

GENERAL ACADEMIC INFORMATION

OCC Online Services

There are a variety of online sites and services you will find helpful and/or be required to use while a student at OCC. Some require a login and password.

College Website

Almost any information a student might need can be found on the website at www.ocean.edu (<http://www.ocean.edu/>). You can browse the site, use our quick links or search feature to find something specific.

College Portal – Ocean Connect

Ocean Connect is the college portal and can be accessed via our main web page by clicking, “My Ocean” at the top of the page. Ocean Connect contains a vast amount of information, and it is recommended that students become familiar with the many features this system provides.

To log in to Ocean Connect:

- If you've used Office 365 before, then your Ocean Connect username and password are the same as what you used for Office 365

New Student Users:

- Your username is your first name, followed by an underscore, your last name and @students.ocean.edu.
- Your Student ID number is always 7 digits long, and always starts with a 0.

For more information or if you need help logging in, go to help.ocean.edu (<http://help.ocean.edu/>).

Student Obligation to Know

All Ocean County College students have the responsibility for being fully aware of college policies and regulations affecting students. In addition to this catalog, students should consult the Student Handbook and the Ocean County College website for current policies and procedures of the college.

Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include warning, probation, continued probation, or academic suspension. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.0 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters will have an academic sanction of warning, probation, continued probation or academic suspension.

A student placed on academic sanction or suspension may appeal the action to the Academic Standards Committee.

Academic Standing

In order to remain in good standing and become eligible for graduation, the student must maintain a C average or a grade-point average of 2.0.

A student will be placed on academic probation if he/she earns a cumulative grade-point average of less than 2.0.

Class Attendance

Attendance at all class meetings and appointments is expected. Individual instructors may determine attendance requirements for their courses that impact final grading. Refer to the course syllabus.

A student may withdraw without academic penalty at any time up to the 60% point of the semester. Withdrawal may have a negative effect on a student's financial aid package. Withdrawal deadline dates for each term are published in the Student Handbook, are on the college website, and on individual course syllabi. After the deadline date, students cannot withdraw.

Changes in Schedule

A student may drop a course at any time prior to the first date of the term and receive a full tuition refund. (See section on refunds concerning drops after the first date of classes.)

A student may add a course or change a schedule only during the designated Drop/Add time period after classes have begun. No registration will be allowed after the attendance census date of the term.

Students who have access to register Online via Student Planning can drop online. Students who do not have access to register on line need to submit an official Add/Drop form to the Registration and Records Office. No Instructor signature needed. Add/Drop forms can be obtained from our website under Registration Forms and must be submitted to Registration and Records prior to the attendance census date. Add/Drop forms can be submitted to Registration and Records via The HUB.

After a semester begins, students who drop and add courses within the same day, even if done as separate transactions at different times of the day, will have tuition and fees processed on an even exchange concept. If the drop and add are on separate dates, tuition and fees for the drop will be processed according to the Refund Policy. The added courses will be billed at full rate.

A student may withdraw at any time up to the 60% point of the semester; a grade of “W” will be assigned. No withdrawals are allowed after that time. Exact withdrawal deadline dates are available on our website and posted throughout the campus.

Auditing a Course

Students registered for audit are entitled to participate in all course activities but receive no credit. Permission to Audit forms are due to Registration & Records before the attendance census date of the term. In special circumstances a student may appeal in writing to the Academic Standards Committee for permission to change to audit after the census date, if he/she is passing at the time. No student may change from audit to credit. Audit students not fulfilling all course requirements may be required to withdraw from the course. The grade of “R” (registered for audit) will be recorded and will appear on the student's transcript.

Any student who is auditing a course will still be financially responsible to the college for all tuition and fees.

Incomplete Work

A grade of "I" (Incomplete) may be recorded by an instructor if they approve a written request received from the student no later than the last class meeting. The requirements are: the student attended at least 80% of the course, the student can pass the course after the work is completed, and the student has a valid reason for the request. Approval of the request will allow an extra 30 days for the work to be completed. However, if the student is enrolled in a course for which the "I" grade is for a prerequisite course, the work for the incomplete course must be done by the fifth day of the student's next enrolled term if they have registered for the next higher level course. Students in prerequisite courses who do not meet the deadline of five days into the next term will be administratively withdrawn from the next course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, the instructor will submit the paperwork, obtain the required signatures and forward it to the Office of Registration and Records for processing. If the work is not completed within 30 days after the term, the grade of "F" will automatically be recorded.

Grading System

The student is at all times responsible for their own academic progress and standing, for contributing by preparation for and participation in those classes in which they are enrolled and for maintaining an academic achievement record commensurate with their ability.

Grade Reports showing the students' earned semester grades are issued at the end of each semester.

The following marks, with their value in grade points per semester hour of credit are used:

Grade	Description	Grade Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Passing - Below Average	1.0
F	Failure	0
W	Withdrawn/Non-Payment	None
I	Incomplete	None
R	Audit	None
P	Pass	None
NC	No Credit	None

Incomplete grades (I) must be resolved within 30 days after the end of the course. No more than five days into the next term is allowed for prerequisite courses or the student must be withdrawn. Meanwhile, the grade report with the recorded "I" grade will not affect the semester and grade point average. If the work is not complete within 30 days after the end of the course, the final grade of "F" will be recorded. Any extensions must be approved by the assigned faculty member and the Vice President of Academic Affairs.

Any course may be repeated.

Nursing Program Requirements

The minimum passing grade for nursing (NURS) courses is "C" (75%). All required courses in the nursing curriculum must also be passed at the "C" level or higher.

Students may not continue the program upon failure on the second attempt of a required nursing course or failure of a second required nursing course.

Pass/No Credit Grading

One free elective course outside the major field of study may be taken each semester during the sophomore year on a pass/no credit basis. A part-time student who has earned a minimum of twenty-eight (28) semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of P will be recorded for successful completion of each course with semester hours of credit applied toward a degree. A grade of "NC" - No Credit will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the grade point average be affected.

President's List & Honors

The President's Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with no grade lower than C in a given semester, and has achieved a semester grade point average of 3.50 or better qualifies for this honor. The President's Honors List is compiled each semester. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, having a cumulative grade point average of 3.50 or better.

A candidate whose final cumulative grade-point average is 3.50 or better will be graduated with honors:

Honor	Required GPA
Cum Laude	3.50-3.79
Magna Cum Laude	3.80-3.89
Summa Cum laude	3.9-4

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.

Student Classification

In deciding on a credit-hour load, the student must consider the pressures of employment and other limiting factors. One method is to estimate that each credit hour carried will require two hours of out-of-class preparation.

1. A full-time student is one who is in good academic standing and who carries 12 or more hours of credit. The full-time student will normally carry 15 to 18 credit hours in order to graduate after four semesters. Full-time students must be enrolled as degree candidates.
2. A probationary student is one who has a grade-point deficiency or other academic deficiency and will normally carry no more than 13 hours of credit in a semester.
3. A part-time student is one who carries 11 or fewer semester hours of credit in a semester.

4. A non-degree student is one who has not been admitted to a degree program.
5. A sophomore student is a student who has earned a minimum of 30 semester hours. All other degree candidates are considered freshmen.
6. A visiting student is one who is matriculated at another school while enrolled at OCC.

Course Withdrawal

A student may withdraw or be withdrawn from a course without academic penalty at any time up to the 60% point of the semester (exact dates for each semester are available on our website and posted throughout campus). Withdrawal may have a negative effect on a student's financial aid. If a student stops attending or is administratively withdrawn after this date, an "F" will be assigned. Students wishing to withdraw from courses are responsible for submitting their request by the published deadline. Late withdrawals cannot be accepted.

A student who wishes to withdraw during a semester must process a request online. The student remains financially responsible to the college for all tuition and fees, subject to the applicable refund percentage. (See Refunds and Changes in Schedule). Failing to attend class will not relieve you of your financial responsibility, even if you have not paid your bill.

Students receiving financial aid or VA educational benefits must, under the law, notify the Office of Registration and Records and the Financial Aid Office of their withdrawal from the college or of changing from full-time to part-time status. Failure to do so may result in reimbursing the government agency.

Deadlines for Withdrawals

If you drop a course by:	The result will be:
The day before the first day of the semester	Full tuition refund (minus fees), and course does not appear on the transcript.
The attendance census date of the semester	50% tuition refund (minus fees), and course does not appear on the transcript; if adding a course at the same time, no loss of 50% tuition.
The 60% point of the semester	No refund and course with a "W" grade appears on the transcript.
After the 60% point of the semester	No withdrawals of any kind will be accepted. The course, with earned grade, appears on the transcript.

¹ Exact dates for each semester are available on our website and posted in the Registration and Records Office. Failure to be aware of dates is not grounds for a refund.