, financial or otherwise, will have their academic records placed on "hold" until the obligation is resolved to the satisfaction of the college. No grade report, transcript, or diploma will be issued on the student's behalf until obligations are satisfied in full. Once the obligation is satisfied, it is the student's responsibility to notify the Office of Registration and Records. Enrollment verification will be issued only for currently attending students.

Sexual Harassment Policy

County College of Morris reaffirms its desire to create an academic/work environment for all students, faculty, and staff that is not only responsible but also supportive and conducive to the achievement of education/career goals on the basis of such relevant factors as ability and performance. Students and college personnel are required to maintain an environment that allows all students and all college employees to enjoy the full benefits of their learning experience or work. The use of implicit or explicit coercive sexual behavior to control, influence, or affect the performance or status of an individual is prohibited. Any student, faculty member, staff, or administrative employee determined to have been engaged in sexual harassment will be subject to immediate and appropriate disciplinary sanctions.

The college has established a procedure to be followed in reporting and investigating complaints of sexual harassment. Any member of the college community who believes he or she has been subjected to conduct that violates this policy should follow the "Procedures for Reporting and Investigating a Sexual Harassment Complaint." Copies of this procedure are available from the Office of Student Development & Enrollment Management, the Office of Human Resources, or the Counseling Services Office.

Fire Procedure



Fires should be reported immediately by activating the nearest fire alarm and by notifying the nearest college official. You may also dial the emergency number 5555 or use the emergency boxes located throughout the campus.

Buildings must be evacuated when the fire alarm sounds. Evacuations must be done in an orderly fashion, by the exit nearest you that is clear of the emergency. Move 50 feet from the building; do not re-enter until the all-clear siren has sounded. Take all personal items with you when exiting a building, such as books, purses and jackets.

Animals

For reasons of health and safety, unless specifically authorized, domestic pets may not be brought on campus or allowed within a college building. Anyone bringing animals on campus or into buildings will be subject to disciplinary action. Animal Control will remove animals left unattended inside of automobiles.

Bicycles

Bicycles and skateboards are not allowed to be ridden on campus walkways or in parking lots, or brought into college buildings. Bike racks have been provided in Parking Lot #5 to lock bikes. You must provide your own locking device.

The Right to Function

County College of Morris, as a publicly supported institution of higher learning, has an obligation to provide educational opportunity to the total community which supports it. It is the right of the public to expect, and the responsibility of the college to insure, that this opportunity is maintained free from interference or disruption by persons who seek to impose upon the college, through force, their own points of view, special interests or demands.

Clearly, then, the college can neither condone nor tolerate any forcible activity which disrupts, obstructs, or interrupts the facilities or operation of the college, and persons participating in such activity will be subject to dismissal from the college and to applicable civil or criminal penalties.

While the college is unswerving in its determination to prevent forcible disruption of its operation, it will guard with equal determination the preservation of academic freedom on the campus and the rights and freedoms of its constituent members as provided by law to all citizens. Reference here is to the right of peaceful protest, the right of non-obstructive demonstration, the right to be heard, and the right to receive consideration by the college on issues of concern.