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**CREDITS**

*Special thanks to the entire Campus Life Staff.*

*Every effort has been made to avoid errors in the preparation of this publication.*



**[https://www.ccm.edu/student-life/campus-life/student-club-listing/](https://www.ccm.edu/student-life/campus-life/student-club-listing/%22%20%5Co%20%22Campus%20Life%20Student%20Club%20listing%20)**

**INFORMATION aVAILABLE AT THE**

**OFFICE OF CAMPUS LIFE**

**campuslife@ccm.edu**

*Dear CCM Student,*

This handbook is compiled and published by the *Office of Campus Life*. The handbook contains many of the college regulations and is a resource for all college offices and services. We encourage you to use the spring 2022 handbook for a quick and easy reference as needed.

Consult the CCM Campus Life Calendar web site for updated information on all our programs and activities.

https://www.ccm.edu/student-life/upcoming-events/

Stop by the Campus Life Information Window, campuslife@ccm.edu or call the office at 973-328-5225 for more information.

*Cordially,*

*The Office of Campus Life Staff*

**CAMPUS LIFE STAFF**

Director Don Phelps

Dept. Admin. Asst.

Campus Life Asst. II Joanne Metro

Campus Life Asst. III Dawn Doland

**CAMPUS LIFE OFFICE**

Phone: 973-328-5225

Email: campuslife@ccm.edu

Web site: <http://www.ccm.edu/studentLife/CLO>

**THE STUDENT hANDBOOK**

**AND HOW TO USE IT**

someone wise once said, “The only silly question is the one you didn’t ask.” This Student Handbook attempts to answer the most common and frequently asked questions about the County College of Morris - it’s services, facilities, programs and activities, requirements and standards, rules and regulations.

This handbook is a great tool to help you, the student, to access information on specific questions or topics (*see Problem Solver)* that you may have in relation to your situation.

problem solver

|  |  |  |
| --- | --- | --- |
| CCM A to Z | WHO | EMAIL ADDRESS |
| Absence | Student Development & Enrollment Mgt. | dsd@ccm.edu |
| Academic Difficulty  | Faculty Advisor and/or TASC | tasc@ccm.edu |
| Accidents | Health Services/Public Safety | publicsafety@ccm.edu |
| Adding a Course | Records & Registration  | registrar@ccm.edu |
| Address Change | Records & Registration | registrar@ccm.edu |
| Advertising  | Campus Life Information Window | campuslife@ccm.edu |
| Alumni Services | Alumni Relations | bcapsouras@ccm.edu |
| Appealing a Grade | Instructor |  |
|  |  |  |
| Books | Campus Store | bookstore@ccm.edu |
| Bus Schedules | Campus Life Information Window | campuslife@ccm.edu |
|  |  |  |
| Career Planning | Counseling and Wellness Center | counseling@ccm.edu |
| Certificate Completion Application | Records & Registration  | registrar@ccm.edu |
| Certificate Declaration | Records & Registration | registrar@ccm.edu |
| Change of Status | Records & Registration  | registrar@ccm.edu |
| Changing a Course | Records & Registration  | registrar@ccm.edu |
| Change a Major | Records & Registration  | registrar@ccm.edu |
| Chargeback Certificate  | Admissions | admiss@ccm.edu |
| Clubs & Organizations  | Campus Life  | campuslife@ccm.edu |
| College Committees  | Student Government Association | sga@student.ccm.edu |
| Cooperative Education Internship | Career Services | career-services@ccm.edu |
| Course Advisement  | Faculty Advisor and/or TASC | tasc@ccm.edu |
| Curriculum  | The Academic Success Center | academicsuccesscenter@ccm.edu |
| Commencement  | Records & Registration  | registrar@ccm.edu |
| Computer Assistance  | Solution Center  | solutioncenterf@ccm.edu |
| Corporate & Community Programs  | Student Community Center | wfd@ccm.edu |
| Counseling  | Counseling and Wellness Center | counseling@ccm.edu |
| Credit by Exam - CLEP | Testing Center  | testing@ccm.edu |
| Curriculum Change | Records & Registration | registrar@ccm.edu |
|  |  |  |
| Dining | Food Services  | chartwells@ccm.edu |
| Disabled Students | Accessibility Services Office | aso@ccm.edu |
| Discounts | Campus Life Information Window | campuslife@ccm.edu |
| Discrimination | Student Development & Enrollment Mgt. | dsd@ccm.edu |
| Distance Education/Virtual Campus  | Virtual Campus  | vclearning@ccm.edu |
| Disturbances | Public Safety | publicsafety@ccm.edu |
| Dropping a Course | Records & Registration  | registrar@ccm.edu |
|  |  |  |
| Educational Opportunity Fund | EOF Office | eof@ccm.edu |
| Emergencies | Public Safety | Dial 973-328-5550 |
| Emotional Problems | Counseling and Wellness Center  | counseling@ccm.edu |
| Employment – On & Off Campus | Career Services | career-services@ccm.edu |
| Events | Campus Life Information Window | campuslife@ccm.edu |
|  |  |  |
| Faculty Advisor | The Academic Success Center | academicsuccesscenter@ccm.edu |
| Final Exam Schedule | Academic Affairs |  |
| Financial Aid | Financial Aid Office  | finaid@ccm.edu |
| Fitness Center | Athletics | athletics@ccm.edu |
| Fines | Bursar | bursar@ccm.edu |
|  |  |  |
| Grades | Records & Registration | registrar@ccm.edu |
| Graduation Application | Records & Registration | registrar@ccm.edu |
| Grievances | The Academic Success Center | academicsuccesscenter@ccm.edu |
|  |  |  |
|  |  |  |
|  |  |  |
| CCM A to Z | WHO | EMAIL ADDRESS  |
|  |  |  |
| ID Cards | Campus Life Information Window | campuslife@ccm.edu |
| Illness (on Campus) | Health Services | Health-services@ccm.edu |
| Information on Campus  | Campus Life Information Window | campuslife@ccm.edu |
| Inter-Collegiate Athletics | Athletics | atletics@ccm.edu |
| Internships, Cooperative Education | Career Services | career-services@ccm.edu |
| Intramurals | Athletics | athletics@ccm.edu |
|  |  |  |
| Leave of Absence | Counseling and Wellness Center | counseling@ccm.edu |
| Loans | Financial Aid | finaid@ccm.edu |
| Lost & Found | Public Safety | publicsafety@ccm.edu |
|  |  |  |
| Matriculation | Records & Registration  | registrar@ccm.edu |
| Medical Parking Passes | Health Services  | health-services@ccm.edu |
|  |  |  |
| Name Change | Records & Registration  | registrar@ccm.edu |
| Online Hybrid Virtual Campus  | Virtual Campus  | vclearning@ccm.edu |
| Overload | Student Development & Enrollment Mgt. | dsd@ccm.edu |
|  |  |  |
| Parking Decal | Public Safety  | publicsafty@ccm.edu |
| Parking Fines | Bursar | bursar@ccm.edu |
| Personal Problems  | Counseling and Wellness Center | counseling@ccm.edu |
| Pool | Athletics | athletics@ccm.edu |
| Probation  | Student Development & Enrollment Mgt. | dsd@ccm.edu |
| Publicity for Campus Events | Campus Life | campuslife@ccm.edu |
|  |  |  |
| Refunds (Vending Machines) | Campus Store | campusstore@ccm.edu |
| Registration  | Records & Registration  | registrar@ccm.edu |
| Rutgers/CCM Partnership | Rutgers | twuorinen@docs.rutgers.edu |
|  |  |  |
| Schedule Changes | Records & Registration | registrar@ccm.edu |
| Scholarships | Financial Aid | finaid@ccm.edu |
| Sexual Concerns/Harassment | Counseling and Wellness Center | counseling@ccm.edu |
| Smoking Policy | Student Development & Enrollment Mgt. | dsd@ccm.edu |
| Sports | Athletics | athletics@ccm.edu |
| Student Code of Conduct  | Student Development & Enrollment Mgt. | dsd@ccm.edu |
| Student Government Association | Campus Life  | campuslife@ccm.edu |
| Student Literary Magazine  | Promethean | campuslife@ccm.edu |
| Student Newspaper | The Youngtown Edition  | campuslife@ccm.edu |
| Student Organizations | Campus Life  | campuslife@ccm.edu |
| Student Records  | Records & Registration | registrar@ccm.edu |
|  |  |  |
| Testing  | Testing Center | testing@ccm.edu |
| Titan Alert | Help Desk | Dial 973-328-5600 |
| Transcripts | Records & Registration | registrar@ccm.edu |
| Transferring | Transfer Services  | transferservices@ccm.edu |
| Tuition | Bursar | bursar@ccm.edu |
| Tutoring  | Tutoring Center | tutorcenter@ccm.edu |
|  |  |  |
| Veterans  | The Academic Success Center | tasc@ccm.edu |
| Visitors Parking Permits | Public Safety  | pubicsafety@ccm.edu |
| Weight Room  | Athletics | athletics@ccm.edu |
| Withdrawal from Classes | Records & Registration  | registrar@ccm.edu |
| Women’s Services | Women’s Center  | womenscenter@ccm.edu |

**campus life services**

**bus service schedule**

Local bus service is supplied by the *New Jersey Transit.* Check with them for bus stops and schedule information at 973-328-7686 or njtransit.com. Schedules for various routes are also available at the Campus Life Information Window, campuslife@ccm.edu. The bus stop at CCM is located by the Student Community Center, Lot #6.

**discounts**

***amusements***

Discount tickets to Six Flags Great Adventure are on sale beginning in April. For information on purchasing tickets, stop by the Campus Life Information Window, campuslife@ccm.edu.

**identification cards**

Photo identification cards are available to all tuition paid credited part-time and credited full-time students, faculty/staff and adjunct professors. Contact the Campus Life Office at campuslife@ccm.edu for instructions on submitting your ID photo taken.

The photo ID entitles the bearer to all benefits and privileges that the college provides:

 \*computer lab sticker

 \*discounts to Campus Life sponsored events

 \*discounts for amusement parks (see *discounts*)

 \*parking decal

 \*check approval at CCM Campus Store

More information on CCM IDs is available here: <https://www.ccm.edu/student-life/campus-life/clo-services/#ccmid>

While on campus, all students MUST have their valid CCM ID visible. The fine for not having a CCM ID is a $25 fine.

 **information window**

The Campus Life Information Window serves to answer questions, distribute photo ID cards, Campus Life information and assistance may be obtained at the Information Window, campuslife@ccm.edu.

**campus life clubs and organizations**

The following is a listing of the current officially recognized student clubs and organizations on campus, followed by a brief description of their purpose. If you are interested in joining or forming a new organization, please stop by the Information Window in the Student Center, campuslife@ccm.edu. Visit our clubs at <https://www.ccm.edu/student-life/campus-life/student-club-listing/>

**how to form a new organization**

Any bona fide student of County College of Morris can form a new campus club or organization. Guidelines outlining the procedure are available in the Campus Life Office. If you are considering the formation of a new organization on campus, a conference should be scheduled with the Associate Director of Campus Life. The spokesperson or acting president should bring to this conference a list of prospective members and possible faculty advisor. When the approval of the Campus Life Office has been granted, the proposed organization may begin the steps necessary to receive a charter from the Student Senate.

**College ‘activity’ hour**

Each week the college has set aside specific activity periods: *12:30 pm – 1:45 pm every Tuesday and Thursday*. During these designated periods, a student is encouraged to participate in the many activities available, including Student Government Association meetings, student organization meetings and college sponsored functions including special lectures, films, and concerts.

**Student association**

*All* enrolled students of County College of Morris are members of the Student Association which entitles them to the benefits and privileges that the association provides. It is the association’s function to:

1. Further the well-being of the student body.
2. Provide students with experience and training in a democratic form of government.
3. Develop communications among students, administration and faculty.
4. Interpret student rights and review disciplinary problems concerning infraction of those rules pertaining to student life.
5. Represent in all ways the best interests of the CCM student.

**student government executive board and senate (SGA)**

Student Government is the legislative branch of the Student Association with an Executive Board and Senate.

Student Government needs people who are eager for new experiences and who are willing to attempt to affect changes for a better college experience. If you are interested in Student Government, please call 973-328-5211 or sga@student.ccm.edu

**student activities programming board (SAPB)**

Known as SAPB, the Student Activities Programming Board is composed of an executive board and a seven member advisory board. The students select, plan and implement the diverse activities presented on campus during the year. The types of activities and programs they sponsor include concerts, festivals, picnics, performances, lecturers, and much, much more. If you are interested in joining SAPB, call 973-328-5216, sapb@student.ccm.edu .

**student services**

**Accessibility services office**

The AccessibilityServices Office works to ensure that any students with disabilities receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2010 and County College of Morris policy, that no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students receive services and accommodations while completing course offerings, and all students are held to the same academic standards of the college.

**CCM recognizes that students with disabilities may require accommodations to meet their learning potential** and AccessibilityServices serves as the office to both determine and document what reasonable accommodations may be for the student. AccessibilityServices is designed to offer accommodations that provide equal access to college classes and services. Reasonable accommodations may include any or all of the following: Extended Time on Exams, alternative to print materials; supplemental note-taking services; adaptive technology or other accommodations as needed. To qualify for accommodations a student must apply for services and meet to discuss nature of disability through an interactive intake meeting, documentation may be required. Services may include, tutoring in specific learning strategies in study and organizational skills.

Located: Learning Resource Center, LRC105

Phone: 973-328-5284

Hours: 8:30 am – 6:30 pm Monday & Thursday

8:30am – 4:30 pm Tuesday, Wednesday & Friday

The Accessibility Services office may open at 7:30am for testing, if scheduled.

Email: AccessibilityServices@ccm.edu

**THE ACADEMIC SUCCESS CENTER (TASC)**

The Academic Success Center supports students with their quest for academic achievement by providing thoughtful interventions, individualized services and connections to the college community that lead to a path for successful course completion and/or graduation.

Located: Cohen Hall CH203

Phone: 973-328-5530

Hours: 8:30am to 6:30pm Mon. & Thurs.

 8:30am to 4:30pm Tues., Wed., & Fri.

 8:30am to 4:00pm – SUMMER Hours

Virtual: Virtual Appointments are available. Please call main office number or contact your assigned Student Success Specialist.

Email: academicsuccesscenter@ccm.edu

**ADMISSIONS**

Students who are currently enrolled in non-credit CCP courses who wish to enroll in credit bearing courses must submit an application to the Admissions Office. They must submit a $30 application fee, any required official transcripts and PARCC, SAT or ACT scores (if taken). Students who are currently non-degree seeking and who wish to declare a major and become degree-seeking must go to the Office of Records and Registration to complete that process.

Located: Student Community Center, SCC212

Phone: 973-328-5100.

Hours: 8:30 am - 6:30 pm Mon. & Thurs.

8:30 am - 4:30 pm Tues. Wed. & Fri.

Email: admiss@ccm.edu

**AThletics**

**Philosophy**

Athletics participation makes a very meaningful contribution to the total college community. It is the sincere desire of the County College of Morris Athletic Department that through athletic competition and active participation, the students can become a well-rounded individual. Each person, whether athlete or spectator, has his/her own obligation to fulfill. It is often the spectators who direct a team to greater achievements. The confidence and support generated by the student body to the athletic program contribute greatly toward the completion of a successful season.

County College of Morris fields teams in nine varsity sports and is a member of the National Junior College Athletic Association.  Currently, team sports are offered in baseball, softball, Lacrosse, men’s basketball, women’s basketball, men’s soccer, women’s soccer, women’s volleyball and golf.

**Intramurals**

The County College of Morris Athletics Department offers on-campus, intramural sports competition during College Hour (*see page 36, College ‘Activity’ Hour*). The philosophy of Intramurals is to be competitive in a relaxed environment, to meet new friends and to get that much needed exercise. Past activities offered included volleyball, badminton, bowling, basketball, tennis, softball, weight lifting, golf and mountain biking.

**Facilities**

Health Physical Education Building

1. Main Gym (135’x 110’)
	1. Courts: **\***3 full court basketball stations

**\*A reservation form must be filed for special events.**

* 1. Seating for 2,000 spectators.
	2. Hours: 8:00 am - 3:00 pm daily. (*Open for recreational use when no class or activities are scheduled, and when prior approval is given - current valid CCM photo id is mandatory).*
	3. Validated current CCM College ID required.
1. Fitness Center
	1. Treadmills, Free weights, universal machines, and bikes.
	2. Hours: posted and updated weekly on fitness center.
	3. Validated current CCM College ID required.
2. Weight Room
	1. 30 Trotter free-weight stations.
	2. Hours: posted and updated weekly on 973-328-5334.
	3. Validated current CCM College ID required.
3. Playing Fields
	1. Lower Soccer field (#1) 500’x 300’ used for men’s soccer as well as summer camps and clinics.
	2. Upper Soccer field (#2) used for the women’s soccer and men’s lacrosse teams.
	3. Softball field (#3) for women’s varsity softball as well as intramural sports such as flag football, archery, etc.
	4. Varsity baseball field.

**\*A reservation form must be filed and approved for use of fields.**

1. Tennis Courts
	1. 8 newly renovated all-weather courts with lights which are *available for recreational use only* when there are *no classes/athletic events scheduled*.
2. Natatorium (Pool)
	1. 6 lanes - 25 yards
	2. Pool control and storage area.
	3. Pool deck and bleacher seating.
	4. To obtain more information call 973-328-5252.

*Open swim hours are posted monthly outside the aquatics facility entrance, it can also be found on the athletic department website (*[www.ccm.edu/athletics](http://www.ccm.edu/athletics)*) and on 973-328-5257.*

**Athletic Advisement and Workshops**

Athletic Advisement Sessions are offered to CCM athletes during the academic year through Counseling and Wellness Center. The Advisement Sessions help the student/athletes plan their upcoming class schedules and help maintain their progress towards graduation. The Academic Workshops are offered to provide academic support to student/athletes in areas such as time management or study skills,

**career services**

Through a comprehensive series of programs and resources, Career Services assists students and alumni as they make career decisions, develop job search strategies, pursue experiential education, and secure employment on and off campus.

**JobConnect**

Listings of full-time and part-time off-campus employment opportunities and internships are accessible on line at [JobConnect](https://candidate.gradleaders.com/CCM/Candidates/Login.aspx?pid=4836). Links to local employer websites, job search sites, and valuable career resources are also available on the department’s website.

**Campus Student Employment Program**

During the summer and/or the academic year, students eligible for employment may be referred to

on-campus departments or to off-campus non-profit organizations.

**Internship Program**

Internships offer opportunities for CCM students to integrate classroom instruction with practical and valuable on-the-job experience.

**Employment Counseling**

Counseling related to career development and job search strategies is available for CCM students and graduates.

Located: Student Community Center, Lower Level

Hours: 8:30 am – 6:30 pm Monday & Thursday

8:30am – 4:30 pm Tuesday, Wednesday & Friday

Phone: 973-328-5245

Email: career-services@ccm.edu

**Counseling and Wellness Center**

**The Counseling and Wellness Center** provides CCM students with support to help them meet their educational goals. By utilizing a person-centered approach, qualified and knowledgeable professionals are available to assist you with evaluating and examining the area(s) of your life you would like to work on so that you can be successful in meeting your educational goals and achieving academic success.

Located: SCC118

Phone: 973-328-5140

Hours: Monday and Thursday 8:00 am - 6:30 pm

Tuesday, Wednesday and Friday 8:00 am – 4:30 pm

Email: counseling@ccm.edu

***Services and Resources***

*Academic Advisement:* Provides advisement for non-matriculated (non-degree seeking) students.

*Academic Skill Building: Assists with honing academic skills (time management, study strategies, educational planning).*

*Career Counseling:*  Provides career exploration and assessment tools to help students find the major that is the best fit for them

*Personal Counseling:*  Assists students with navigating through various stressors and supports students with self-growth.

*Presentations, Events, and Support Groups: Provides numerous programs on prevalent topics throughout the academic year*

**educational opportunitY fund**

The Educational Opportunity Fund (EOF) is a state-sponsored program for students who have the will and potential to do well in college, but require additional academic and financial support. Since 1969, EOF prides itself in delivering top-notch academic enrichment services, such as a summer orientation, workshops, seminars, one-on-one counseling, tutoring assistance, and pre-advisement. The program provides students with necessary tools to reach their ultimate goal of graduation.

Along with academic support, students also receive a NJ state grant, as part of their financial aid package, once they have accepted into the program. For additional information, please contact the EOF Office by phone, email or apply online through their website at <https://www.ccm.edu/student-life/campus-services/educational-opportunity-fund/>

Located: Cohen Hall CH211

Phone:   973-328-5270

Hours:    Mon. & Thurs. 8:30 am - 6:30 pm

Tues. Wed. & Fri. 8:30 am - 4:30 pm

Email:    eof@ccm.edu

Due to COVID, some EOF services remain virtual. Please contact the EOF office for assistance.

## FINANCIAL AID

County College of Morris recognizes that the responsibility of paying for college expenses can be difficult for many families. In keeping with CCM’s mission; the college tries to provide financial assistance to students who would otherwise be unable to attend college. Financial aid is available to full-time and part-time accepted degree-seeking and approved certificate students in the form of scholarships, loans, grants, and part-time on and off campus work-study employment. View our eligibility page <https://www.ccm.edu/admissions/financialaid/eligibility/>

**Application Process**

Federal and state aid programs focuses on assisting students demonstrating financial need. To receive the fullest consideration for financial assistance, file the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov/) (US citizen and eligible non-citizen) or [New Jersey Alternative Financial Aide Application](https://www.hesaa.org/Pages/NJAlternativeApplication.aspx) (NJ DREAMers only). and:

1. Apply for admission to CCM as a matriculated degree-seeking or approved certificate student.
2. Register for courses applicable toward your current CCM degree major (see your academic advisor) and if NOT you will be responsible for those course costs out-of-pocket.
3. File the Free Application for Federal Student Aid (FAFSA) or the [New Jersey Alternative Financial Aide Application](https://www.hesaa.org/Pages/NJAlternativeApplication.aspx) **on or** ***after October 1st***. annually. Allow for 1 - 4 weeks processing (*receipt of your CCM electronic award notification letter or request for your submission of additional documents)*.
4. Indicate on the FAFSA: County College of Morris or our federal school code: **007106**.
5. Respond immediately to all requests for additional documentation.
	1. Document Upload – [Titans Direct](https://titansdirect.ccm.edu/Student/FinancialAid/Documents) *(preferred)* or [CCM Mapping-Your-Future](https://www.ccm.edu/wp-content/uploads/FinancialAid/MappingXpressDocumentUploadStudentInstructionsCountyCollegeOfMorris.pdf)
	2. [Form and Worksheet if requested, available for download](https://www.ccm.edu/admissions/financialaid/forms-worksheet/)
6. For NJ State Filing Deadlines and more visit <http://www.hesaa.org/Pages/StateApplicationDeadlines.aspx>

**NOTE*:*** *All documents submitted MUST be readable, as they are scanned. Illegible and unreadable items received will be returned to you unprocessed for resubmission. Please do not fax or enlarge photo identification cards, social security cards & US citizenships including eligible non-citizen cards, if requested.* **Indicate your CCM student identification number on all pages submitted Note:** Paper copies submitted MUST be accompanied with a signed/notarized authentication affidavit.

1. Awarded students will receive by email an award e-notification letter which will instruct you to view your awards by way of [Titans Direct](https://titansdirect.ccm.edu/Student/FinancialAid/Home).
2. Veteran students who have filed their FAFSA and have been awarded, may download their Financial Aid Shopping Sheet by logging into Web Advisor or [Titans Direct](https://titansdirect.ccm.edu/Student/FinancialAid/Home). For more information about the shopping sheet, please log into <https://www.ccm.edu/admissions/financialaid/federal-education-assistance-shopping-sheet/>
3. Federal Direct Stafford loan borrowers (subsidized/unsubsidized/parental PLUS) MUST complete both a master promissory note application and entrance counseling by logging into https://studentloans.gov after completing their FAFSA. Please refer to your electronic notification letter or CCM [Titans Direct](https://titansdirect.ccm.edu/Student/FinancialAid/Home) <https://titansdirect.ccm.edu/Student>selecting “Students” then “Financial Aid” or “Communication/Required Documents” for documents requested by us or visit <https://www.ccm.edu/admissions/financialaid/loans/> for further instructions.
4. Continuing CCM, financial aid recipients must be making satisfactory academic progress *(minimum 2.0 cumulative grade point average expected)* for continued eligibility. Those who did not meet the minimum cum GPA requirement may be required to submit a written appeal with supporting documents *(medical note etcetera)* to be reviewed for continued eligibility.
5. All applicants must have a high school diploma or a General Education Development (GED) Certificate or demonstrate the Ability to Benefit (based on results of the CCM administered test) and enrolled in an approved Career Pathway Program.
6. All student must register for courses required for their degree. For assistance, contact an academic advisor or the Registrar’s Office.
7. [Undocumented Students](https://www.ccm.edu/admissions/apply/undocumented-students/) – Supporting “NJ DREAMERS”.  Students may qualify for NJ State financial aid assistance.  For application requirements and more visit: <https://www.ccm.edu/admissions/financialaid/state-grants/> and <https://www.hesaa.org/Pages/NJAlternativeApplication.aspx>
	1. Must complete an affidavit toward legalization with the Office of Student Development, room SCC-132; graduate from a NJ high school with a minimum of three years attendance.

***Note: You may file your FAFSA during and/or after the registration period, however you may be required to pay your tuition out of pocket until your aid eligibility is finalized.***

**Refunds**

Student refunds are processed approximately 21 Business Days, after aid disbursement by the **Bursar Office** to those with credit balances (negative amount). It is the student’s responsibility to follow up; ensuring that all expected aid, external scholarship and loans received prior to the end of each term.

**CCM Book Store Advance**

Financial aid recipients may be eligible for a bookstore advance during the in-person registration period. Financial aid must exceed term tuition costs *(refer to your registration ‘Financial Information’ by logging into Titans Direct – select Term, then under Financial Information - Payment Information, select* ***My Bookstore Available Funds****, view first line ‘Max Limit Available’).*

**CCM Scholarships and Grants**

Each year the CCM Foundation awards more than 200 scholarships to students in all academic areas.  Scholarships are awarded based on a wide range of criteria, from academic excellence to area of study, place of residence, campus activities or documented financial need.  All students are encouraged to apply within the posted deadlines for consideration.  For deadlines, applications and requirements, please visit: <https://www.ccm.edu/admissions/financialaid/fa-scholarshipsonline-application/>

Attention: Financial aid is subject to change or cancellation based on changes in enrollment (withdrawals, adding/dropping classes, etc.). Therefore it is recommended that students consult with the Financial Aid Office prior to making any changes.

Located: Student Community Center, SCC210

Phone: 973-328-5230

Hours: Mon. & Thurs. 8:30 am - 6:30 pm.

Tues. Wed. & Fri. 8:30 am - 4:30 pm. (Closed 4:00 pm during summer)

E-mail: finaid@ccm.edu

***Please be sure to include your CCM student identification number on all correspondence – submitted pages, email and phone messages – so we may better serve you.***

**health services**

The basic objective of the college’s Health Services, a part of the Division of Student Development and Enrollment Management, is to maintain and improve the health of students, especially as it relates to their educational achievement. A nurse is available to provide health care, to discuss personal health problems and to make appropriate referrals.

Located: Cohen Hall, CH266

Phone: 973-328-5160

Hours: Monday through Friday 9:00 am - 5:00 pm

Summer Hours: Monday through Friday 9:00 am - 5:00 pm

Website: [www.ccm.edu/healthservices](http://www.ccm.edu/healthservices)

Email: health-services@ccm.edu

*Services Available:*

1. Nursing care
2. Complementary Medicine: Stress Management, Smoking Cessation
3. Counseling: Health, Personal, Insurance
4. Referrals: Medical, Dental, Psychological
5. Health Programs: Blood Drives, Health Fairs, Awareness Days & Chair Massages
6. Health Information Literature
7. Medical Reserve Parking permits issued
8. Medical Equipment Loans
9. Over-the-counter medication for relief of minor ailments
10. Condoms/safe sex information

*Immunization Requirements*

New Jersey Law requires that all full-time students present a valid record of immunization against measles, mumps, rubella, and hepatitis B as a condition of enrollment.  The state requires two doses of live measles containing vaccine administered after 1968.Individuals are exempt from this requirement only if they were born before 1957. Hepatitis B is a series of 3 shots over a six month period. Documentation of blood titers is also acceptable. As of June 2020, all full-time college students are also required meningitis vaccinations depending upon age. (please add) This information needs to be presented to Health Services prior to registration.  If you have questions please refer to <https://www.ccm.edu/student-life/campus-services/health-services/>.

*Health Records*

Students with specific health problems, medication needs or physical disabilities are encouraged to contact Health Services to provide information that may be needed for reference in the event of an acute emergency or background information to provide health care based on the student’s particular needs. This record is confidential and will be on file in Health Services.

*Nursing and Allied Health Students*

Students enrolled in these programs are required to have a physical examination and specific laboratory tests and immunizations prior to the start of the semester. This information may be obtained from the Nursing & Allied Health Department. The records are reviewed and medical clearance is provided through this department. Additionally, all Nursing and Allied Health students, both full-time and part-time, must carry accident and sickness insurance.

*Nursing and Allied Health Students (please remove)*

Students enrolled in these programs are required to have a physical examination and specific laboratory tests and immunizations prior to the start of the semester. This information may be obtained from the Nursing & Allied Health Department. The records are reviewed and medical clearance is provided through this department. Additionally, all Nursing and Allied Health h students, both full-time and part-time, must carry accident and sickness insurance.

*Athletes*

Prior to participation in an intercollegiate sport, the student athlete must receive a physical examination by a physician. One athletic physical per academic year is required. Health Services offers free physical clinics for CCM athletes a few times throughout the year. Athletes injured in an intercollegiate sport are covered under a sports insurance policy that gives wide coverage for medical expenses.

*Accidental Injury*

Any injury occurring on-campus or at an off-campus location during a college sponsored activity must be reported to Health Services as soon as possible. The nurse will render first aid, follow-up care, a medical referral, health counseling and insurance counseling.

*Absence*

Absence due to illness or an emergency situation should be reported to Health Services and to individual faculty members. On request by a faculty member, Health Services will verify a student’s reported absence. This report is not to be regarded as an excuse from class work. If absence is due to a communicable disease, the student must submit a note from their doctor to Health Services verifying non-communicability before returning to class. If illness or injury interferes with the completion of a course or program, the student should contact Health Services. Official withdrawal will be processed through Counseling and Wellness Center.

*Emergency Phone Procedure*

The number***5550*** on all campus phones has been established for use in the event of an acute emergency. In addition to the office phones there are several red-colored phones and yellow emergency boxes/phones located in hallways, lounges and at outdoor athletic areas that are especially for emergency use. The dispatcher will answer your call immediately. State name and location of ill or injured person or type of emergency.

**office of campus life**

The Office of Campus Life promotes student and community development by integrating co-curricular, extra-curricular, experiential, and classroom learning in a student-centered educational environment. We foster the intellectual, social, physical, and emotional development of students through their involvement in CCM's robust campus life program, student clubs and organizations, leadership training, and student publications.

CCM offers opportunities for students to participate in a diversified college program of co-curricular and extracurricular activities, excursions, programs and events. Involvement in these programs can lead to success in many areas of life both during and after one’s term as a CCM student. For the student, active involvement brings the obvious benefits of peer contact, productivity and meaningful leisure time. Through participation in various academic, cultural, athletic, social, governance, or recreational organizations students have the opportunity for self-exploration and the development of relationships with other segments of the campus community: students, staff members, administrators and faculty members.

For the CCM graduate, a record of involvement in campus activities is of proven interest to employers. The personal contacts one makes when active in these programs may serve as the foundation for lifetime friendships and networking sources.

These activities offer challenges and opportunities for students to develop to their highest potential as individuals and as responsible members of the college community and society. The Office of Campus Life also offers many services to the campus community which enhances the overall CCM experience.

The staff in the Office of Campus Life assists student clubs and organizations with their plans and will help individual students with ideas for extracurricular and co-curricular activities. Groups of students interested in forming a new student organization should first consult with the Office of Campus Life staff.

Located: Student/Community Center, Room SCC226

Phone: 973-328-5225

Website: [www.ccm.edu/studentlife/CLO](http://www.ccm.edu/studentlife/CLO)

Hours: 8:30 am – 6:30 pm Monday & Thursday

8:30am – 4:30 pm Tuesday, Wednesday & Friday

Email: campuslife@ccm.edu

**office of records & registration**

The Records and Registration Office provides a variety of services to students including: registration, adding, dropping, course withdrawals, change of information including address changes and name changes, change of major requests, declaration of a certificate, certificate completion application, transfer credit evaluations, second degree requests, enrollment verifications, graduation applications, certification for graduation and requests for official transcripts. All student academic records are maintained in the Records and Registration Office.

***Online Services:***

[Titans Direct](https://titansdirect.ccm.edu/Student/Account/Login?ReturnUrl=%2fStudent) provides instant access for students to: register (Please note that students must meet with their advisor and receive clearance prior to registering during the fall and spring semester), view their schedules, grades and unofficial transcripts as well as, view and pay your tuition [Titans Direct](https://titansdirect.ccm.edu/Student/Account/Login?ReturnUrl=%2fStudent) can be found on the college’s web page at [www.ccm.edu](http://www.ccm.edu/).

Located: Student/Community Center, Room SCC220

Phone: 973-328-5200

Hours: Mon. & Thurs. 8:30am - 6:30 pm

Tues. Wed. & Fri. 8:30 am - 4:30 pm

Email: registrar@ccm.edu

**academic regulations and procedures**

# Academic Integrity Policy & Procedure

Purpose. In order to maintain academic integrity at the County College of Morris, the college community does not tolerate any forms of academic dishonesty. Examples of academic dishonesty include but are not limited to (i) cheating, (ii) fabrication of sources, (iii) plagiarism, (iv) unauthorized collaboration, (v) submitting someone else’s work as one’s own, (vi) preparing test answers or other academic papers, projects or submissions to be submitted as the work product of another student, (vii) permitting one’s test answers, research or academic work to be copied, duplicated or submitted as the work product of another student, or (viii) dishonest academic use of technology such as unauthorized sharing of disks, files, or programs, or by unauthorized access to, modification of, or transfer of electronic data, system software or computing facilities. The intent of this policy is to maintain academic integrity, and to arrest all forms of academic dishonesty and misrepresentations as one’s own submission, the work product and academic proficiency of another person.

***Report of Academic Dishonesty:***  Once a faculty member suspects that an act of academic dishonesty occurred, he/she will meet with the student to address the suspicion. During the meeting, the course instructor will share with the student the information that forms the basis for the suspicion and provide the student an opportunity to respond to the information. This meeting is closed to anyone other than those involved. At no time may legal counsel be present.  If the student disagrees with the allegation and/or determination of the faculty member, the student may choose to have the complaint reviewed by the Academic Integrity Review (AIR) Board.  The Academic Integrity Review Board will review the circumstances surrounding the incident, render a determination on the allegation, and make a recommendation of appropriate disciplinary action if warranted. Penalties imposed on the student who violates this policy may vary from failing the unit of work to expulsion from the college.

***Academic Integrity Review Board:***  The Academic Integrity Review Board is the body on campus that reviews complaints filed against students for violating the college’s Academic Integrity Policy to determine whether or not academic dishonesty occurred. Their findings serve as recommendation to the Vice President of Student Development and Enrollment Management for the imposition of disciplinary sanctions.  The Academic Integrity Review (AIR) Board is composed of six (6) members, including a faculty representative from each of the academic divisions, an Academic Dean, a Chairperson, and the Dean of Student Development and Enrollment Management (voting member only if there is a tie). A majority of the members of the AIR Board shall constitute a quorum for purposes of reviewing complaints of violation the college’s Academic Integrity Policy and making recommendations for disciplinary sanction.

**ACADEMIC PROBATION AND DISMISSAL POLICY**

A student will be placed on academic probation when the Cumulative Point Average (CPA) is less than a 2.0 after attempting 24 or more credits in credit and/or developmental education courses. Once a student reaches this checkpoint, CPA checks are made each semester to determine the student’s academic standing.

A student on probation who achieves a 2.0 semester grade point average each semester thereafter will be permitted to continue at the college in an attempt to bring the CPA up to acceptable minimal standards. Once the student CPA meets the minimum 2.0, the student will be in good academic standing and no longer on academic probation.

Academic Dismissal

* + A student will be academically dismissed from the college when they are unable to achieve a minimum 2.0 semester grade point average at the conclusion of the probationary semester (Summer and Winterim terms included).
	+ Once a student is academically dismissed, the student will not be permitted to take and courses for one semester following the dismissal (Summer and Winterim terms not included).
	+ An academic dismissal may be appealed to the Academic Review Board.
	+ If the appeal reverses the dismissal, the student will remain on academic probation and can register for the next term.
	+ The college administration will drop a dismissed student from their registered courses in the next term with no financial penalty.

Second Academic Dismissal

* + If the student is academically dismissed a second time, the student will not be eligible to take any courses for one year.
	+ An academic dismissal may be appealed to the Academic Review Board.
	+ If an appeal reverses the dismissal, the student will remain on academic probation and can register for the next term.

At the end of the dismissal period, the student may apply to re-enroll at the college through the Division of Student Development and Enrollment Management.

Once re-enrolled, the student will be placed on academic probation.

**access to student files**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review one’s education records within 45 days of the day the college receives a request for access. Students who wish to inspect/review their academic records must make a request in writing or via their CCM email account to the Office of Records and Registration. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of one’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

 A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing re­garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without con­sent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

At its discretion, the County College of Morris may provide “directory information” in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the County College of Morris includes the following: name; CCM email address; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; enrollment status (full/part time). Students may block the public disclosure of directory information by notifying the Office of the Vice President for Student Development and Enrollment Management in writing. Such requests must be filed within the first two weeks of the Fall or Spring semester and will remain in effect until removed by the student in writing. Questions regarding The Family Educational Rights and Privacy Act should be directed to the Registrar (call 973-328-5200 or email

registrar@ccm.edu ).

**change of curriculum**

Students who wish to transfer from one major to another must fill out a Change of Major form, obtain the appropriate signatures and return it to the Records and Registration Office for processing.

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 grade point average all “D” and “F” calculations for courses previously completed which were particular to the former major, and which do not pertain to the 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 will be reinstated.

**cLASS ATTENDANCE**

Students are expected to attend all scheduled classes and laboratory sessions for which they are registered. Absence does not excuse a student from the responsibility for class work or assignments that are missed. Specific attendance regulations maybe established by individual faculty and/or academic departments.

**class cancellation**

Call 973-328-5580 or check www.ccm.edu to obtain information on weather closings. Students should be alert to the time mentioned and that the closing/canceling may involve *only* morning classes, that there still may be night classes.

**dROP/ADD AND WITHDRAWAL POLICies**

Students may make changes to their schedules online prior to the start of the term. Once a term begin, students will be able to drop classes online until the last day of the refund period. Students are not permitted to add classes online to their schedule once a term has started.  If a student neglects to follow official procedures and stops attend classes, the grade of ‘F’ will be posted at the end of the semester.

The college allows students to withdraw from courses up to and including the period in which 75% of the course has been completed.  If a student chooses to withdraw from all courses, he/she must complete a withdrawal form and submit it to Records and Registration prior to the withdrawal deadline. For more information about adding/dropping/withdrawing from classes visit the [Records and Registration](http://www.ccm.edu/admissions/recordsRegistration) web page.

In certain instances, students may pursue a late withdrawal once 75% of the course has been completed. The student should consult with the Office of Student Development & Enrollment Management or the Office of Counseling and Wellness Center to determine eligibility for pursuing a late withdrawal.

**FILING A COMPLAINT**

At County College of Morris, every effort is made to maintain a positive and productive environment. It is expected that all individuals, students, faculty and staff will demonstrate mutual respect and understanding towards this goal. Employees should consult the ***“Student Code of Conduct”*** or the handbook on ***“Dealing with Disruptive Behavior in the Classroom and on the Campus”*** for procedures in addressing problems with students. In those instances in which students have a problem in a class, with a faculty member or another employee, the following procedures should be followed:

**Academic Complaints**

1. The student is encouraged to address the concern first with the instructor of the course. This should be a professional and courteous conversation in which the student respectfully states the nature of his/her concern and what are his/her expectations for a resolution. Every effort should be made for the faculty member and the student to arrive at an acceptable solution to the concern that involves the student returning to the course to continue his/her education.
2. If the student is not satisfied after having spoken with the faculty member, or does not feel as if he/she can approach the faculty member, he/she should contact the Chairperson of the academic department to submit his/her concern. If necessary, the Department Chairperson may engage the assistance of the Office of Student Development and Enrollment Management or the student may contact the Office of Student Development and Enrollment Management to obtain advice regarding how to proceed with his/her concern. In those instances in which the student contacts the Office of Student Development and Enrollment Management, he/she does so with the understanding that further pursuit of a resolution involves the faculty member, the Department Chairperson, and in some cases the School Dean. The representative of the Office of Student Development and Enrollment Management serves as a mediator in the process and will not render a determination.
3. The student explains the nature of the concern to the faculty member and/or the Department Chairperson.
4. When the concern is made to the Department Chairperson that individual will communicate with the faculty member directly. The Chairperson will determine the appropriate actions to be taken between the faculty member and student in an effort to resolve the matter efficiently and effectively.
5. If the concern is expressed to a representative of the Office of Student Development and Enrollment Management, the Vice President or Dean will contact the faculty member or Chairperson of the department involved to inform him/her that a complaint has been made and to collaborate in bringing all related parties together to discuss the matter or refer the student directly to the Department Chairperson for further action.
6. If, after having met with the faculty member and/or Department Chairperson, the student still has not achieved satisfaction, he/she could contact the School Dean. Again, the student must explain the details of his/her concern. The Dean’s responsibility is to work through an acceptable resolution involving all appropriate individuals; e.g., student, faculty member, Department Chairperson. If a representative from the Office of Student Development and Enrollment Management was involved in the initial phase of the student’s pursuit, the School Dean may consult with that individual as well.
7. If, after having met with the School Dean, the student remains dissatisfied, the final level of appeal is to the Vice President of Academic Affairs. Again, the student must explain the details of his/her concern, provide evidence documenting the issue, and offer an explanation as to why an acceptable resolution has not been reached. The Vice President will investigate the matter and render a determination as appropriate.

At any point in the above process if a resolution is determined, it is communicated to all parties involved verbally and/or in writing. Depending upon the resolution, the Department Chairperson or the School Dean should oversee any required follow-up.

If, at the conclusion of following these procedures, no satisfactory resolution is determined, the School Dean or Vice President of Academic Affairs involved in the process can make a determination of whether it is acceptable to withdraw the student from the course (with or without a refund), move the student to a different section of the same course, or move the student to an alternate course.

**Non-Academic Complaints**

1. The student is encouraged to address the concern first with the staff member. This should be a professional and courteous conversation in which the student respectfully states the nature of his/her concern and what are his/her expectations for a resolution. Every effort should be made for the staff member and the student to arrive at an acceptable solution to the concern that involves the student returning to his/her college activities.
2. If the student is not satisfied after having spoken to the staff member, or does not feel as if he/she can approach the staff member, he/she should contact the staff member’s Supervisor to submit his/her concern or the student may contact the Office of Student Development and Enrollment Management to discuss his/her concerns. In the instances in which the student contacts the Office of Student Development and Enrollment Management, he/she does so with the understanding that further pursuit of a resolution involves the staff member and the staff member’s Supervisor.
3. When the concern is made to the employee’s Supervisor, that individual will communicate with the staff member directly. The Supervisor will determine the appropriate actions to be taken to resolve the matter efficiently and effectively.
4. If the concern is expressed to a representative of the Office of Student Development and Enrollment Management, the Vice President or Dean will contact the staff member, and/or the Supervisor of the department involved to inform him/her that a complaint has been made and to collaborate in bringing all related parties together to discuss this matter.
5. If, after having met with the staff member and/or Supervisor of the department, the student still has not achieved satisfaction, he/she should contact the Office of Student Development and Enrollment Management to work through an acceptable resolution involving all appropriate individuals; e.g. student, staff member, Department Supervisor.

At any point in the above process if a resolution is determined, it is communicated to all parties involved verbally and/or in writing. Depending upon the resolution, the Department Supervisor or representative from the Office of Student Development and Enrollment Management should oversee any required follow-up.

**grading system**

The college uses a grading system of letters as follows:

| Grade | Interpretation | Quality Points |
| --- | --- | --- |
| A |  | 4 |
| A- |  | 3.67 |
| B+ |  | 3.33 |
| B |  | 3 |
| B- |  | 2.67 |
| C+ |  | 2.33 |
| C |  | 2 |
| D |  | 1 |
| F | Failure | 0 |
| R | Registered for Audit | None |
| I | Incomplete | None |
| Grade | Interpretation | Quality Points |
| P | Pass | None (non-credit courses only) |
| SP | Satisfactory Progress | None |
| W | Withdrew | None (without academic penalty) |
| EX | Credit by Examination | None |
| TRA, TRB, TRC, TRD | Transfer Credit | None |

Grades may be assigned to non-credit courses to indicate the level of achievement but they do not earn quality points and are recorded as none.

Term Grade Point Average (GPA) measures a student’s achievement in one semester.

1. To figure out your Term GPA
	1. See above chart of grading system: 4 quality points for ‘A’, 3 quality points for a ‘B’, etc.
	2. Multiply the number of quality points for each course (that represents the letter grade) by the number of credit hours of each course to get your quality points earned in each course.

Example: you have 15 attempted semester hours and a sum of 24 quality points that would work out to be a 1.6 average; a sum of 30 quality points would be a 2.0 (a ‘C’ average); etc.

Cumulative Point Average (CUM) shows the quality of all a student’s work done at the college.

1. To figure out your Cumulative GPA
	1. The above procedure is applied to all work attempted to date. The first semester the answer is both for the Term GPA and the Cumulative GPA.
	2. Cumulative Point Average of 4.0 represents ‘A’ work; 3.0 a ‘B’ average and 2.0 a ‘C’ average.
2. To graduate a student needs a minimum of a Cumulative GPA of 2.0.

Dean’s Honors List:

1. Full-time students acquiring a Term GPA of 3.0 and better with no repeated courses and no grades of ‘F’ in any given semester.
2. Part-time students must be matriculated, accumulated 12 credit hours of academic work during an academic year and have a 3.0 average or better.

**gradE appeal procedures** *For Grades Issued For One Year*

Students may appeal a grade assigned by a faculty member within one year after the semester in which the grades were awarded. This procedure applies to students wishing to appeal a grade prior to graduation from CCM. Grades may not be changed after graduation except when an error in the recording of a grade has occurred. This grade appeal procedure does not apply to students wishing to change grades to “W” because of extenuating circumstances.

Grades are determined solely by individual faculty members. If a student wishes to appeal a grade given by a faculty member, he or she must:

1. Meet with the faculty member to attempt to resolve the matter.
2. If the matter cannot be resolved with the faculty member, the student should meet with the chairperson of the department in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the chairperson.
3. Once the department chairperson has had an opportunity to research the matter, the chairperson will inform the student of his or her findings. Normally, the department chairperson will have two weeks to complete the research before a decision is rendered by the faculty.
4. If the student does not agree with the findings, he or she should meet with the dean of the division in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the division dean.
5. Once the division dean has had an opportunity to research the matter, the division dean will inform the student of his and her findings. Normally, the division dean will have two weeks to complete the research and render a decision.
6. If the student does not agree with the findings, he or she should meet with the Vice President of Academic Affairs. The purpose of this meeting is to bring the matter to the attention of the Vice President of Academic Affairs. The Vice President will confer with the division dean for information and guidance in the resolution of the matter. Normally, the Vice President will have two weeks to complete the research and render a decision. The Vice President of Academic Affairs is the final step in the grade appeal process.
7. Students who initiate the grade appeal process with someone other than the faculty member must be referred to the faculty member and start at Step One in the procedure.

**GRADE APPEAL procedures** *Due To Extenuating Circumstances*

Students may seek to change a grade of “F” assigned by a faculty member to a “W” when there have been extenuating circumstances. Generally, students should seek this change within five years from the date of which the grade was assigned provided the student has not graduated.

Students may ask to have an “F” changed to a “W” when there has been some catastrophic occurrence in the life of the student such as a death in the family, serious illness of student or family member, hospitalization or counseling because of severe personal matters. Students who wish to have the grade of “F” changed to a “W” should do the following:

1. Submit an appeal in writing detailing the nature of the extenuating circumstances.
2. Forward the appeal to the Vice President of Student Development & Enrollment Management.
3. Provide necessary documentation as backup for the request. Documentation could include items such as a death certificate, letter or note from physician, a recommendation from the Office of Counseling and Wellness Center, or a copy of an obituary from a local paper.
4. The Vice President will send a memo with the appropriate information to the faculty member requesting whether or not the faculty member is willing to change the grade from “F” to “W”.

\* If the faculty member is willing to change the grade, he or she signs and returns the form to the Vice President of Student Development & Enrollment Management.

\* Students may view their record online within three weeks of filing their request to determine if a grade change occurred. If not, they may call the Office of Student Development and Enrollment Management to find out the disposition of the request.

1. Students must understand that only the faculty member issuing the grade is authorized to change the grade. The exception to this is when a faculty member, full/part-time, is no longer employed by the college. In this case, the request for change of grade will be sent to the appropriate Division Dean and /or Department Chairperson.

**transcripts**

*Request Policy & Procedures*

Students who would like to request their County College of Morris transcript can do so by 1) fill out and sign a [Transcript Request Form](http://www.ccm.edu/Media/Website%20Resources/pdf/admissions/recordsandreg/Transcript%20Request%20Form%20.pdf), available in the Office of Records & Registration or online on the

[Records and Registration](http://www.ccm.edu/admissions/recordsRegistration) web page. Please note there is a $5.00 fee per copy or 2) Students can request, to pay the $5.00 fee per transcript with a credit card, and track the statue of your transcript by ordering your CCM Transcript online through the National Student Clearing house (NSC) by clinking <https://tsorder.studentclearinghouse.org/school/ficcode/00772900>. All transcript requests need a signed written or electronic request from the student. If someone other than yourself is picking up your transcript, a written note with student signature must accompany the original request. Transcripts will not be released until all outstanding obligations to County College of Morris are fulfilled.

**grades via Web**

Students may access their grades and unofficial transcript through [Titans Direct](https://titansdirect.ccm.edu/Student/Account/Login?ReturnUrl=%2fStudent).

**Statement of Student Rights & Responsibilities**

Enrolling in County College of Morris is a privilege and with that privilege come responsibilities. What follows is a list of some of the basic rules of civility, meaning the way you behave at County College of Morris, the way you interact with others, and the college’s academic expectations. A student enrolled in the college accepts responsibility to become fully acquainted and compliant with these requirements, rules, and regulations; to accept the college's areas of jurisdiction; and to respect the rights, property, safety, and dignity of others in the college community. County College of Morris has the right and responsibility to determine when its policies, rules and regulations are violated and to decide the appropriate course of action.  Students should consult the full text of this statement as well as the Student Code of Conduct to become familiar with all responsibilities, requirements, and rules of conduct.

**STUDENT RIGHTS**

Students of County College of Morris are guaranteed certain rights as citizens of the college community.  Each student has the right to objective and timely feedback on their academic performance.  At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

**Each student has a right to:**

* Be treated fairly and respectfully as a member of the County College of Morris community.
* Have access at prescribed times to faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for positive learning.
* Expect access to quality assistance and professional conduct from all members of the college’s administrative staff.
* Expect to interact with faculty who treats the student with respect and who disseminates in a timely manner clearly stated expectations for class performance and evaluation.
* Have the freedom to raise questions and express alternative opinions without concern for any academic penalty or fear of retribution, as long as the expression does not disrupt or interfere with the orderly operations in a class or of the college as a whole.
* Expect that their work will be evaluated by academic standards that are free from discrimination on the basis of any classes protected under federal or state law.
* Have the opportunity to meet with faculty members, department chairs, or division deans when there are questions about the grades posted to the student's work product of classes.
* The privacy of certain records pertaining to the student’s enrollment at the college as protected under the federal Family Educational Rights and Privacy Act.
* Expect the college to promote and foster an environment that is free from violence, harassment, or physical threats from any other members of the college community, and for the college to address, investigate, and/or take any other appropriate measures against any member of the community who infringes on this right.
* Form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.
* Have access to a free, timely, and impartial process for the review of allegations of misconduct, a student conduct/administrative hearing, and appeal of decisions regarding responsibility and sanctions.
* Express concerns by following specific procedures outlined in the Student Handbook if he/she believes his/her rights have been violated.

**STUDENT RESPONSIBILITIES**

By enrolling at County College of Morris, a student assumes the obligation to be a responsible member of the college community and to be familiar with all college rules, regulations, requirements, and expectations.

Each student has the responsibility to:

* Recognize and respect the rights of all other students, faculty, staff, and administrative members of the County College of Morris community.
* Treat all members of the college community with civility, respect, and courtesy.
* Assist the college in maintaining a healthy environment for learning.
* Be an active learner by adhering to course requirements as specified by instructor(s) in the course syllabus, and follow all written and/or verbal instructions given by instructors or designated college representatives.
* Attend classes on time, remain through the entire class period, and abide by any other attendance requirements set forth in the course syllabus.
* Obey all duly established college, local, state, and federal policies, regulations, and laws while on-campus or participating in college-sponsored activities off-campus.
* Refrain from discriminating against other members of the County College of Morris community on the basis of any classes protected by federal or state law.
* Cooperate with college administrators, faculty, staff and contracted personnel in the performance of their authorized duties.
* Give and maintain accurate and complete information for all official records required by the college.
* Meet all financial obligations to the college.
* Carry a valid County College of Morris student identification card at all times while on college property or at college functions.
* Maintain the highest level of academic integrity in completing academic requirements.

**student code of conduct**

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 or position, with dignity and respect.

The purpose of the Student Code of Conduct Policy is to protect County College of Morris, its academic and social community, and its property from harm resulting from acts of its students that may cause injury or threat of injury. To this end, 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. Copies of the complete “Student Code of Conduct and Disciplinary Appeal Procedures” are available from the Office of Student Development and Enrollment Management.

The following acts, when committed by students of County College of Morris, shall be deemed misconduct under this Code.

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, harassing, intimidating or bullying conduct or disorderly behavior that (i) creates an imminent or perceived risk of violence or damage to property (ii) that might impede the teaching/learning environment, or (iii) that is likely to cause emotional harm by mocking, ridiculing or disparaging a targeted student or group of students.
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. Engaging in sexual assault or nonconsensual sexual contact either on or off campus. Sexual assault is herein defined by reference to N.J.S.A. 2C:14-2. b. Nonconsensual sexual contact is herein defined by reference to N.J.S.A. 2C:14-1.
5. Unauthorized use, possession or storage of any weapon.
6. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
7. Intentionally or carelessly disrupting college operations or college sponsored activities.
8. 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.
9. Furnishing false information to the college including forgery, alteration or misuse of college documents, records or identification.
10. 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.
11. Theft of college property or knowing possession of stolen college property or theft of personal items from campus facilities.
12. Destruction, damage or misuse of property of the college or others on campus.
13. Unauthorized use of electronic recording and communication devices.
14. 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.
15. Unauthorized presence in or use of college premises, facilities or property.
16. Unauthorized use and/or possession of fireworks on college premises.
17. Any gambling that is not authorized by the college or under the laws of the State of New Jersey.
18. Unauthorized use or misuse of the college name for the soliciting of funds or for sponsorship of activities, or on printed matter.
19. Violation of college regulations or policies, including campus motor vehicle regulations, the college’s smoking policy, or federal, state or local laws.
20. Violation of the terms of any disciplinary sanction imposed in accordance with the Code.

**CAMPUS REGULATIONS**

**Federal Clery Campus Security Act**

The safety of all members of the campus community is of vital concern to County College of Morris. Information regarding crime prevention advice, the law enforcement authority of the Public Safety Department, policies concerning the reporting of any crimes which may occur on campus, and the crime statistics for the most recent three years may be requested from the Department of Public Safety at 973-328-5550, or the college’s web site at www.ccm.edu.

**Alcohol or Drugs on Campus**

Except at specific organized social functions approved by the College, the use, possession and sale of alcoholic beverages on County College of Morris campus is strictly forbidden. The use, possession, sale or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous drugs or substances at County College of Morris by any individual unless prescribed by a doctor, is illegal and strictly forbidden. Persons violating these policies will be subjected to all applicable civil and criminal penalties. College-connected persons will be further subjected to college disciplinary action. In the event you are questioned by a college Public Safety officer you must present some identification such as your County College of Morris student ID.

**Animals**

For reasons of health and safety, unless specifically authorized – such as service dogs. Domestic pets may not be brought on campus or allowed within a college building. Persons bringing animals on campus or into buildings will be subjected to disciplinary action.

**Bicycles and Other Recreational Vehicles**

The use of bicycles, roller blades, skateboards, or other recreational riding apparatus is not permitted on campus walkways, parking lots, and wooded areas or in college buildings. Bike racks have been provided in Parking Lot #5 and #8 to lock bikes (use your own lock) in when brought on campus.

**Campus Parking**

All student cars parked on campus must be registered with the college Public Safety Department. Parking permits may be obtained during orientation or at Public Safety in parking lot number 10 at 675 Rt. 10, 24 hours, 7 days a week. A leaflet detailing the college parking regulations is available from the Public Safety Department. Decals are color coded and remain valid for three years. It is not necessary to obtain a new decal for each semester you are here unless your original decal has expired. Decals may not be switched to another vehicle.

For your convenience, the County College of Morris Parking Decal form can be found online at [www.ccm.edu](http://www.ccm.edu/). Use the links drop-down menu. Select Public Safety then open the CCM online Motor Vehicle Registration link. Upon completing the form, you must stop at the Public Safety building located in lot number ten to receive your decal. It will be necessary to produce a vehicle registration and a CCM ID card to complete the transaction.

***If you fail to obtain a decal within ten days of the first day of classes, you are subject to A citation and having your vehicle towed from campus for subsequent violations, at your own risk and expense!***

The speed limit is 25 mph. on campus roads with the exception of Titan Drive which is 15 mph and 5 mph on walkways and in parking lots. Drive vehicles only on the roadways and park in designated areas. Faculty/staff carpool spaces are designated in Parking Lots #5 and #8. Students are not permitted to use these spots. Special sections for motorcycle parking are available in Parking Lots #7 and #8. Students violating posted *‘reserved’* areas or posted *‘no parking’* areas will be subjected to having their vehicle in violation towed from the posted zone at the risk and expense of the owner or driver. All such towing fees must be paid directly to the towing service before the vehicle will be released.

**Fire Procedure**

Fires should be reported immediately by activating the nearest fire alarm and by notifying the nearest college official or dialing ***the emergency number******5550***. It is mandatory that the buildings be evacuated when the fire alarm sounds. Evacuations must be done in an orderly fashion, by the exit nearest you that is clear of any emergency. Go directly to the appropriate area as directed by your professor or a CCM fire marshal. Re-enter only when directed by the fire marshals or Public Safety personnel. Take all personal items with you when exiting the building.

**Furniture and Equipment**

College furniture and equipment are for the use of students and other members of the college community. Removal and transfer of furniture will not be permitted. Any person caught damaging college property will be charged for actual repair or replacement costs and can be subjected to disciplinary action.

**Sale of Merchandise**

The only agency regularly authorized to sell items on campus is the Campus Store. Any others wishing to sell on campus must have the expressed permission of the Vice President of Student Development and Enrollment Management and the Manager of Auxiliary Enterprises. Students as individuals cannot sell merchandise on campus.

**Smoking**

County College of Morris is a smoke-free campus. Smoking is banned from all campus buildings and anywhere on campus grounds. Smoking will only be permitted in vehicles not owned by the college. Smoking fines are $75 for the first offense, $100 for the second offense and $125 to $250 for the third offense. A fourth offense will increase the fine amount and may result in a Judicial Board referral. 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.

As used in this policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other mater that can be smoked which includes electronic (vapor) products, and in accordance with P.L. 1981, Ch. 320 as amended, includes the inhalation or chewing or snuff or chewing tobacco.

**campus services**

**ALUMNI RELATIONS**

The County College of Morris Alumni Relations Office is part of the CCM Foundation and is dedicated to meeting the needs of its graduates. Membership in the Alumni Association is automatic once a degree or academic program certificate is granted through CCM. All members receive a packet of information soon after they graduate. This includes an **alumni identification card** which is a valuable tool to use for the many on and off-campus benefits to alumni. Please keep your card in a safe place as a fee of $5 will be charged to replace all alumni ID cards. A list of these benefits can be found in the Alumni section of the CCM website at <http://www.ccm.edu/alumni/alumni-benefits/>. Various other information, including Alumni Scholarships and an application form, the unique diploma frame offer, the Alumni Newsletter, and an address update form is also available on the [Alumni section](http://www.ccm.edu/alumni/) of the website. Please join us on the [CCM Alumni Association Facebook](https://www.facebook.com/County-College-of-Morris-CCM-Official-Alumni-Page-173861915958/) and [LinkedIn](https://www.linkedin.com/groups/4856273) pages!

Location: Henderson Hall HH211

Phone: 973-328-5059

Hours: 9:00 am – 5:00 pm Monday – Friday

Email: bcapsouras@ccm.edu

**CAMPUS store**

The CCM Campus Store is located on the upper level of the Student Community Center and is college-owned facility serving CCM students, faculty, staff and visitors. The Campus Store offers textbooks and supplies, electronics, calculators, clothing, stationery, trade books, greeting cards, and convenience items.

Visit [bookstore.ccm.edu](https://bookstore.ccm.edu) for current hours

Extended hours during the first week of a term. Summer hours differ. See the Campus Store website for details.

Phone:   973-328-5151, Fax:  973-361-4953

Email: bookstore@ccm.edu

Website: [bookstore.ccm.edu](http://www.ccmbookstore.com/)

***Textbook Buy-Back .......Selling Your Books Back***

At the beginning and end of Fall and Spring semesters, the CCM Campus Store conducts a buy-back for many of the titles used in the previous semester. The dates are posted around campus and on the bookstore website prior to the buy-back.

Visit bookstore.ccm.edu/sell-books for current buyback hours.

***On-Line***

You are invited to visit the Campus Store’s website: bookstore.ccm.edu to get current textbook information, make inquiries, order textbooks, and shop for school spirit item.

***Charge/Debit Cards***

The Campus Store accepts American Express, MasterCard, Discover and Visa Credit Cards in payment for purchases.

***Checks***

Check should be made out to CCM Bookstore. The Campus Store will accept your personal check in payment for merchandise under the following conditions:

1. Your personal check must be drawn on a New Jersey bank with the name and address pre-printed on the check. No two-party checks are accepted.
2. You must have a valid New Jersey license and up to date CCM ID.

***Return Policy***

Last day for textbook refunds is based upon the academic term. See the Bursar’s refund policy for specifics. Books must be in original condition (in shrink-wrap, if applicable). Original receipt and proof of registration status are required. Credit card returns require original card to be present. Ebooks may be returned within 14 days.

Non-text merchandise is returnable within 14 days with original receipt in resalable condition. Electronic items are not returnable once opened.

***copiers/Network printers***

All copies/printouts are 10 cents for black and white and 25 cents for color.

Copiers/Printers for Students are located in Sheffield Hall 200 and the LRC.

***vending machines***

Vending Machines are located in the:

* Academic Complex
* HPE Building
* Student Community Center
* Henderson Hall
* Advanced Manufacturing & Engineering Center
* SUNDRIES/SNACKS: Available at the Campus Store during regular store hours.

**LIBRARY – SHERMAN H. MASTEN LEARNING RESOURCE CENTER 2nd Floor**

The Library is on the second floor of the Sherman H. Masten Learning Resource Center and is open to CCM students, faculty and students with CCM ID. Visit the Library for study space, research, and computer use. ~~)~~. Printing is available on a limited basis; printers accept cash only.

Library services are available online and in person.  Visit the Library or the LRC website <http://www.ccm.edu/library/> for:

Online and in person research tutoring – no appointment needed. Drop by the Library service desk or emaill, call, text or chat with a librarian during Library hours.

Journal article and information databases and ebooks

Book checkouts at the Library, or see the Library website for curbside pickup

For hours and information, see the Library website <http://www.ccm.edu/library/>.

**Public Safety Department**

Various services:

1. Jump start vehicles (dead batteries only).
2. Open car doors (keys lost/ locked in vehicle) need ID and authorized parking permit.
3. Maintain a lost and found department.
4. Emergency message delivery.
5. CPR and AED Certified
6. Emergency transportations and escorts
7. Lost and found property storage.

## Rave Guardian Safety App

Download the Rave Guardian Safety App. This is the best way to learn about all the different safety concerns on our campus. Just download the Rave Guardian App using your cell phone’s play Store. Then you can log in by using your CCM ID and password. If you have any questions or concerns, please contact the County College of Morris Department of Public Safety at 973-328-5550.

Location: Parking lot number 10 at 675 Rt. 10.

Hours: 24 hours/day, 7 days/week

Phone: 973-328-5550

Website: <http://www.ccm.edu/public-safety/>

Email: publicsafety@ccm.edu

**RUTGERS / CCM PARTNERSHIP**

In order to facilitate the transfer process, Rutgers, The State University of New Jersey and the County College of Morris signed a partnership agreement providing degree completion opportunities to North Jersey residents. Through the partnership, students who have earned an associate degree from an accredited community college can now pursue a Rutgers University baccalaureate degree conveniently located on the CCM campus.

The Rutgers-County College of Morris partnership currently offers the following undergraduate degrees: Criminal Justice, Psychology, and Public & Nonprofit Administration.

To request additional program information, please visit: <http://rutgersatccm.org/request-information-about-morris>

Location: DeMare Hall, DH269

Phone: 973-328-5670

Email: twuorinen@docs.rutgers.edu

**special events**

Each year, the Department of Special Events sponsors programs that engage the college and community at large. Partners with academic departments to bring special guest lectures to campus. Special Events includes supporting all Foundation events (Annual Golf Outing and Gala) and CCM musicals, dance performances, guest lectures, art receptions, family events, Veteran’s Day Celebration, ground breaking, facility opening many other college celebrations.

Location: Henderson Hall, HH211C

Phone: 973-328-5054

Email: cmcardle@ccm.edu

* Volunteer options available

**TESTING CENTER**

The Testing Center handles a variety of student testing needs.

Located: Learning Resource Center – Room LRC101

Phone: Online Testing 973-328- 5166

Email: testing@ccm.edu

Basic Skills Placement Testing

**Accuplacer Placement Testing** services provided by the center include the Basic Skills Placement Testing in Math, English, LOEP (Level of English Proficiency), 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 CLEP’s web site: <www.collegeboard.com/clep> or <https://www.ccm.edu/admissions/placement-testing-2/testing-center/clep-registration>.

Microsoft Office Specialist Certification is available through the Testing Center. Information can be found at <https://www.ccm.edu/admissions/placement-testing-2/testing-center/microsoft-office-specialist-certification-testing>

Quickbooks Certification is available through the Testing Center. Information can be found at <https://www.ccm.edu/admissions/placement-testing-2/testing-center/quickbooks-certification-testing>

**TUTORING CENTER**

The Tutoring Center houses the Math, Writing, Science Center and partners with our adjacent Storyteller’s Speech Lab. The Center provides tutoring assistance in writing, mathematics, science and speech courses. In addition, the Center offers tutoring in ESL and other subjects, refers students to departments that offer specialized tutoring, and runs academic workshops. Additionally, the Center gives students access to computers and quiet areas to do their work. Other services include online tutoring in a wide variety of subjects via Smarthinking 24/7. Students can access online tutoring support through the Center’s Blackboard Learn course Tutoring Center: Math, Writing & Science. Where they can also access other academic/study resources.

Due to COVID, the Tutoring Center continues to operate virtually, offering web conference tutoring via WebEx or Zoom. Additionally, other services such as academic workshops, exam reviews, and weekly group tutoring sessions are available online. For any special in-person tutoring request or assistance, please contact the Center.  To see schedule or make an appointment visit <http://www.ccm.edu/tutoring-center>

Location:              DeMare Hall, DH156

Hours:                 8:30 am – 6:30 p.m. Monday through Thursday

8:30 am – 3:00 p.m. Friday

Phone:                 973-328-5367

Email:                  tutorcenter@ccm.edu

**Math Center**

The Math Center is designed to enhance the learning experience of CCM students in a variety of mathematical areas. The tutoring staff consists of faculty and peers, who offer individual and group appointments. Additional resources that are available in the center include instructional computer software and academic workshops. For further information and schedule an appointment, please go to <http://www.ccm.edu/tutoring-center>

**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 full-time members of the English Department. Tutors diagnose writing problems, provide instruction in theory, and offer practice for writing improvement in any subject. Additionally, writing tutors will host a variety of academic workshops to supplement student support. For further information and schedule an appointment, please go to <http://www.ccm.edu/tutoring-center>.

**SCIENCE CENTER**

The Science Center is designed to enhance the learning experience of CCM students in a variety of the science subjects. Individual tutoring assistance is offered as well as group workshops, and materials such as microscope slides, bones and other specimens. In addition, computer software is available for study in biology and chemistry courses. Tutors are full-time biology and chemistry faculty as well as trained peer tutors. For further information and schedule an appointment, please go to <http://www.ccm.edu/tutoring-center>.

**VIRTUAL CAMPUS**

Virtual Campus is committed to inclusiveness, diversity, high-quality and a “learning without boarders” experience for all without the need to access a physical campus to engage in learning. Students may choose to pursue distance education through one of the following three formats: Virtual Campus, Online Instruction or Hybrid Courses. These formats are available in traditional, accelerated and late start semesters. For information regarding Distance Learning Services, please check out our website,

<https://www.ccm.edu/virtual-campus/>.

Phone: 973-328-5332

Website: <https://www.ccm.edu/virtual-campus/>

Email: vclearning@ccm.edu

**COLLEGE POLICY PROHIBITING**

**SEXUAL HARASSMENT**

The 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 supportive and conducive to the achievement of educational/career goals on the basis of such relevant factors as ability and performance. Students and college personnel are required to maintain an environment which allows all students and all college employees to enjoy the full benefits of their learning experience or work. The use of explicit coercive sexual behavior to control, influence or effect the performance or status of an individual is prohibited.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that interferes with an individual’s work or educational performance, or creates an intimidating, hostile or offensive working/learning environment.

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 Human Resources & Labor Relations, the Office of Student Development and Enrollment Management, an Academic Dean or the Office of Counseling and Student Success.

**new jersey campus sexual assault**

**victim’s bill of rights**

County College of Morris provides services with the New Jersey Campus Sexual Assault Victim’s Bill of Rights (Pursuant to P.I. 1994 Chapter 160), which stipulates that victims of sexual assault are accorded the following rights.

1. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
2. To have any allegations of sexual assault treated seriously, the right to be treated with dignity.
3. To be free from any pressure from suggestion that victims are responsible for the commission of crimes against them.
4. To be free from any pressure from campus personnel to:
* Report crimes if the victim does not wish to do so.
* Report crimes as lesser offenses than the victim perceives the crime to be.
* Refrain from reporting crimes.
* Refrain from reporting crimes to avoid unwanted personal publicity.
1. To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
2. To have access to campus counseling under the same terms and conditions that applies to other students in the institution seeking such counseling.
3. To be informed of and assisted in exercising:
* Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus/pregnancy.
* Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
1. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
2. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
3. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

**The policy in its entirety may be picked up in the Office of Counseling and Wellness Center, SCC118.**

**POLICY AND PROCEDURES FOR PROVidING**

**SERVICES TO STUDENTS WITH DISABILITIES**

The County College of Morris believes that students with disabilities should have an equal opportunity to succeed academically at the college. Any student who has a disability and is in need of a reasonable modification or auxiliary aid should contact the AccessibilityServices Office at 973-328-5284 for services.

A copy of the policy in its entirety may be obtained in the AccessibilityServices Office, LRC105. This will include:

 1. Definitions of disability and auxiliary aids and modifications/accommodations.

 2. Eligibility for use of auxiliary aids and modifications/accommodations.

 3. Students and faculty member’s rights and responsibilities.

 4. Confidentiality and disposition of records.

 5. Appeal/grievance rights.

**the student right to know act**

The Student Right to Know Act of 1998 requires that all post-secondary institutions participating in federal student aid programs disclose certain institutional and financial assistance information. This information is available to current and prospective students, parents, employees and other interested parties directly from the college’s website at the following link: <http://www.ccm.edu/consumer> .

**SUMMARY STATEMENT OF RESPONSIBILITY FOR STUDENT USE OF TECHNOLOGY AT COUNTY COLLEGE OF MORRIS**

County College of Morris provides information technology necessary for gaining access to resources that promote its mission and goals and provide an atmosphere that encourages the free and open expression of ideas. Information technology in classrooms, laboratories, and other computing facilities on campus may be used for purposes related to academic studies, official business with the college, and other college-sanctioned activities.

Accessing and using technological resources are privileges. Certain responsibilities accompany such privileges; understanding these responsibilities is important for all information technology users.

**By utilizing information technology at County College of Morris, users agree to abide by this policy.**

Users of County College of Morris’s computer facilities must agree to:

1. Take responsibility for the protection and appropriate use of any CCM account and its associated data.
2. Respect the privacy of information stored using CCM’s computing facilities, whether this information belongs to the user or to others.
3. Abide by any patent or copyright restrictions which may relate to the use of CCM’s computing facilities, products, or documentation.
4. Refrain from using CCM’s computing facilities for any form of private financial gain.
5. Refrain from using computing privileges to access other computer facilities to which the CCM network is connected without the appropriate approvals to do so.
6. Do not plug any non-issued CCM laptop into CCM’s network.
7. Do not alter, disconnect, or switch any computer cables or wires.
8. Take no actions that constitute misuse of user access privileges. Misuse of privileges and improper use of information technology includes, but is not limited to, the following:
9. Engaging in behavior that causes or may cause the destruction of or damage to equipment, software, or data belonging to CCM or to other users;
10. Violating or attempting to bypass system securities;
11. Violating computer software license agreements;
12. Making unauthorized use of computer accounts, passwords, or access codes;
13. Seeking information on, obtaining copies of, or modifying files belonging to other users;
14. Engaging in any form of academic dishonesty, such as plagiarism, cheating, or the unauthorized copying of copyrighted material;
15. Harassing, libeling, or slandering other users;
16. Engaging in any form of illegal activity;
17. Engaging in any behavior that interferes with other technology users in public use areas;
18. Downloading information without proper approval from a college administrator.

Violation of the statements described above will be dealt with in accordance with normal disciplinary procedures of the college. Illegal acts involving college communication resources may also be subject to prosecution by local, state and/or federal authorities. The college reserves the right to extend, limit, restrict, or deny privileges and access to its information systems and technologies when presented with evidence of a violation of this or other college policy, or local, state and federal laws. This agreement will remain in force as long as I make use of CCM’s computing facilities or services. No user has a privacy interest in the use of any of the college’s information technology resources such as email, voicemail, etc. All material resident on the college’s information technology resources are subject to both e-discovery and public records requests. Additionally, such materials may be used by the college for disciplinary or legal purposes. January, 2015

**CONFIDENTIAL COMMUNICATIONS WITH THE BOARD OF TRUSTEES AUDIT COMMITTEE**

Confidential written reports may be submitted directly to the Audit Committee of the Board of Trustees concerning suspected conflicts of interest, unethical conduct or irregularities in the financial and procurement practices of the College. These reports should be addressed to:

Board Audit Committee

County College of Morris

Lock Box #1

214 Center Grove Road

Randolph, NJ 07869-2086

Access to the above mail box is restricted to members of the Board Audit Committee. The college pledges non-retaliation against persons making a good faith report to the Audit Committee where there is a reasonable basis for the content of the report. Persons knowingly submitting false information will remain answerable for such misconduct.

**CHANGES AND CANCELLATIONS**

Because of the uncertainties regarding course enrollment and regarding appropriation of public funds for community colleges, 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, the college will attempt to notify participants through the student email system or by telephone prior to the first class meeting. Students will receive a full refund. The college is not responsible for errors in printed material.

**CAMPUS DIRECTORY**

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| --- | --- | --- |
| OFFICE | EMAIL | TELEPHONE:973-328-\*\*\*\* |
| The Academic Success Center | academicsuccessceter@ccm.edu | 5530 |
| Admissions | admiss@ccm.edu | 5100 |
| Allied Health | dvillneuve@ccm.edu | 5144 |
| Alumni Relations | bcapsouras@ccm.edu | 5059 |
| Aquatic Facility | athletics@ccm.edu | 5252 |
| Art & Design Department  | ngruneiro@ccm.edu | 5446 |
| Accessibility Services Office | aso@ccm.edu | 5284 |
| Athletic Office | athletics@ccm.edu | 5252 |
| Athletic Equipment Issue | athletics@ccm.edu | 5253 |
| Athletic Trainer | athletics@ccm.edu | 5256 |
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| Biotechnology & Chemical Technology | BioChem@ccm.edu | 5360 |
| Biology & Chemistry Department  | BioChem@ccm.edu | 5360 |
| Bookstore | bookstore@ccm.edu | 5151 |
| Bursar Office | bursar@ccm.edu | 5115 |
| Business Department  | msutton@ccm.edu | 5656 |
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| Campus Life Office | campuslife@ccm.edu | 5225 |
| Campus Store  | bookstore@ccm.edu | 5151 |
| Career Services | career-services@ccm.edu | 5245 |
| Counseling and Wellness Center | counseling@ccm.edu | 5140 |
| Criminal Justice Department  | mkazaba@ccm.edu | 5760 |
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| Dance Department  | tduncan@ccm.edu | 5326 |
| Distance Education/Virtual Campus | vclearning@ccm.edu | 5332 |
| Dramatic Arts & Theatre Production | mmammon@ccm.edu | 5460 |
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| Educational Opportunity Fund | eof@ccm.edu | 5270 |
| Emergency  | publicsafety@ccm.edu  | 5550 |
| Emergency Closing  | Titans Alert | 5580 |
| Engineering Technologies/Sciences | vfuentes@ccm.edu | 5760 |
| English & Philosophy Department  | Cohen Hall CH 300 | 5460 |
| Environmental Science Department  | Sheffield Hall SH 208 | 5360 |
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| Food Service – Cohen Hall | chartwells@ccm.edu | 5159 |
| Food Services – LRC | chartwells@ccm.edu  | 5158 |
| Food Services – Kitchen | chartwells@ccm.edu | 5158 |
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| Graphic Design Department | kyermeni@ccm.edu | 5446 |
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| Health & Exercise Science | mpaul@ccm.edu | 5328 |
| History, Political Science | mparrella@ccm.edu | 5641 |
| Honor Program | lgabrielsen@ccm.edu | 5459 |
| Hospitality & Culinary Department  | mcosgrove@ccm.edu | 5629 |
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| Landscape & Horticultural Technology  | boleksak@ccm.edu  | 5363 |
| Languages & ESL Department  | LanguagesESLDept@ccm.edu | 5420 |
| Library-Learning Resource Center | lrcref@ccm.edu |  |
| Library General Information  | lrcref@ccm.edu | 5330 |
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| Mechanical Engineering Technology | vfuentes@ccm.edu | 5760 |
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| Media Center | jschilp@ccm.edu | 5290 |
| Music, Dance & Performing Arts Dept. | mmammon@ccm.edu | 5430 |
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| Performing Arts Department  | mmammon@ccm.edu | 5427 |
| Phi Theta Kappa | campuslife@ccm.edu | 5228 |
| Photography Department | hslovenc@ccm.edu | 5446 |
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| President’s Office |  | 5030 |
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| Public Safety | publicsafty@ccm.edu | 5550 |
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| Respiratory Therapy Department  | jrutkowski@ccm.edu | 5423 |
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| Student Activities Programming Board | sapb@student.ccm.edu | 5216 |
| Student Development & Enrollment Management  | dsd@ccm.edu | 5170 |
| Student Government Association  | sga@student.ccm.edu | 5221 |
| Student Records | registrar@ccm.edu | 5200 |
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| Testing Center  | testing@ccm.edu | 5166 |
| Transfer Services  | transferservices@ccm.edu | 5140 |
| Tutoring Center | tutorcenter@ccm.edu | 5367 |
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| Women’s Center  | womenscenter@ccm.edu | 5025 |
| Workforce Development  | wfd@ccm.edu | 5083 |