

## Admissions Policy

### 1. Statement of Intent

The County College of Morris (“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 fulltime:

- 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 be assessed for appropriate placement, reference section #13 below, 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 Center for Workforce Development.

### 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 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 individuals who do not hold lawful federal immigration status. The college

has adopted a separate Tuition Policy that addresses eligibility of undocumented immigrants to receive in-county tuition.

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

#### **4. Credit and Non-Credit Programs for High School Students**

Dual Enrollment programs provide eligible high school students the opportunity to enroll in college courses. Students can earn college credits, gain classroom experience, and are challenged academically while they are earning their high school diploma. Dual enrollment programs are offered to students through a variety of opportunities, including concurrent offerings in their high school or courses directly through CCM. To participate, a high school student must submit an application to the Office of Admissions based on the program they choose and submit a registration form.

Students enrolling in CCM's Challenger program must submit an application and registration forms with the signed approvals of a parent or guardian and a high school guidance counselor to the Office of Records and Registration. Dual Enrollment students are not eligible for developmental courses.

CCM's Workforce Development program offers high school students the option to enroll in courses while in high school. Students choosing to participate in this program must work with their high school guidance counselor to be referred to CCM's Center for Workforce Development to enroll.

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. 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.<sup>1</sup>
- 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. Should it be necessary to limit enrollment due to insufficient facilities, staff and/or funds, admission shall be on a first-come, first-served basis, with priority given to Morris County residents.

Admission to the college does not imply admission to all programs. Accordingly, admission to specialized programs requiring external clinical experiences or programs bound by contractual regulations may be limited. Further, 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.

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

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<sup>1</sup> *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 noncredit 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 to 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. **Academic Assessment:**

In order to assure appropriate placement into Math and English courses, an academic assessment is required of all students who intend to Matriculate (pursue an associate degree or academic program certificate). This assessment is also required for non-matriculating students prior to registering for any courses that require English and/or Math prerequisites.

CCM uses multiple methods to determine Math and English college readiness. These methods include:

- CCM's Accuplacer Placement Test
- SAT Results: 560 or higher for Math and 590 or higher for Evidence Based Reading and Writing on the SAT within the past 7 years
- ACT Results: 23 or higher for Math and 23 or higher for English within the past 7 years
- Review of recent high school transcript, including coursework and grades in English and Mathematics during three to four high school years
- Review of college transcripts for successful completion of prior college-level English Composition and Mathematics courses (within the past 7 years) or developmental Math courses at another regionally accredited institution
  - a. Students who are pursuing a major that requires a higher level of mathematics competency must take the Advanced Algebra Placement Test (AAPT) for college-level Math placement
  - b. Students for whom English is not their primary language, have attended a high school abroad, or they have taken 2 or more years of ESL in a US high school must take the Levels of English Proficiency (LOEP) test
  - c. Students who intend to register for performance courses in the Music and Music Technology programs are required to take the Basic Musicianship Test prior to registration for Music Theory

If the academic assessment results indicate that specific basic skills are lacking, the college reserves the right to require students to take non-credit remedial/developmental courses in basic algebra, and or intermediate algebra or a supplemental writing course. High school students are only permitted to take college-level courses at CCM.

Students who request testing accommodations based on disability must submit the appropriate documentation to the Office of Accessibility Services.

### 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. 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.
- b. 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 the Center for Workforce Development is open to all applicants from high school age and up unless otherwise stated.

18. **Insurance Requirements**

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.