

Admissions Policy

1. Statement of Intent

The college provides admission opportunity for all students who have a reasonable chance of benefiting from college level work and who have a reasonable chance of successfully participating in the educational program for which enrollment is sought.

2. Program Categories

The college recognizes the following categories of students as either part-time or full-time:

- a. Matriculated--Students who are officially enrolled in a program of study leading to a degree or academic certificate in specified areas (contact Admissions Office for listing). At the time of matriculation students must take the CCM college placement examinations unless they are exempt from the examinations as described below.
- b. Non-Matriculated--Students who are not seeking a degree or academic certificate from CCM. Non-matriculated students may enroll in credit courses for personal interest, career advancement, enrichment or possible transfer to another institution provided they satisfy all course prerequisites and other course requirements.
- c. Non-Credit--Students who are enrolled in courses or programs of varying lengths for which no college credit is assigned. Non-credit students are exempt from the general admissions requirements of the College. These courses are administered by the Office of Community and Professional Programs.

3. Admission Eligibility and Conditions for Credit Programs and Credit Courses

- a. U.S. Citizens/Permanent Residents/Documented Individuals--Except for admission to restricted programs listed in Section 6, admission to credit programs and courses is open to all college-able individuals who are U.S. citizens, permanent residents or who have lawful immigration status under federal immigration standards, who possess (i) a high school diploma or general equivalency diploma (GED) or equivalent, or (ii) a high school diploma or GED or equivalent who meet the conditional admissions requirements set forth in Section 7. In addition, high school students meeting the criteria under Section 4 may apply for admission to credit programs or credit courses. Except as otherwise permitted in Section 4, high school students who receive an acceptance letter from the college must maintain normal academic standing and graduate from high school before enrolling at the college.
- b. Undocumented Immigrants -- Admission to credit programs and courses is open to all college-able individuals who do not hold lawful federal immigration status. Undocumented immigrants shall be exempt from paying out-of-State tuition if the student:
 1. Attended high school in New Jersey for three or more years,

2. Graduated from a high school in New Jersey or received the equivalent of a high school diploma in New Jersey,
3. Registers as an entering student or is currently enrolled in the County College of Morris not earlier than the fall semester of the 2013-2014 academic year, and
4. In the case of a person without lawful immigration status, files an affidavit with the County College Of Morris stating that the student has filed an application to legalize his/her immigration status or will file an application as soon as he/she is eligible to do so.

Students without documented federal immigration status who satisfy the above conditions for exemption from paying out-of-State tuition who do not live in Morris County shall pay the out-of-county tuition rate.

Student information obtained in the implementation of this section of the Admissions Policy shall be confidential.

4. Credit Programs for High School Students

Challenger Program: The Challenger Program provides eligible high school students the opportunity to enroll in college courses. Students earn college credits, gain classroom experience, and are challenged academically. To participate, a high school student must submit a Challenger Program application to the Office of Admissions and submit a registration form with the signed approvals of a parent or guardian and a high school guidance counselor to the Office of Records and Registration. Challenger students are not eligible for developmental courses.

Academy Program: Students enrolled in the Academy programs at the Morris County School of Technology can attend CCM either in-place of their high school classes or in concurrence with their high school classes. Tuition and books are sponsored by the School of Technology. Academy students are not eligible for developmental courses.

Ability to Benefit/30 Credit Hour High School Diploma Program: Students who did not complete high school may participate in this state-endorsed high school diploma program. Students must submit an application to the Office of Admissions along with an incomplete high school transcript. The student must take and pass the Accuplacer placement exam by meeting minimum scores. A personal statement and letter of support from the high school Principal or Guidance Director is required for students who have been out of school for less than one year. Once accepted, the student may qualify for financial aid, must complete 30 credit hours in certain subject areas, and submit the official CCM transcript to the State of New Jersey to receive the high school diploma.

5. Documentation Required

All applicants are required to complete and file with the college's Office of Admissions, the form of application for admission prescribed by the college. All matriculated (degree

seeking students) seeking financial aid must arrange to have proof of high school completion or equivalent sent to the college. Acceptable forms of proof are: high school transcripts, high school diploma, high school equivalency transcript, or diploma or a letter from a school official stating that you have successfully completed high school. Students who do not wish to use any financial aid may opt-out of submitting a high school transcript by indicating so on the application for admission or by filling out a form in the Admissions Office. The student must also provide:

- a. Submission of a valid record of immunization.¹
- b. Test of English as a Foreign Language (TOEFL). All applicants whose first language is not English are required to take the TOEFL Test or to produce a copy of TOEFL Test results before registration if they are living outside of the U.S. at the time of application. Scores may not be older than two academic years. The TOEFL Test is administered to confirm entry level English proficiency. Students must also take the Level of English Proficiency Test (LOEP) at CCM once they arrive in the U.S.

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

6. Restricted and Capped Enrollment

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

Admission to the following specialized programs is subject to the additional criteria and restrictions listed. The college reserves the right to identify other programs of study that may require restricted or capped enrollment in the future.

Nursing, Radiography and Respiratory Therapy: Progression from the pre-professional to the professional phase of the Nursing, Radiography or Respiratory Programs is competitive. Information about selection criteria and application procedures can be obtained from the Department of Allied Health or the Dean of the Division of Health and Natural Sciences.

Science, Mathematics and Engineering: All students who intend to register for courses in Engineering, Mathematics, Biology, and Chemistry curricula are required to take the College Level Mathematics (CLM) Test prior to registration to determine skill levels in higher level mathematics.

¹ *New Jersey law requires all full-time students to present a valid record of immunization against measles, mumps and rubella as a condition of enrollment. The State requires two doses of live measles containing vaccine administered after one year of age, after 1968, and 30 days apart. Additionally, students must submit documentation of immunization of the 3-dose Hepatitis B vaccine. Individuals who are not in the Nursing or Allied Health Programs are exempt from these requirements only if they are 30 years or older. Immunization documentation must be submitted to the Office of Health Services prior to beginning the student's second semester of enrollment.*

7. **Ability to Benefit/30 Credit Hour High School Diploma Program**

Applicants who have not satisfied state and local high school graduation or GED requirements, or who have been exempted from these requirements, shall be conditionally admitted subject to demonstration of a reasonable chance of benefiting from college-level work based upon the results of the following diagnostic assessments:

Placement Tests in English, Mathematics, Reading Comprehension and Information Technology Literacy: Where these assessment tests indicate the student is not able to demonstrate a reasonable chance of benefiting from college-level work, alternate placements will be recommended in lieu of admission to the college. Where specific skill deficiencies are identified, the college reserves the right to require applicants to take non-credit developmental courses in writing skills, mathematics computation, basic algebra and/or intermediate algebra.

8. **Enrollment Status**

A part-time student is one who takes less than 12 credit hours per semester, while a full-time student is one who takes 12 credits or more per semester.

9. **Transfer Students**

Students who have attended other colleges or universities and who wish to receive a transfer of credit evaluation must submit, in sealed envelopes, official transcripts from the previous higher education institutions. The Office of Records and Registration will evaluate and grant transfer of credit after the applicant has been matriculated. The student shall be notified in writing or via e-mail what credits have been accepted for transfer. Per the *Comprehensive State-Wide Transfer Agreement* “All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations requirements for native and transfer students.” Upon individual review of exceptional cases, transfer credits may be granted from non-accredited institutions or through other forms of post-secondary education. Transfer students must complete at least 30 credits, half of which must be in the major, at the County College of Morris to receive a degree, or 15 credits to receive a certificate. Grades received at other institutions will not be used in computing the cumulative grade point average at CCM.

Matriculated students who complete a minimum of 30 credits at the County College of Morris (CCM) and transfer to another accredited college or university are eligible to have future credits earned at the institution to which they transfer apply towards the completion of their declared CCM associate degree. Students must have completed at least half of the credits from their major at CCM. The reverse credit transfer may be arranged by the student requesting that the transcript be sent for the first two consecutive terms of enrollment at the college/university to CCM. The reverse credit transfer may also be arranged by CCM through formal agreements with select colleges and universities. Students may have seven years from the date of their transfer to take advantage of this policy.

10. College Level Examination Program (CLEP)

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

11. Advanced Placement Credit

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

12. Credit for Prior Learning

County College of Morris grants credit for prior learning for certain college-level knowledge acquired through traditional college level education as well as non-traditional education. Non-traditional education may be acquired through experiences such as independent study, professional and/or job-related experiences. This credit may be granted for:

- a. Regarding certain specialized courses at CCM, successfully passing a departmental evaluation of the type, content and rigor as determined by each academic department. This could include a portfolio or performance assessment. Students should contact the appropriate academic department for specific information.
- b. For non-collegiate military training courses accredited under the American Council on Education Military Guide, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.
- c. For non-collegiate corporate training courses accredited by the American Council on Education, as verified by the Office of Records and Registration, and with the final evaluation and approval of the appropriate academic department.

Applicants should consult the Credit for Prior Learning Policy for more details.

13. Placement Skills Test

The college's Placement Test (Accuplacer) provides information to the college about a student's skill level in English, mathematics, algebra, and information (computer) literacy. The results of the test(s) are used to determine the proper placement of students in academic courses and programs. The College is required to ensure that students who are placed in college level courses have the ability to benefit. The College follows recommended Federal guidelines in assessing ability to benefit.

Who Must Take the College Placement Test?

- a. All students who apply for matriculation into a program of study leading to a degree or certain specified certificate.
- b. All students who intend to register for an English or mathematics course, or for a course that requires a proficiency measured by the placement test.
- c. All students transferring to CCM who are not exempt from placement testing as specified in "Exemptions from Placement Testing."
- d. Any applicant whose first language is not English and who is attempting to register for a credit course.
- e. Any applicant who is exempt from the Math section of the exam but who wishes to attempt to place into a higher level of Mathematics, e.g., Pre-calculus or Calculus I.
- f. All pre-college age students who enroll at the college through one of the existing or new programs including Challenger, Academy Students and/or any other special program for pre-college age students.
- g. All non-matriculated students who have completed 12 credits of coursework at CCM and whose enrollment is not covered by exemption as specified in the Exemptions from Placement Testing must take the placement tests before enrolling in additional coursework.
- h. Any student whose SAT, ACT or Accuplacer Test scores are older than seven (7) years.

Exemptions from Placement Testing:

The following students will be exempt from the placement test(s) at CCM upon presentation of appropriate documentation to the Admissions Office. Test scores older than seven (7) years are not considered valid.

- a. For those who have taken ACT, PARCC, or SAT tests, there are earned scores that will exempt students from taking the college's placement test. Students should contact the Office of Admissions for confirmation of the scores required from these tests that are not older than seven (7) years and will exempt students from placement testing.
- b. Students who present documentation that they have passed the appropriate remedial coursework at another college or university.
- c. Students who present documentation showing that they have passed the appropriate college level coursework in English Composition and/or College Algebra.

Basic Skills Remediation Requirements

If the placement test results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial/developmental courses in writing, mathematical computation, basic algebra and/or intermediate algebra. Students whose first language is not English will be required to take the Level of English Placement (LOEP) exam. If placement results indicate that student is not ready for courses taught in English, they will be required to complete an ESL sequence prior to registering for credit bearing courses. (Students whose test results indicate an inability to benefit from college level work will be offered counseling and additional testing to determine proper placement). Placement recommendations may include alternative educational opportunities in lieu of admission to the college as a matriculated student.

Basic Musicianship Test

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

College Level Mathematics (CLM) Test

All students who intend to register for courses in engineering, mathematics, biology, or chemistry curricula are required to take the College Level Mathematics (CLM) Test prior to registration to determine placement in higher level mathematics. Any student who is exempt from the Math section of the exam and wishes to attempt to register in a higher level of Mathematics must also take the CLM exam.

Information (Computer) Literacy Competency Exam

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

Students with Disabilities

Students who identify themselves as being disabled may request academic accommodations by submitting the appropriate documentation to the Disabilities Support Services Office.

14. **International Students**

Holders of valid non-immigrant visas may attend the college on a full- or part-time basis subject to the terms below applicable to the student's visa classification.

- a. Students who wish to enroll in a degree or certificate program based upon an F1 student visa must apply for full-time study in either the fall or spring semesters. International students with an F1 student visa are not eligible for full-time admission during summer sessions. Applications must include the name and address of the United States sponsor and original secondary school transcripts. If documents are not from an English speaking country, transcripts must be notarized and translated to English by an official translating agency. Personal

translations will not be accepted. Transfer credits earned in institutions of higher learning from foreign countries must be evaluated and credentialed by an accredited agency such as World Education Services, Inc. An Affidavit of Support form will be included in the college's acceptance letter. An I-20 (Certificate of Eligibility) will be sent to the accepted student's sponsor upon receipt of a notarized Affidavit of Support. Non-immigrant students with an F1 student visa will be charged tuition rates applicable to out-of-state residents.

- b. Individuals who upon admission present to the college a non-immigrant visa which does not require the individual to disclaim an intent to establish permanent residence in the United States, will be charged tuition rates based on the student's county of residence while in New Jersey.
- c. Individuals who hold a non-immigrant visa which requires disclaimer of intent to establish permanent residence in the United States will be charged tuition rates applicable to out-of-state residents.

15. **Readmitted Students**

Any student who was previously enrolled at the college and withdrew in good standing is eligible for readmission by applying to the Office of the Records & Registration. If a student was previously part-time, non-matriculated and wishes to attend full-time and matriculated, the student must apply for full-time admission through the Office of Records & Registration. Academically dismissed students are not eligible to apply for readmission on a full-time basis until at least one semester has elapsed following the student's dismissal. The dismissed student must send a letter of intent to the Academic Review Committee prior to applying for readmission. Academically dismissed students who are readmitted will return on probation. Students requesting reinstatement to the Nursing Program will be readmitted only on a space-available basis, depending upon academic performance determined by the Nursing Department.

16. **Second Degrees/Certificates**

Students who have completed a CCM certificate program are eligible to matriculate for a second certificate or degree program. Students who have completed a CCM degree program are eligible to matriculate for another degree or certificate provided that it is not closely related to the first program. A minimum of 24 additional credits related to the major, which have not yet been completed, must be earned for the second degree program. The appropriate department chairperson, in consultation with the dean, will determine the number of additional credits related to the major that must be earned for the second certificate program. (This will replace the college's required residency requirement.) Additional credits may be required to fulfill the current general education requirements for the second degree or certificate. Admission to second degree or certificate programs with heavy enrollment demands will be on a space available basis. A credit transfer evaluation from a student's first program to the second degree or certificate will be made at the time of matriculation. Courses will be treated as internal transfer credits and transfer grades will not be used in the grade point average calculation for the second degree or certificate.

17. **Admission to Non-Credit Courses**

Admission to all courses offered by Community and Professional Programs (CPP) is open to all applicants from high school age and up unless otherwise stated.

18. **Insurance Requirements**

While CCM is no longer mandated to require students to show proof of health insurance, all full-time and part-time students enrolled in the professional phase of the Nursing, Respiratory Therapy, and Radiography Programs are required to purchase professional liability insurance coverage and are required to show proof that they have sickness insurance. Information about reasonable health insurance plans may be obtained from the Office of Health Services.