



**ATLANTIC CAPE**  
COMMUNITY COLLEGE

**2020-2021  
STUDENT HANDBOOK**



**atlantic.edu**

## WELCOME TO ATLANTIC CAPE COMMUNITY COLLEGE!

I would like to welcome you to the Atlantic Cape family. Whether you are a new or returning student, a recent high school graduate or a returning adult, you will find Atlantic Cape to be a college that supports, encourages and empowers our students.

The mission of the Student Affairs area is to provide you with the services necessary to achieve your academic, career and personal goals. We encourage you to take “ownership” of your education and use the many services available to help you.

We are glad you have chosen our college and will make every effort to ensure that your experience is rewarding. I strongly encourage you to participate in student clubs, organizations and athletic activities. Being connected will enhance your academic experience while helping you develop key career and personal skills.

If you have a question or comment about your education and do not know where to go, please contact a Student Affairs staff member for assistance.

We wish you success in pursuit of your goals. Please remember that we are here for you!

Paula Stewart Davis

Dean of Student Affairs and Enrollment Management

## Table of Contents

<b><i>Welcome to Atlantic Cape Community College!</i></b> .....	<b>2</b>
<b>Atlantic Cape Community College Mission Statement</b> .....	<b>9</b>
<b>Mission, Values, Vision and Goal</b> .....	<b>9</b>
<b>Student Affairs Mission Statement</b> .....	<b>10</b>
<b>Statement of Nondiscrimination</b> .....	<b>11</b>
Where to file a complaint.....	11
<b>TELEPHONE NUMBERS</b> .....	<b>12</b>
<b>ACADEMIC ADVISEMENT</b> .....	<b>16</b>
<b>ACADEMIC POLICIES AND PROCEDURES</b> .....	<b>16</b>
ACADEMIC INTEGRITY .....	16
ACADEMIC INTEGRITY APPEAL PROCESS.....	17
<b>ACADEMIC STANDARDS</b> .....	<b>18</b>
<b>ACADEMIC CLASSIFICATIONS</b> .....	<b>18</b>
ACADEMIC PROBATION.....	18
ACADEMIC SUSPENSION FROM FULL-TIME ENROLLMENT .....	18
ACADEMIC DISMISSAL .....	19
ACADEMIC CLASSIFICATION CHART .....	19
ACADEMIC CLASSIFICATION APPEALS.....	19
<b>AFFIRMATIVE ACTION</b> .....	<b>20</b>
<b>ATHLETIC FACILITIES</b> .....	<b>20</b>
<b>ATTENDANCE AND TARDINESS AND CLASSROOM SUCCESS</b> .....	<b>20</b>
<b>ATTIRE</b> .....	<b>20</b>
<b>BOOKSTORES</b> .....	<b>20</b>
<b>BULLETIN BOARDS</b> .....	<b>21</b>
<b>BURSAR'S OFFICE</b> .....	<b>21</b>
<b>BUS SERVICE</b> .....	<b>21</b>
<b>CAFETERIA</b> .....	<b>21</b>

<b>CANCELLATION OF CLASSES .....</b>	<b>22</b>
<b>CAREER CENTER &amp; CAREER SERVICES .....</b>	<b>22</b>
<b>CELL PHONE POLICY .....</b>	<b>22</b>
<b>CENTER FOR ACCESSIBILITY .....</b>	<b>22</b>
ELIGIBILITY.....	23
PROVISION OF ACCOMMODATIONS.....	23
PLACEMENT TESTING FOR STUDENTS WITH DISABILITIES .....	24
<b>CHARGEBACKS.....</b>	<b>24</b>
<b>CHILD CARE FACILITIES .....</b>	<b>24</b>
<b>CODE OF CONDUCT.....</b>	<b>24</b>
<b>COMPUTER LABS.....</b>	<b>24</b>
<b>COOPERATIVE EDUCATION .....</b>	<b>25</b>
<b>CENTER FOR STUDENT SUCCESS.....</b>	<b>25</b>
<b>COUNSELING &amp; SUPPORT SERVICES .....</b>	<b>25</b>
<b>COURSE DROP/ADD OR CHANGES.....</b>	<b>25</b>
<b>CREDIT AMNESTY PROGRAM .....</b>	<b>26</b>
<b>CULTURAL EVENTS .....</b>	<b>26</b>
<b>DROP/ADD .....</b>	<b>26</b>
<b>DRUG AND ALCOHOL EDUCATION.....</b>	<b>26</b>
<b>EDUCATIONAL OPPORTUNITY FUND (EOF) .....</b>	<b>27</b>
<b>EMERGENCY CLOSINGS/CANCELLATIONS .....</b>	<b>27</b>
<b>ENROLLMENT SERVICES OFFICE .....</b>	<b>28</b>
<b>ESL (ENGLISH AS A SECOND LANGUAGE) STUDENTS .....</b>	<b>28</b>
<b>EVENING SERVICES.....</b>	<b>29</b>
<b>FERPA.....</b>	<b>29</b>
<b>FINANCIAL AID.....</b>	<b>29</b>
GENERAL ELIGIBILITY REQUIREMENTS.....	29
APPLYING FOR FINANCIAL AID.....	29

AVAILABLE ASSISTANCE.....	31
GRANT ASSISTANCE.....	31
LOANS.....	31
OTHER TYPES OF ASSISTANCE.....	32
WORK ASSISTANCE — FEDERAL COLLEGE WORK STUDY PROGRAM (FCWSP):.....	32
VETERANS SERVICES APPLICATION.....	32
RIGHTS AND RESPONSIBILITIES .....	32
REGISTRATION.....	32
PAYMENT .....	33
TRANSFER STUDENTS (VETERANS).....	33
AMNESTY .....	33
<b>GRADING .....</b>	<b>34</b>
<b>Academy of Culinary Arts Grading Scale .....</b>	<b>34</b>
<b>Nursing Grading Scale.....</b>	<b>35</b>
<b>Aviation Program Flight Courses.....</b>	<b>36</b>
AUDITING A COURSE (AU) – AUDITED.....	37
INCOMPLETE (I) GRADE.....	37
GRADE NA.....	37
F TO W GRADE POLICY.....	37
WITHDRAW FROM A CLASS (W GRADE).....	37
DEAN’S AND PRESIDENT’S LISTS .....	38
GRADE APPEALS.....	38
CREDIT-ACADEMIC ISSUES (GRADES, ETC.) .....	38
GRADE POINT AVERAGE (GPA), HOW TO CALCULATE.....	39
<b>GRADUATION REQUIREMENTS .....</b>	<b>39</b>
<b>GRADUATION PROCEDURES.....</b>	<b>40</b>
<b>HEALTH SERVICES/FIRST AID .....</b>	<b>40</b>
<b>HEALTH SERVICES/STUDENT ACCIDENT INSURANCE.....</b>	<b>40</b>
<b>HOLDS.....</b>	<b>40</b>
<b>HOUSING .....</b>	<b>40</b>

<b>ID CARDS</b> .....	<b>40</b>
TEMPORARY STUDENT ID.....	40
LOST ID CARDS.....	41
IMMUNIZATION RECORDS.....	41
<b>LEADERSHIP PROGRAMS</b> .....	<b>41</b>
PEER LEADERSHIP PROGRAM.....	41
MEN OF ATLANTIC CAPE (MAC).....	41
LEADERSHIP AND EDUCATION DEVELOPMENT (LEAD).....	41
<b>LEAVE OF ABSENCE</b> .....	<b>42</b>
<b>LIBRARIES AND ACADEMIC SUPPORT SERVICES</b> .....	<b>42</b>
LIBRARY HOURS.....	43
LIBRARY COLLECTIONS.....	43
LIBRARY SERVICES.....	43
LIBRARY TECHNOLOGY.....	44
ASSISTIVE TECHNOLOGY.....	44
STUDY IN THE LIBRARY.....	44
COMPUTER LABS.....	45
<b>TUTORING SERVICES</b> .....	<b>45</b>
<b>LOCKERS</b> .....	<b>45</b>
<b>MAJOR, DECLARING OR CHANGING</b> .....	<b>45</b>
<b>NJ STARS</b> .....	<b>45</b>
<b>PARKING</b> .....	<b>46</b>
<b>PAYMENT PLAN</b> .....	<b>46</b>
<b>POLICIES AND PROCEDURES</b> .....	<b>46</b>
STUDENT CODE OF CONDUCT.....	46
STUDENT CODE OF CONDUCT ADDENDUM:.....	47
FACE COVERINGS.....	47
ANTI-BULLYING POLICY.....	47
CYBER HARASSMENT POLICY.....	48
<b>DISCIPLINARY PROCESS FOR VIOLATION OF ACCEPTABLE STANDARDS OF CONDUCT</b> .....	<b>48</b>

DRUGS, INTOXICANTS DISCIPLINARY ACTIONS .....	49
<b>FIREARMS</b> .....	<b>49</b>
<b>STUDENT COMPLAINTS (GRIEVANCE)</b> .....	<b>49</b>
<b>ADA/504 GRIEVANCE PROCEDURE</b> .....	<b>50</b>
GRIEVANCES COVERED .....	50
INFORMAL GRIEVANCE PROCESS .....	51
FORMAL COMPLAINT PROCESS .....	51
<b>IMPROPER DISPOSAL OF WASTE INTO STORM SEWERS</b> .....	<b>52</b>
<b>WILDLIFE FEEDING CONTROL</b> .....	<b>52</b>
<b>THREATENING AND VIOLENT BEHAVIOR POLICY</b> .....	<b>52</b>
<b>PRIVACY (FERPA)</b> .....	<b>53</b>
<b>REFUNDS</b> .....	<b>54</b>
<b>REGISTRATION</b> .....	<b>54</b>
<b>REPEATING A COURSE</b> .....	<b>54</b>
<b>SECURITY</b> .....	<b>55</b>
<b>SEXUAL HARASSMENT AND AFFIRMATIVE ACTION</b> .....	<b>55</b>
<b>MEGAN'S LAW AND REGISTERED SEX OFFENDERS</b> .....	<b>56</b>
<b>V.A.W.A. STATEMENT</b> .....	<b>56</b>
<b>SMOKING POLICY</b> .....	<b>56</b>
<b>SPORTS</b> .....	<b>57</b>
INTERCOLLEGIATE SPORTS .....	57
INTRAMURAL SPORTS .....	57
<b>STUDENT ACCIDENT INSURANCE</b> .....	<b>57</b>
HEALTH SERVICES/STUDENT ACCIDENT INSURANCE .....	57
<b>STUDENT ACTIVITIES/RECREATION</b> .....	<b>57</b>
STUDENT GOVERNMENT ASSOCIATION (SGA) .....	57
STUDENT CENTER .....	58
STUDENT PUBLICATIONS AND RADIO STATION .....	58

<b>CENTER FOR STUDENT SUCCESS.....</b>	<b>59</b>
<b>TESTING OFFICE.....</b>	<b>59</b>
Testing Locations:.....	59
<b>PLACEMENT TEST (next-generation ACCUPLACER).....</b>	<b>59</b>
ESL PLACEMENT TEST.....	60
ATI TEAS EXAM.....	60
COURSE EXAMS.....	61
<b>TXTALERTS (TEXT ALERT SYSTEM).....</b>	<b>61</b>
<b>TRAFFIC REGULATIONS.....</b>	<b>61</b>
USING CAMPUS WALKWAYS AND PARKING LOTS.....	62
<b>TRANSCRIPTS.....</b>	<b>62</b>
<b>TRANSFER/ARTICULATION AGREEMENTS.....</b>	<b>62</b>
TRANSFERRING TO OTHER COLLEGES.....	62
STUDENT TRANSFER APPEALS.....	62
<b>TUITION AND FEES.....</b>	<b>63</b>
<b>TUTORING.....</b>	<b>63</b>
<b>VETERANS AFFAIRS.....</b>	<b>63</b>
<b>WITHDRAWAL.....</b>	<b>64</b>
<b>GLOSSARY OF ACADEMIC TERMS.....</b>	<b>65</b>



## Atlantic Cape Community College Mission Statement

Atlantic Cape Community College creates opportunity by providing access to excellent programs and services that successfully meet students' educational goals.

### Mission, Values, Vision and Goal

#### **Mission**

Atlantic Cape Community College creates opportunity by providing access to excellent programs and services that successfully meet students' educational goals.

#### **Values**

Integrity: Assure the public's trust

Caring: Committed to student success

Accountability: Accept responsibility for all college actions

Respect: Honor and value every member of the community

Excellence: Provide the highest quality programs and services

#### **Vision**

Atlantic Cape Community College will be the region's preferred choice for higher education, professional training and a leading catalyst for economic and workforce development.

The college will anticipate and fulfill regional educational needs, strengthen our community's economy and partner with K-12 and higher education institutions to create seamless educational pathways and maximize student success.

#### **Atlantic Cape Community College Goals**

- Goal 1: Connect; Connect and engage students with opportunities to be successful.
- Goal 2: Plan; Assist students in creating and fulfilling their academic and career plan.
- Goal 3: Complete; Increase the number of students who successfully complete their educational goals.
- Goal 4: Lead; Lead the institution to excellence through continuous improvement and the effective and efficient use of resources to maximize student success.

## Student Affairs Mission Statement

- We promote student support based on moral and ethical decision-making.
- We encourage student learning and personal development.
- We forge collaborative partnerships across divisions within the College and within the community to promote student learning.
- We facilitate the development of individual students while actively supporting a culturally pluralistic community.
- We instill in students a sense of community and belonging.
- We foster the development of leadership skills in students and provide leadership for students.
- We increase students' academic and social integration through programs and services.
- We instill in students the value of service to others.

## Statement of Nondiscrimination

Atlantic Cape Community College is committed to the philosophy of equal opportunity and affirmative action in education and employment. Atlantic Cape does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, gender, sex, sexual orientation, union membership or veterans status.

Atlantic Cape Community College complies with the Americans with Disabilities Act (ADA) of 1990, the American with Disabilities Act Amendments of 2008, and the Rehabilitation Act of 1973, Section 504.

Inquiries regarding Section 504 services that support student accessibility to the College, its academic programs and its support services, may be directed to The Center for Accessibility, J Building, (609) 343-5680 or [cfa@atlantic.edu](mailto:cfa@atlantic.edu).

The College complies with Title IX of the Education Amendments of 1972, which protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Assistance with Title IX services, including access to athletic programs, may be directed to Jamal Edwards, Director, Athletics, E Building, (609) 343-5043 or [jedwards@atlantic.edu](mailto:jedwards@atlantic.edu).

### Where to file a complaint

Under Title IX, the Violence Against Women Reauthorization Act of 2014 (VAWA) imposes new obligations on colleges and universities through the Campus Sexual Violence Elimination Act (SaVE Act) provision, Section 304.

Students who feel they have been the subject of possible discriminatory treatment under any Title IX provision, including the VAWA/SaVE Act, may file a complaint with the College's Title IX Coordinator, Cynthia Correa, Director, Worthington Atlantic City Student Services and Institutional Career Services, Title IX Coordinator (Atlantic City Campus), 1535 Bacharach Blvd., Room 145, Atlantic City, NJ 08401, (609) 343-4897 or [ccorrea@atlantic.edu](mailto:ccorrea@atlantic.edu), or Dr. Tammy DeFranco, Title IX Co-coordinator, Director, Student Services (Cape May County Campus), 341 Court House-South Dennis Road, Room 127, Cape May Court House, NJ 08210, (609) 463-8113 or [tadefran@atlantic.edu](mailto:tadefran@atlantic.edu).

Employees and students who feel they have been the subject of possible discriminatory treatment related to civil rights compliance in employment including sexual harassment among employees or related to ADA/ADAA compliance may file a complaint with the College's Affirmative Action Office, 5100 Black Horse Pike, J-Building, Mays Landing, NJ 08330, (609) 343-5670.

## TELEPHONE NUMBERS

Please note: All numbers are 609 area code. Extensions can be reached by calling 625-1111, 343-4900 or 463-4774, then dialing the extension.

<b>Departments</b>	<b>Phone Numbers</b>
Academy of Culinary Arts	609-343-4944
Admissions	609-343-5000
Advisement Centers	
<ul style="list-style-type: none"> <li>• Mays Landing (bullets)</li> </ul>	609-343-5621
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4893
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-3960
Athletics	609-343-5043
Atlantic City Campus (WACC)	609-343-4800
Bookstore - Follett	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5130
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-5104
<ul style="list-style-type: none"> <li>• To place a text direct order</li> </ul>	609-625-5205
Bursar's Office	609-343-5104
Cape May County Campus (CMCC)	609-463-4774
Center for Student Success-Advising (MLC)	609-343-5621
Career Centers	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5621
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4626

<b>Departments</b>	<b>Phone Numbers</b>
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-8113
Career Services	Ext. 4625
Center for Accessibility	609-343-5680
Chargebacks, <i>see Admissions</i>	609-343-5000
Child Care Center/Early Learning Center	609-343-4949
Continuing Education	609-343-5655
Cooperative Education	609-343-5085
Counseling	609-343-5667
Distance Education Tech Support	800-617-2191
English as a Second Language (ESL)	609-343-4837
Enrollment Services	609-343-5005
EOF/SSS	609-343-5646
Faculty Support Office	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5114
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4874
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-3502
Financial Aid	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5082
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4822
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-6788

<b>Departments</b>	<b>Phone Numbers</b>
ID Cards	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5010
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4895
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-3960
Libraries and Academic Support Services	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-4951
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4800 ext. 4726
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-3713
Lost and Found	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5010
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4841
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-6390
Course Exams, <i>see Testing</i>	See Testing
Math Lab, <i>see Tutoring</i>	See Tutoring
Online Class Tech Support, <i>see Distance Education</i>	
Parking Decal/Tickets, <i>see Security</i>	
Peer Mentor Program	609-343-5630
Scholarships, <i>see Financial Aid</i>	
Security	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-5125

<b>Departments</b>	<b>Phone Numbers</b>
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4841
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-6390
Student Center/Student Activities	609-343-5010
Student Government	609-343-5694
Student Leadership Programs	609-343-5098
Student Support Services	609-343-5641
Transcript Evaluator	609-343-5006
Testing	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-4951
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4800 x4726
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-3775
Theater	609-625-1111 ext. 5250
Tutoring	
<ul style="list-style-type: none"> <li>• Mays Landing</li> </ul>	609-343-4951
<ul style="list-style-type: none"> <li>• Atlantic City</li> </ul>	609-343-4800 ext. 4726
<ul style="list-style-type: none"> <li>• Cape May County</li> </ul>	609-463-3713
Veterans Affairs	609-343-5129
Dean, Student Affairs and Enrollment Management	609-343-5083

## ACADEMIC ADVISEMENT

Academic planning and course selection are critical factors leading to student success. Atlantic Cape's academic advisors in the Center for Student Success work with students majoring in liberal arts, general studies or who are in pre-program allied health courses. An advisor will review program plans, transfer options and help select appropriate courses. It is important to see your advisor whenever changing majors or selecting courses for transfer to other colleges or universities. A student working with a faculty advisor should schedule an appointment with him/her for academic advising. Early advisement enables students to have an optimum selection of courses.

The Center for Student Success is located in J lobby, next to the Admissions office, on the Mays Landing Campus. Call (609) 343-5621, for more information.

To speak to an academic advisor at WACC, call (609) 343-4895.

To speak to an academic advisor at CMCC, call (609) 463-3960.

## ACADEMIC POLICIES AND PROCEDURES

### ACADEMIC INTEGRITY

Atlantic Cape expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated and the student will be subject to disciplinary action as detailed below. Students are required to give credit to all individuals who contributed to the completion of any assignment. Specific sources of all information, ideas and quotations not original to the author of the assignment must be referenced. These references must be cited using standard methods such as those taught in ENGL101-Composition I and ENGL102-Composition II or other formats as specified by the instructor. If group work on an assignment is permissible, specific authorization and instructions pertaining thereto must be provided in writing by the instructor.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated below. Examples of such facilitation include, but are not limited to, the following:

1. A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.
2. A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report this to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, studio work, reports and projects.

The following penalties apply in cases of cheating or plagiarism:



1. The instructor may assign a grade of “F” or a zero for an assignment. OR the instructor may assign a grade of “F” for the course in cases of repeated dishonesty or in such cases where the assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.
2. All confirmed breaches of academic honesty become part of the student’s permanent academic record. Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years. After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

If the student is not in agreement with the action taken by the faculty member, the student is encouraged to meet and discuss the issue with the faculty as the first step. If the student is not satisfied with the outcome, the student requests a meeting with the Academic Dean, Nursing Chairperson or testing director.

#### ACADEMIC INTEGRITY APPEAL PROCESS

If the matter is not resolved between the student and faculty member or at the Academic Dean level, the student will contact the Assistant Director, Center for Student Success to file an appeal. The appeal process will be explained to the student and a student advocate will be assigned, if requested.

The Academic Standards, Policies, and Procedures Committee will be the appeal board for students who wish to appeal a faculty member's, Nursing chairperson or testing director's action. The committee must have a quorum in order to hear the charge.

The following procedure will be followed in order to provide the student with due process:

- The faculty member, Nursing chairperson or testing director will be notified of the appeal and will prepare a written statement of charges to be submitted to the Assistant Director, Center for Student Success, who will prepare and present the case to the Academic Standards, Policies and Procedures Committee.
- A hearing date will be selected that is mutually agreeable to all parties. The student will receive written notification of the violation and hearing date by registered mail or delivered in person and by email at least ten days before the date of the hearing. The hearing will take place on the scheduled date as long as the Committee has a quorum to hear the case.
- The charges, all affidavits, and all exhibits, which the College intends to submit, will be made available to the person making the allegation and the charged student for inspection.
- The student may bring counsel to the hearing in a consultative role only. In addition, the student can be assigned a student advocate from the counseling center to accompany them. The advocate can help the student prepare for the hearing and accompany the student to the hearing in a consultative role.
- The student will have the opportunity to present his/her own version of the facts, by personal statement as well as by affidavits and witnesses.
- The student will have the right to hear evidence against him/her and to question adverse witnesses personally.

- The Academic Standards, Policies, and Procedures Committee will make a determination of the facts of each case solely based on the evidence presented at the hearing. The chairperson of the committee will prepare a written statement of the committee's findings of fact and a recommendation to the Vice President of Academic Affairs for action.
- The Vice President of Academic Affairs receives recommendation and makes the appropriate decision regarding disciplinary action or dismissal of charges and the decision is final.

## ACADEMIC STANDARDS

Staff and resources are available to help students be academically successful. At the end of each academic year (at the end of the spring semester), the college will review students' academic progress and identify individuals who need additional support and resources. If a student is placed on one of the following academic classifications they will need to meet with a college representative to identify appropriate support and resources to develop a plan for academic success.

To be in "good academic standing," students must maintain a minimum 2.0 overall grade point average (GPA). Students receiving financial aid must also meet "Satisfactory Academic Progress" (SAP) requirements (pass a certain percentage of courses in which you enroll). If a student earns an overall GPA below the minimum 2.0, they will be placed on one of the Academic Classifications listed below.

## ACADEMIC CLASSIFICATIONS

### ACADEMIC PROBATION

Students placed on Academic Probation will have a hold placed on their account prohibiting enrollment in more than 11 credits (12 credits is the minimum for full-time enrollment status). Students must connect with a counselor or advisor so that factors leading to the unsatisfactory academic performance can be discussed and to develop an action plan for academic success.

### ACADEMIC SUSPENSION FROM FULL-TIME ENROLLMENT

A student placed on Academic Suspension from full-time enrollment is restricted to a maximum of 11 credits during each semester. Students on academic suspension must connect with a counselor to develop a plan for academic success.

A student may file an appeal through the Academic Appeal process if they would like to enroll full-time during the academic year.

## ACADEMIC DISMISSAL

A student is placed on Academic Dismissal if they have attempted between 17 -30 credits and have a GPA below a .60, or have attempted between 31 – 48 credits and have earned a GPA less than 1.01 or have attempted 49 or more credits and earned a GPA less than 1.59. This classification prohibits College enrollment for a period of two semesters (one academic year). A student may appeal this classification through the Academic Appeal process in order to enroll during the academic year. If the appeal is approved, the student will be placed on Academic Suspension from full-time enrollment for the first semester and must meet with a counselor to determine the maximum credit enrollment for the next semester.

## ACADEMIC CLASSIFICATION CHART

<b>CREDITS ATTEMPTED</b>	<b>GPA</b>	<b>STATUS</b>
12 – 16	0 - .50	Academic Suspension
	.51 – 1.99	Academic Probation
17 – 30	0 - .59	Academic Dismissal
	.60 – 1.39	Academic Suspension
	1.40 – 1.99	Academic Probation
31 – 48	0 – 1.00	Academic Dismissal
	1.01 – 1.79	Academic Suspension
	1.80 – 1.99	Academic Probation
49 or more	0 – 1.59	Academic Dismissal
	1.60 – 1.79	Academic Suspension
	1.80 – 1.99	Academic Probation

## ACADEMIC CLASSIFICATION APPEALS

Students with extenuating circumstances (personal, medical or employment related) may appeal to the Academic Standards, Policies, and Procedures Committee. Upon written notification of academic classifications, students will be given notice of their right to an appeal, appropriate contact information,

instructions for requesting appeal and appropriate scheduling information. Upon being granted this opportunity, students may submit their appeal in writing or in person. The committee will judge each case and state its finding to each student regarding its disposition of either upholding or reversing the assigned academic status.

## **AFFIRMATIVE ACTION**

See Sexual Harassment/Affirmative Action.

## **ATHLETIC FACILITIES**

Atlantic Cape's indoor athletic facilities include a gymnasium with a seating capacity of 800, fitness center, locker rooms and showers. Outdoor facilities include softball and soccer fields, an archery range and an exercise trail. Students can schedule use of these facilities through Jamal Edwards at (609) 343-5043.

## **ATTENDANCE AND TARDINESS AND CLASSROOM SUCCESS**

The College believes there is a correlation between academic growth and classroom attendance, and students are expected to keep classroom appointments. Individual faculty members announce policies on attendance and it is the student's responsibility to know and follow the attendance policy for each course.

Research has indicated that there is a correlation between academic success and classroom attendance and punctuality. Faculty members announce attendance expectations and it is the student's responsibility to know and follow the said expectation for each course. Faculty may be required to report students' last academic activity for individual courses.

## **ATTIRE**

Students are expected to dress in clothing that is appropriate for campus life; footwear and shirts are required inside all buildings and at all College functions.

## **BOOKSTORES**

The Follett bookstores are independently-operated facilities located on the first floor of J Building on the Mays Landing Campus and the first floor of the Charles D. Worthington Atlantic City Campus. The stores sell textbooks, culinary uniforms and supplies, nursing uniforms and supplies, stationery, sportswear, school and art supplies, computer electronics, USB drives, snacks, stamps and padlocks for student lockers.

Cash, VISA, MasterCard, American Express and Discover are accepted. Personal checks, with proper identification, are accepted for the exact amount of purchase, maximum \$500. An actual credit card must be presented at time of purchase. The name imprinted on the card must match the name of the customer presenting the card. The bookstore will obtain and verify the cardholder signature. If there is no signature, a photo ID must be shown.

Atlantic Cape offers students who have eligible excess financial aid funds a Follett bookstore account for their book advances. The College does not issue paper “book checks.” Eligible students will be notified when funds become available. Students may then view this information by logging into their Atlantic Cape Student WebAdvisor account, selecting “Bookstore Charge Transactions” under the Financial Aid tab.

The store hours are available at each store location and online. Additional hours will be scheduled during the first two weeks of the fall and spring semesters. Dates and times can be obtained by calling the bookstore at your campus. The bookstore will buy back books all year. However, buyback is suspended during rush periods.

## BULLETIN BOARDS

Bulletin boards are located throughout the campuses to publicize student events. All postings must have an approval stamp on them. For approval stamp, please visit:

Mays Landing Campus: Student Engagement Office

Worthington Atlantic City Campus: Student Services/Program Support Offices

Cape May County Campus: Academic (Faculty Support office 3<sup>rd</sup> floor) and Student Services Director (1<sup>st</sup> floor)

Postings will be removed by expiration date.

## BURSAR’S OFFICE

The Office of the Bursar, located on the first floor of J Building on the Mays Landing Campus, and at each of the branch campuses in Atlantic City and Cape May County, maintains all information concerning student financial account records for credit and continuing education students. These services include Student financial account records, payment plans, student refunds, chargebacks, third-party sponsor billing and 1098T document processing.

## BUS SERVICE

NJ Transit buses run hourly between Atlantic City and the Mays Landing Campus, 8 a.m. to 9:45 p.m., Monday–Friday. NJ Transit also offers bus service to the Cape May County Campus via Rt. 552 and picks up at the Atlantic City Bus Terminal near the Worthington Atlantic City Campus. Visit [www.njtransit.com](http://www.njtransit.com) for more information.

NJ Transit Online Student Pass provides full-time Atlantic Cape students with a 25 percent discount on monthly passes for NJ Transit buses, trains and light rail systems. Log in to WebAdvisor to take advantage.

## CAFETERIA

Mays Landing Campus: Nobil Food Service is the cafe operator offering a variety of hot and cold made-to-order selections or fast and easy “Grab and Go” breakfast, lunch and snacks. The cafe opens at 8:00 a.m.-6pm, Monday-Thursday; 8am - 2pm on Friday

during fall and spring semesters: Summer hours are 8:00 a.m. – 2:00pm, Monday-Thursday. Throughout the campus, snacks and drinks are available through vending machines.

Worthington Atlantic City Campus: Hannah G's is the cafe operator with a variety of hot and cold made-to-order selections or a fast and easy "Grab and Go" breakfast, lunch and snacks. The cafe opens at 8 a.m. - 2:30pm, Monday-Thursday. Vending machines and snacks are available.

Cape May County Campus: Kara Group offers breakfast and lunch pre-made kiosk Monday thru Thursday beginning at 8:30 a.m., during fall and spring semesters. Vending machines and snacks are available.

## CANCELLATION OF CLASSES

See Emergency Closings/Cancellations and TxtAlerts.

## CAREER CENTER & CAREER SERVICES

Regardless of where you are in the career development process, the Student Success and Career Center can be of assistance. We can assist you with resources to help you learn about yourself and match your values, interests, personality traits and skills to educational and career pathways. We offer various tools that integrates self-assessment with in-depth and up-to-date career information that is easy to use and provides you with a realistic view of the best educational and career options for your future success.

Career Centers are located at each campus and are available to full- and part-time students and alumni. Answers to questions concerning job applications, resumes and interviews are available, as well as information on locating and applying for employment. Contact us at [careers@atlantic.edu](mailto:careers@atlantic.edu).

Mays Landing Career lab, located in G building, second floor (G215), call (609) 343-5621;

Atlantic City Career Center is located near the library (609) 343-4800, ext. 4625 or 4626;

Cape May Career Center is located on the first floor, or call (609) 463-3508.

## CELL PHONE POLICY

Before entering class each day, cellular phones and other electronic devices (pagers, etc.) must be turned off.

## CENTER FOR ACCESSIBILITY

Atlantic Cape provides reasonable accommodations to students with documented disabilities. Students are strongly encouraged to request accommodations at the time of admission to ensure ample time to arrange accommodations. Students are required to submit documentation to determine eligibility for

accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act.

#### ELIGIBILITY

Eligibility for student accommodations is based on medical and/or other professional documentation of disability as well as the impact the disability has on the students' access to their education. Contact the Assistant Director of The Center for Accessibility (CFA) for information about appropriate documentation of disabilities. Call (609) 343-5680, email [cfa@atlantic.edu](mailto:cfa@atlantic.edu) or stop in the Center for Student Success. Please note this is an individualized process, and will vary based on student needs.

It is the responsibility of the student with a disability to identify himself/herself as having a disability and to request academic adjustments, auxiliary aids and/ or modifications necessary to receive equal access to the College's program, activities and services. The person with a disability can initiate self-identification by seeking assistance from The Center for Accessibility. Students who self-identify elsewhere will be referred to the Center for Accessibility.

#### PROVISION OF ACCOMMODATIONS

In order to receive accommodations in a timely manner, students are encouraged to schedule a meeting with the CFA for documentation review and individualized need assessment. The process for obtaining accommodations is as follows:

1. Complete and submit the CFA Registration Form  
Upon completion of this form, the student will receive a confirmation email of their submission. Students are encouraged to call (609) 343-5680, email [cfa@atlantic.edu](mailto:cfa@atlantic.edu) or stop by if accommodations are needed to complete this form.
2. Schedule an intake meeting  
Upon receipt of the registration form, a representative from CFA will contact the student to schedule an intake meeting with the assigned counselor. This meeting can be done in person, via Skype, or by phone.
3. Submit appropriate documentation

On or before the intake meeting, students must submit documentation, which includes a diagnosis of medical condition(s) and sufficient information regarding the impact on the student's ability to perform and/or function. Documentation must support the need for the accommodations requested. Please consult the CFA guidelines for examples of acceptable documentation.

The documentation can be submitted in one of three ways.

1. Sending as an email attachment to: [cfa@atlantic.edu](mailto:cfa@atlantic.edu)
2. Faxing to (609) 343-4926
3. Bringing the documentation to the intake appointment

Various Assistive Technologies are available for student use. Please contact the Center for Accessibility at [cfa@atlantic.edu](mailto:cfa@atlantic.edu), (609) 343-5680 for more information.

## PLACEMENT TESTING FOR STUDENTS WITH DISABILITIES

If a student with a documented disability needs accommodations to take the Placement Test (ACCUPLACER), contact The Center for Accessibility prior to scheduling an appointment for the test to arrange accommodations. The test is also available in alternate formats for students with visual impairments. Call (609) 343-5680 or [cfa@atlantic.edu](mailto:cfa@atlantic.edu) for additional information and to request accommodations.

## CHARGEBACKS

Students who are not residents of Atlantic and Cape May counties are required to file a chargeback form every semester upon registration or pay out-of-county fees. A chargeback authorizes Atlantic Cape to bill the student's home county in New Jersey for the out-of-county portion of the tuition. It is the responsibility of the student to verify eligibility for a chargeback with the home county. Chargeback acceptance letters, available in Enrollment Services, are required for students whose home county has a community college. Please see the college catalog or credit course guide for out-of-county eligibility requirements. Submit chargebacks to the Bursar's Office. For questions regarding out-of-county chargebacks for students attending Atlantic Cape call (609) 625-1111, ext. 5244.

## CHILD CARE FACILITIES

Gateway Early Learning Center operates a childcare facility on Atlantic Cape's Mays Landing Campus. The preschool is licensed to enroll children ages infant to 5 years old and is available to the community, Atlantic Cape students and staff. The center is open 7:30 a.m.- 5:30 p.m., Monday-Friday.

There is one Head Start Classroom with 10 children ages 3-5 years old. There is one classroom that collaborates with the Hamilton Township School district for 4-5 year olds. There is an Early Head Start program for birth to 3 years old and an infant/toddler room for ages 0-3 years. Childcare is offered based on a sliding fee scale, per federal regulations. If a parent is income eligible, the Women's Center through Rutgers CCR&R can connect them to E/Child Care.

Teaching staff are qualified to teach in a school setting and assistants have a Child Development Certification, as per the federal guidelines for the Head Start program. The program uses Creative Curriculum and Teaching Strategies.

For more information or rates, call the center at (609) 343-4949.

## CODE OF CONDUCT

See Policies and Procedures.

## COMPUTER LABS

*See Libraries.*



## COOPERATIVE EDUCATION

Cooperative Education courses allow students to receive college credits for working in jobs related to their major. These credits are supervised by faculty and are available to Atlantic Cape students whose major is Culinary or Office Systems Technology. The Cooperative Education office is located in the Center for Student Success. Contact the office for more information, (609) 343-5085.

## CENTER FOR STUDENT SUCCESS

Counseling can be one of the most important resources available to you while attending college, whether you are a recent high school graduate, returning adult, transfer student or veteran. Counseling can be essential in assisting you in the achievement of your educational and/or career goals.

A counselor can help you navigate obstacles that may interfere with your academic progress, choose an appropriate degree program that aligns with your career goals, help develop a resume and cover letter, and assist with the transfer process.

If faced with challenges, which you find difficult to handle alone, such as personal issues, alcohol and/or substance abuse, feelings of depression and/or despair, come meet with a counselor. There is no cost to meet with a counselor and counselors adhere to ethical guidelines regarding confidentiality. Students are referred to community providers if long-term counseling or services are appropriate.

Counseling services are available at all three campuses. Call (609) 343-5667 to schedule an appointment with a counselor.

## COUNSELING & SUPPORT SERVICES

The Counseling and Support Services area is located on the Mays Landing Campus. The area consists of six academic support programs to help eligible students attain their academic goals. The programs are Educational Opportunity Fund Program (EOF), Student Support Services Program (SSS), New Jersey STARS (NJS) and Student Leadership programs (Leadership Education and Development (LEAD) and Peer Mentors, Men of Atlantic Cape (MAC) and Stockton Transfer Pathways.

The programs offer a variety of services that include, but are not limited to counseling, academic advisement, monitoring of academic progress, assistance with the transfer process and cultural activities.

Academic advising is also housed in the Center for Student Success and designed to assist students achieve their academic and career goals.

*See Educational Opportunity Fund, Student Leadership Programs, New Jersey STARS, and Student Support Services.*

## COURSE DROP/ADD OR CHANGES

Changes in registration may be made at any of the Atlantic Cape locations by completing a registration/course change form in person, by fax or mailing the change. You may also make changes via

the Web. Dates to change registration status vary by semester and session so please refer to the online Academic Calendar for specific dates. The date of the change determines the amount of any eligible refund.

The effective date of the change will be the date the request is received in person; the postmarked date, if mailed; or the date the transaction took place online.

To be registered into a closed course, students must have written permission from the faculty member.

Students may withdraw from a course but should do so only after a conference with a counselor or advisor. Students who wish to withdraw from courses may do so in writing by the deadlines as listed in the online Academic Calendar. A grade of "W" will be assigned for each course. "W" grades are not computed in students' grade point averages. Withdrawing from class may affect financial aid awards.

Not attending classes or stopping payment of a check does not constitute an official withdrawal. These students will receive an "F" grade and will be responsible for course costs.

*See Leave of Absence.*

## CREDIT AMNESTY PROGRAM

A student may petition the Academic Standards, Policies, and Procedures Committee for the Credit Amnesty Program whereby a student's previous academic record may be expunged. This program is for students who have a four-year break in enrollment at Atlantic Cape, have re-entered and completed 12 credits of college-level course work at Atlantic Cape with a grade of "C" or better. Graduates are not eligible for the program and Credit Amnesty can only be granted once. For information call (609) 343-5098 or email [apolanco@atlantic.edu](mailto:apolanco@atlantic.edu). See Credit Amnesty Applications for information and applications.

## CULTURAL EVENTS

Part of Atlantic Cape's mission as a community-oriented institution is to contribute to the area's cultural life. The Student Activities area brings lectures, plays and musical programs to Atlantic Cape's campuses. Call (609) 343-5010 for more information.

## DROP/ADD

*See Course Drop/Add or Changes.*

## DRUG AND ALCOHOL EDUCATION

Counselors are available to assist students seeking to resolve chemical dependency with issues that may interfere with their academic progress. Students are referred to appropriate treatment facilities, agencies or self-help groups for treatment. Assistance is fully confidential and will not jeopardize enrollment or legal status.

## EDUCATIONAL OPPORTUNITY FUND (EOF)

The Educational Opportunity Fund is a comprehensive state-funded program that offers academic support services to a select group of eligible students who exhibit the potential to be successful in college although they may lack the finances and/or academic preparation.

Program participants are motivated to become lifelong, independent learners with the tools necessary to meet the challenges presented by a competitive society. This goal is reached by providing counseling, mentoring, tutoring, workshops/seminars, financial assistance, academic advisement, monitoring academic progress, transfer assistance and student leadership activities.

Applications are available at the Center for Student Success office on the Mays Landing Campus, the Student Development offices at the Atlantic City and Cape May County campuses, online or call (609) 343-5646 for more information.

## EMERGENCY CLOSINGS/CANCELLATIONS

Cancellation of a class may be necessary because of the sudden illness or unexpected absence of an instructor too late for a substitute to be assigned. Students will be notified of the cancellation by a notice posted on the classroom door or delivered in person by another instructor or in advance, or see Instructor cancellations. Further study assignments may be distributed by the same means. In the event of the cancellation of an evening class, efforts will be made to contact students in advance by telephone.

Students may decide whether extreme weather and road conditions prevent their attendance at classes when the College is open. In such cases, students should notify the College in advance and state the reason for their absence by calling (609)3435114. Students who miss a class - must still complete assignments.

If an instructor is late for a class, students should wait at least 10 minutes after the scheduled starting time of the class. After such time, students may leave without prejudice, but one student should inform the Faculty Support Office of the instructor's absence: Mays Landing– Room A-123, Cape May County Campus – Room 335, Worthington Atlantic City Campus – Room 255.

In the event of bad weather or other emergency, Atlantic Cape campus closings are announced on the homepage, Facebook page, Twitter account, via TxtAlert and carried over local radio stations. Students are encouraged to sign up for text alerts via the homepage of atlantic.edu as this is the first source of information regarding closing or delays.

Please note that the closings may be for different sites or morning, afternoon or evening classes only. If a “delayed opening” is announced, the College will open at 11 a.m.

Atlantic Cape feels that students have the right to decide whether extreme weather and road conditions prevent them from attending classes when the College is open. Students who miss a class must still complete assignments.

Radio and TV stations carrying closing announcements include:

<b>Radio Stations</b>	<b>TV Stations</b>
<b>WPUR 107.3</b>	CBS 3 - Philadelphia
<b>WOND 1400</b>	FOX 29 - Philadelphia
<b>WAYV 95.1</b>	NBC 10 - Philadelphia
<b>WZXL 100.7</b>	ABC 6 - Philadelphia

*See TxtAlerts*

## ENROLLMENT SERVICES OFFICE

The Enrollment Services Office, located on the first floor of J Building on the Mays Landing Campus, maintains all information concerning enrollment and permanent records of credit students. These services include registration/course changes, grade change posting, refund authorization, changes of personal information, maintenance of immunization records, verification of attendance, graduation certification and transcript maintenance.

Call (609) 343-5005 or send email to [register@atlantic.edu](mailto:register@atlantic.edu) for more information. Most transactions can be processed by fax, (609) 343-4914, or by mail.

*See Chargebacks, Course Drop/Add or Changes, Grading.*

## ESL (ENGLISH AS A SECOND LANGUAGE) STUDENTS

Non-native speakers are required to take the ESL placement test to determine the starting English level.

There are six levels of credit ESL instruction. While these credits are not applied toward a degree program, they are eligible for financial aid.

- Intermediate I, II
- Advanced I, II
- Strategies of the American Classroom
- Advanced Reading and Writing

Supplemental Credit Courses include: Pronunciation, Advanced Listening and Speaking, Fundamentals of Grammar, Advanced Grammar, Reading and Vocabulary.

In addition to the credit ESL program, the College also offers other ESL programs including:

- ESL College Pathways I-IV

For more information on ESL offerings, call Admissions at (609) 343-4830.

## EVENING SERVICES

*Mays Landing Campus:* Evening services are available Monday–Thursday in Simon Lake Hall, Room A128, until 9 p.m. during the fall and spring semesters and until 8:30 p.m. during the summer to provide students with information and assistance.

Counselors are available in the Center for Student Success located in J Building on the Mays Landing Campus, Monday–Friday until 6 p.m. during the fall and spring semesters.

*Worthington Atlantic City Campus:* Faculty support and drop-off for faculty are available Monday–Thursday until 8:30 p.m., when classes are in session, in Faculty Support Services, room W217, providing students with information and assistance, access to faculty mailboxes and new IDs.

*Cape May County Campus:* Faculty support and drop-off for faculty are available on the third floor until 8:30 p.m., and student services are available at the front desk until 5 p.m., Monday–Thursday, when classes are in session.

## FERPA

*See Privacy*

## FINANCIAL AID

Visit us at Financial Aid for information that is more detailed and for more complete information on applying for aid and for various program deadlines.

## GENERAL ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, students must:

- Have a high school diploma or GED.
- Be enrolled in a degree or eligible certificate program.
- Demonstrate financial need.
- Maintain satisfactory academic progress; (see our website) and submit all required documentation within the specified deadlines.
- Not be in default of a federal student loan.

## APPLYING FOR FINANCIAL AID

To apply for any type of financial aid, including loans, students must file the Free Application for Federal Student Aid (FAFSA), available as early as Oct. 1 online. Early filing of the FAFSA is recommended by April 1 for fall semester and Sept. 1 for spring semester.

Eligible students will receive a letter or email via their college Buccaneer email account from Atlantic Cape's Financial Aid and Veterans Services office indicating how to access their award notification on the Student Self Service system.

Semester tuition and fees are deducted from eligible aid. If a student has remaining eligibility, a book credit at Follett Bookstore may be issued, generally during the first week of the semester. Remaining aid will be disbursed and refunded mid-semester. To be considered for a book credit, the Financial Aid and Veterans Services Office must have received processed financial aid forms and all other required documentation 30 days prior to the first day of the semester.

Atlantic Cape's code number is 002596. All students interested in New Jersey State aid must also complete additional questions on the FAFSA for the New Jersey Higher Education Student Assistance Authority (NJ HESAA) to see if they are eligible for the Tuition Aid Grant (TAG) from the State of New Jersey. The Student Eligibility Notice (SEN) will alert you if you appear eligible. When you receive this notice, check that Atlantic Cape is the school listed on it.

Students have the right to know:

- The criteria used to select recipients.
- The method used to determine financial aid.
- The components of the cost of attending Atlantic Cape.

Students must notify the Financial Aid and Veterans Services Office of withdrawals or leaves of absence from College. (Withdrawal may result in a prorated adjustment of students' awards. Students who receive a grade of NA (never attended) or receive all grades of "F," may also have their financial aid awards adjusted.) It is required that students adhere to the following during the time of withdrawal or leave of absence:

- Repay any overpayments.
- Provide all information and documentation requested while still enrolled.
- Notify the Financial Aid and Veterans Services Office and Enrollment Services of any changes in name, address, email address or telephone number(s).
- Read, understand and respond to (in a timely manner) any correspondence received from Atlantic Cape or any other agency involved in the financial aid process, such as the PELL grant; and attending an entrance and an exit interview (student loan borrower).\*

*\* Stafford Loan recipients are required to complete an exit interview to review rights and responsibilities as borrowers. Student must also apply and accept their loan using the Student Self Service system.*

The Financial Aid and Veterans Services Office reserves the right to place a hold on any financial aid transcripts, college transcripts or college diplomas until the exit interviews are completed. Students are also required to notify the Financial Aid and Veterans Services Office prior to graduating, transferring to another college, or when leaving Atlantic Cape.

New Jersey and federal student aid programs have provisions that allow special consideration for students who have encountered death of a parent or spouse; reduction or loss of employment resulting in loss of wage earnings; divorce or separation; disability; loss of unemployment benefits; or retirement. Visit the Financial Aid and Veterans Services Office for details.

## AVAILABLE ASSISTANCE

Descriptions of financial aid programs administered by the Financial Aid and Veterans Services office are listed below. A financial aid recipient often receives aid from more than one source. Atlantic Cape reserves the right to adjust, modify or cancel aid due to changes, federal and state allocations and appropriations.

### GRANT ASSISTANCE

PELL Grant: A federal program that provides financial assistance to students enrolled in an eligible program. Eligibility is determined by a national formula. The amount of the award is based on: (1) eligibility as determined by the PELL Grant formula, (2) the cost of the program and (3) enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal program that provides money to undergraduate students with financial need. PELL recipients with exceptional need are given priority.

Tuition Aid Grant (TAG) is a New Jersey Program that provides grant aid to students enrolled at least half-time. Awards are based on state appropriations.

Educational Opportunity Fund (EOF) is a NJ program available to New Jersey residents only, for students from educationally disadvantaged backgrounds who have exceptional financial need.

NJ STARS is a New Jersey program that covers tuition of students who graduate in the top 15 percent of their high school class. (Please refer to the NJ STARS section of our website for details.) Please note, students must declare themselves as a NJSTARS student on the Admissions Application. Failure to identify yourself on the application could result in loss of eligibility.

New Jersey Dreamers is a new program that allows undocumented student to enroll in an eligible New Jersey College and Universities and to apply for state financial aid. See our website on how to apply. Visit Financial Aid/Dreamers.

Community College Opportunity Grant (CCOG) is a State tuition free program for student who meet the Adjusted Gross Income (AGI) and credit requirements.

### LOANS

For more information on all of these loan programs, visit [www.atlantic.edu/finaid](http://www.atlantic.edu/finaid) and click on loans.

Federal Direct Subsidized Stafford Loans are low-interest loans for students to help pay for the cost of their education through the U.S. Department of Education. You must be enrolled at least half-time and demonstrate financial need as determined by the Financial Aid Application.

Federal Direct Unsubsidized Stafford Loan is a low-interest loan available to all students regardless of income and is not based on financial need. Interest is charged during all periods. Because the government does not subsidize this loan, you are responsible for all interest that accrues. You may choose to make interest payments while in school or defer (and accrue) interest until repayment. You must be enrolled at least half-time.

Federal Direct Parent Loan for Undergraduate Students (PLUS) — Parents may borrow up to the cost of education for each student enrolled at least half-time (6 credits). Not income or need based, but a good credit history is needed. A loan application can be obtained at a participating lending institution. Repayment begins 60 days after disbursement.

New Jersey CLASS Loans allows students or parents to borrow the money needed to meet education costs after all other sources are exhausted. This loan is for New Jersey residents only, and student must apply for federal loans first.

#### OTHER TYPES OF ASSISTANCE

Scholarship and Awards program: Scholarships are available to returning Atlantic Cape students and incoming and returning culinary majors. Each scholarship has specific criteria, which must be met by the applicant. All students maintaining a GPA of 2.5 or better are encouraged to apply. Applications are available in November. The deadline for submitting an application is mid-February.

#### WORK ASSISTANCE — FEDERAL COLLEGE WORK STUDY PROGRAM (FCWSP):

The work-study program provides part-time jobs to students who have financial need. Work schedules are built around class schedules. Every attempt is made to place students in jobs that relate to their major courses of study, interests and skills. Awards are based on federal appropriation and student may work until funds are exhausted. It is possible that a student will not be able to earn the total FWS funds awarded to them.

#### VETERANS SERVICES APPLICATION

Veterans Services Application Veterans and eligible dependents attending Atlantic Cape may receive assistance in applying for educational benefits from the Financial Aid and Veterans Services Office at all campuses.

Students who are eligible for veterans' benefits should submit their applications early. All Veteran students using their educational benefits must turn in a VA Transmittal Form. An academic advisor must sign the Transmittal Form, confirming that all enrolled courses apply towards your degree program. All online registrations must also be approved by completing the VA Transmittal Form. You will not be certified with the Veterans Affairs Office for any classes without a signed Transmittal Form or for coursework outside your degree requirements. In-person assistance can be obtained by calling Mays Landing (609) 343-5129, Atlantic City (609) 343-4822 or Cape May (609) 463-6788.

#### RIGHTS AND RESPONSIBILITIES

Students have the right to appeal an award decision and may have other rights under certain programs. Students and/or their parents should not hesitate to ask questions regarding the appeal process.

#### REGISTRATION

After being admitted as a student, and before registering for any courses, students using veterans' benefits must go to the Financial Aid and Veterans Services Office for a Transmittal Form. Enrollment certifications to the Veterans Administration will be made only after the Financial Aid and Veterans Services office has



received a duly signed Transmittal Form. Students must submit a Transmittal Form for each drop or add made prior to classes starting. Students must contact the Atlantic Cape Veterans Affairs Office (609-343-5129) before withdrawing. Withdrawing or receiving a NA grade (Never Attended) from a class will affect your veteran eligibility. It is your responsibility to notify the Veteran Officer in the Financial Aid Office if you withdraw or do not attend.

#### PAYMENT

Advance payment may be made to those entering training for the first time, and for students who have had a break in training of at least 30 days. Students, through the Financial Aid and Veterans Services Office, must make an advance payment request no later than 60 days prior to the beginning of classes.

#### TRANSFER STUDENTS (VETERANS)

Students transferring into Atlantic Cape must apply to the Veterans Administration for a change in their place of training and/or program of study. Request forms are available in the Financial Aid and Veterans Services Office. Official transcripts from all other post-secondary institutions must be sent to the Admissions Office.

#### AMNESTY

Any student who requests and receives amnesty for courses covered by U.S. Veterans Educational Benefits cannot be recertified to retake those courses.

## GRADING

The following grading scale applies to all disciplines except Nursing (NURS), and Culinary (CUBP, CULN, CULA) and Paralegal Studies (LEGL). Grading scales for these areas are included below. Each student is evaluated by instructors at the end of the semester. The following grades are used to indicate the caliber of the student's academic achievement:

<b>Grade</b>	<b>Percentage Range</b>	<b>Grade Point Value</b>
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	70-76%	2.0
D	60-69%	1.0
F	0-59%	0.0

### **Academy of Culinary Arts Grading Scale**

Applies to courses with the following alphas:

CUBP, CULA, CULN

<b>Grade</b>	<b>Percentage Range</b>	<b>Grade Point Value</b>
A	92-100%	4.0
A-	90-91%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3

<b>Grade</b>	<b>Percentage Range</b>	<b>Grade Point Value</b>
C	75-76%	2.0
D	66-74%	1.0
F	0-65%	0.0

### **Nursing Grading Scale**

Applies to courses with the NURS alpha

<b>Grade</b>	<b>Percentage Range</b>	<b>Grade Point Value</b>
A	93-100%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	75-76%	2.0
D	60-74%	1.0
F	0-59%	0.0

### Aviation Program Flight Courses

The following AVIT courses are graded as Pass/Fail:

<b>Course</b>	<b>Course Title</b>
AVIT145	Private Pilot Helicopter
AVIT210	Private Pilot Airplane
AVIT240	Instrument Pilot Airplane
AVIT255	Instrument Pilot Helicopter
AVIT265	Commercial Pilot Helicopter
AVIT278	Airplane Flight Instructor
AVIT280	Commercial Pilot Airplane
AVIT282	Helicopter Flight Instructor
AVIT286	Multi-Engine Pilot
AVIT288	Commercial Helicopter Add-On

#### AUDITING A COURSE (AU) – AUDITED

No credit or regular grade given for the course. In order to receive an AU for a course, the student must register as an audit student by notifying the Enrollment Services Office at the time of registration or through the first week of the semester (drop/add period). Regular attendance and other requirements stipulated by the instructor are required. Final grades of AU will be assigned and will appear on the student's transcript. AU grades are not computed in the student's GPA. Audited courses are ineligible for financial aid.

#### INCOMPLETE (I) GRADE

I – This grade is defined as a failure to complete the requirements of a course, due to illness or other circumstances acceptable to the instructor as beyond the control of the student. An incomplete grade may be changed to a letter grade by the instructor, if the student completes the requirements of the course before the end of the eighth week of the next regular fall or spring semester. Due to the special circumstances of Aviation Flight training courses, students will have 12 calendar months to complete the requirements of flight courses. A grade of incomplete that has not been changed by the end of the grace period becomes an F. The responsibility for the elimination of an incomplete grade entry on the permanent record lies entirely with the student. Requests for change of an incomplete grade to a letter grade must be submitted online, by the instructor. An incomplete grade does not satisfy the prerequisite requirement for the next level course.

#### GRADE NA

Student never attended, never participated in an online course. Grade submitted at mid-semester only.

#### F TO W GRADE POLICY

Procedure for issuing a “W” as a grade after a final grade is issued (F to W Grade Policy) – A change of grade request from F to W because of failure to withdraw in a timely manner from the course or non-attendance, will only be received and processed by the Registrar.

- The student must present complete documentation to the Registrar that explains the extenuating circumstances for the change.
- The Registrar notifies the faculty member involved of the student's request. Documentation will be available for inspection in the Enrollment Services Office.
- If the faculty member does not approve the change, the student may petition the Academic Standards Committee for an appeal.

#### WITHDRAW FROM A CLASS (W GRADE)

A student wishing to withdraw from a class may do so in writing or online until the 10th week of the fall or spring semester. Summer, winter and any other sessions that do not meet for the entire semester have varying withdrawal dates. A grade of “W” will be assigned for the course. “W” grades are not computed in the student's GPA. Contact Enrollment Services or check the Academic Calendar for dates. It is each student's responsibility to withdraw from courses, by the deadline, at any Atlantic Cape campus or online.

Non-attendance of a class does not constitute an official withdrawal and the student will receive a grade of “F” in the course. A failure or withdrawal in a course may impact financial aid awards and/or status.

Procedure for withdrawals after the “W” period ends and prior to final grades:

- If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Dean of Student Affairs or Dean’s designee (Registrar-in Enrollment Services) has the authority to allow the student to withdraw.
- If a student makes a request to his/her professor for a withdrawal after the “W” period but prior to the final grades deadline, the professor may approve the request by signing the registration/course change form.

#### DEAN’S AND PRESIDENT’S LISTS

Full-time students achieving a GPA of 3.0–3.99 are placed on the Dean’s List. Full-time students achieving a GPA of 4.0 are placed on the President’s List, in a given semester. Part-time students are eligible after each increment of 16 credits while maintaining a cumulative GPA of 3.0–3.99 or 4.0.

#### GRADE APPEALS

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows. All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade to the instructor that submitted the grade.

Students who need assistance with this process should contact Anita Polanco at (609) 343-5098 or [apolanco@atlantic.edu](mailto:apolanco@atlantic.edu).

#### CREDIT-ACADEMIC ISSUES (GRADES, ETC.)

- Level 1 — the student meets with the faculty member. If the issue is not resolved, the student proceeds to the next level.
- Level 2 — the student meets with the appropriate academic dean. If the issue is still unresolved, the student proceeds to the next level.
- Level 3 — the student meets with Anita Polanco at (609) 343-5098 or [apolanco@atlantic.edu](mailto:apolanco@atlantic.edu), who will forward the case on to the Academic Standards Policies & Procedure Committee. This committee will make its recommendation to the Vice President of Academic Affairs who then renders a binding decision.

A student may request a College counselor to assist them at any level of the grievance process. The counselor’s role is one of support and advisement. The counselor helps clarify the appeals process, assists the student with the preparation of his or her case, and helps the student explore options so the student is able to make a more informed decision. Any choice made during the grievance process is that of the student. Counselors are not at liberty to make decisions for students or present evidence or testimony on the student’s behalf.

## GRADE POINT AVERAGE (GPA), HOW TO CALCULATE

To calculate GPA, each grade is assigned the following Quality Point Value (QPV): A=4, B=3, C=2, D=1, F=0. Current semester GPA is calculated as follows:

1. Multiply the number of attempted credits for each course by the QPV of the grade received for that course (see above). Add all QPVs together.
2. Add the total number of Attempted Credits excluding grades of NA, W or AU.
3. Divide the total number of Quality Point Values by the total number of Attempted Credits to get the semester GPA.

Example:

Course	Attempted Credits	Grade	QPV	Multiply attempted credits by QPV
ENGL 101	3	B	3	9
HIST 103	3	A	4	12
Total	6			21

Divide total Quality Point Values (21) by the total number of Attempted Credits (6):  $21 \div 6 = 3.5$  (GPA).

## GRADUATION REQUIREMENTS

To earn an Associate degree, students must successfully complete the minimum credits attributable to that specific program as noted in the college catalog. Students must achieve at least a 2.0 cumulative GPA. Every student is required to demonstrate technological competency, by graduation, by passing CISM125-Introduction to Computers with a "C" or better, testing out or presenting a portfolio. Each degree program will have the option of determining when these competencies should be demonstrated.

Total credits required to complete each degree program are listed in the college catalog. In addition, students must complete the required courses for the catalog in effect the date they were enrolled, or any catalog after that date. Students who transfer from another institution must complete 32 credits at Atlantic Cape.

Graduates with a GPA of 3.5 to 3.74 are awarded a degree with honors; 3.75 to 3.99 with high honors; and 4.0 with the highest honors. Although degrees are given at the end of each semester to qualifying students, a formal commencement ceremony is held at the end of the spring semester.

Students who have more than two courses to complete for their degree requirements, or who have a cumulative grade point average of less than 2.00, will not be permitted to participate in the commencement ceremony.

## GRADUATION PROCEDURES

Candidates who expect to receive an associate degree, certificate or a professional series certificate of achievement must file an online application for graduation and pay a graduation fee. A degree audit will be processed when the fee is paid. For information, contact Enrollment Services at any Atlantic Cape campus or by phone at (609) 343-5005 or by email at [register@atlantic.edu](mailto:register@atlantic.edu).

## HEALTH SERVICES/FIRST AID

Accidents or illnesses on campus should be reported to Security immediately.

Security phone numbers:

Mays Landing: (609) 343-5125

Atlantic City: (609) 343-4841

Cape May County: (609) 463-6390

## HEALTH SERVICES/STUDENT ACCIDENT INSURANCE

Using student fee funds, the College purchases Accident Medical Insurance for credit and non-credit students. This insurance is provided to help cover the cost of medical expenses resulting from an accidental injury incurred during a covered, college-related activity. Accident Claim Forms are available at the Security desk on each campus.

## HOLDS

Students having any outstanding obligation (financial, materials, & proof of immunization, etc.) will not be allowed to register or obtain records until the obligation is satisfied.

## HOUSING

Atlantic Cape does not have dormitories. The College offers a listing of local available housing. For information, or visit our website.

## ID CARDS

All students are issued a free Atlantic Cape photo identification card with proof of current registration and a valid photo ID (ex: driver license/ passport). This card **MUST** be presented upon request to College Administration and Security personnel and must be updated at the beginning of each semester (proof of enrollment needed). New students or returning students without a valid ID should secure their ID card during the first two weeks of the semester. In order to attend Atlantic Cape and to utilize college services, students must have a valid Atlantic Cape ID.

## TEMPORARY STUDENT ID

Students are required to have a valid Atlantic Cape student ID at all times. Students will be issued two temporary student IDs per semester. To replace a lost or forgotten ID card, students must pay the



replacement fee of \$5 at the Business Office and take the receipt to the appropriate campus office for a temporary ID.

#### LOST ID CARDS

A student who has forgotten his/her ID card is required to report to:

- Mays Landing Campus: Enrollment Services Office, J Building, first floor. Evening students may contact (609) 343-5005 for hours of operation or visit Student Services/ID Cards.
- Worthington Atlantic City Campus: Security Desk, lobby, first floor.
- Cape May County Campus: Front Desk, lobby, first floor.

Failure to comply could result in disciplinary actions including, but not limited to, a Code of Conduct Policy violation.

#### IMMUNIZATION RECORDS

New Jersey State law requires that all full-time students (12 credits or more/term) born after 1956 and pursuing an academic degree must provide the College proof of having received two injections of Measles vaccine and at least one injection of Mumps and Rubella vaccine, either separately or as a combined MMR vaccination, or laboratory proof of immunity to each of these infections.

All full-time students, regardless of age, must provide the College with proof of having received the Hepatitis B vaccination (2 or 3 doses), or laboratory proof of immunity. Students must get this information from their health care provider or submit an official immunization record from any primary or secondary school, or institute of higher education, indicating compliance with these requirements.

#### LEADERSHIP PROGRAMS

##### PEER LEADERSHIP PROGRAM

Peer Leaders provide support, information, encouragement and act as a referral source for first-time freshmen who may need assistance in making the transition to college. Peer Leaders promote an awareness of campus resources and the pursuit of academic excellence. Applicants for the Peer Leaders program should have earned at least 24 credits and have a minimum 2.5 grade point average. Peer Leaders receive resource and leadership training and they have the opportunity to represent the college at various events. To request a Peer Leader or apply for the program, call 343-5098 or email [apolanco@atlantic.edu](mailto:apolanco@atlantic.edu)

##### MEN OF ATLANTIC CAPE (MAC)

The Men of Atlantic Cape is a retention program open to all students, but targets black and Latino male students. The program's goal is to increase the retention and graduation rates of the target population. This goal is accomplished by sponsoring weekly meetings, guest speakers, cultural activities and leadership workshops. Call Michael Forest at (609) 343-5614 or email [mforest@atlantic.edu](mailto:mforest@atlantic.edu) for more information.

##### LEADERSHIP AND EDUCATION DEVELOPMENT (LEAD)

The LEAD program aspires to develop student leaders through a series of experiential activities. College faculty and staff nominate students who have demonstrated leadership abilities and a desire to help others.

Selected students have the opportunity to attend leadership training and participate in various college-sponsored and community activities. Goals are to encourage academic excellence and assist students in becoming more effective leaders on campus and in their communities. For more information, contact Anita Polanco at (609) 343-5098 or [apolanco@atlantic.edu](mailto:apolanco@atlantic.edu).

## LEAVE OF ABSENCE

Students enrolled in the Academy of Culinary Arts or Nursing & Health Sciences career programs who need a leave of absence because of illness or other valid cause must contact the Dean of the ACA or the Assistant Dean of the Nursing and Health Sciences Programs, as appropriate.

## LIBRARIES AND ACADEMIC SUPPORT SERVICES

Library and tutoring services are available online seven days a week. In person visits to the Spangler Library (D building on the Mays Landing campus) are available by appointment. The Atlantic City and Cape May campus libraries are closed.

The libraries of Atlantic Cape Community College provide our students with access to information resources that support successful research and learning at an undergraduate level. There is a library located on each campus, and the libraries provide a complete range of academic support. Books, articles, and other information resources are available in print and digital formats, and reference librarians provide assistance in identifying the best resources for any research project. Each library contains one or more computer labs, and basic technical support is available. Tutoring services are located conveniently in the library, so that students can receive seamless support from research to writing. The library also provides access to resources and services remotely, including online tutoring, to support research and learning anytime, anywhere.

<b>Campus</b>	<b>Location</b>	<b>Circulation Phone #</b>	<b>Reference Phone #</b>
Mays Landing Campus	William J. Spangler Library in Daniel Leeds Hall (D1)	(609) 343-4951	(609) 343-5665
Worthington Atlantic City Campus	Worthington Center Library	(609) 343-4800 ext. 4726	(609) 343-4815
Cape May County Campus	Mullock Family Library, 2 <sup>nd</sup> Floor	(609) 463-3713	(609) 463 3717

We can also be reached by email: [library@atlantic.edu](mailto:library@atlantic.edu), [Tutoring@atlantic.edu](mailto:Tutoring@atlantic.edu), <http://atlantic.edu/library/index.html>, on Instagram @AtlanticCapeLibraries.

## LIBRARY HOURS

Library hours vary with the academic calendar. Please visit the library web site for current information. [Atlantic.edu/library](http://Atlantic.edu/library).

## LIBRARY COLLECTIONS

The Atlantic Cape Library collections include 80,041 physical items, 210,624 ebooks and 37 subscription databases, with access to 6,321 current periodicals and 10,679 newspapers. Additional resources are available through the Atlantic County Library System collection, through the shared catalog.

Off-campus access to the digital collections is available to current students, faculty, and staff. Contact the library for login information.

## LIBRARY SERVICES

Due to the COVID-19 situation, some of the services are limited. Please email [library@atlantic.edu](mailto:library@atlantic.edu) for up to date information.

The textbook reserve collection in each library provides access to many (but not all) of the textbooks required for classes taught on that campus. Reserve materials are available by request at the circulation desk and can only be used in the library.

Books and articles not owned by the Atlantic Cape libraries can be obtained for students, faculty, and staff at no cost through our regional partnerships and our Interlibrary Loan service, which is a free service for students, staff and faculty. Let a librarian know what you're looking for.

Reference assistance is available in the library and online to help researchers find and select the best materials to support their projects, for help finding books, help with using MLA and APA formatting styles for research papers and more.

Learning to conduct research is an integral part of a college education. Librarians work closely with faculty to provide classroom instruction and online learning opportunities to help students acquire the research skills they need to succeed at Atlantic Cape and into the future.

Specific to the Mullock Family Library at the Cape May campus is The Mullock Non-Profit Research Center, a Financial Information Network (FIN) affiliate of Candid, which provides access to the largest database of funding resources for non-profits and individuals in the world. Email [fin@atlantic.edu](mailto:fin@atlantic.edu) for more information and for off campus access.

## LIBRARY TECHNOLOGY

There are Windows and Mac workstations in the campus libraries. The software on library computers supports research, writing, study, homework and creative engagement. Library staff can help with basic technology questions. Scanners, printers and photocopiers are available in the libraries.

Laptops are available for students to use in the libraries, allowing students flexibility to work in any area of the libraries. There is also a charging station in each of the libraries for student use. Laptops are not currently available.

Atlantic Cape Community College provides technology for educational purposes. Software is protected by copyright and licensed only for use by Atlantic Cape students and employees. Software may not be removed, transferred, copied or modified. The college prohibits the use of any resources for hacking accounts, downloading programs, changing settings, browsing offensive websites, or transmitting illegal or unlawful information. College computers may not be used for personal gain or profit.

## ASSISTIVE TECHNOLOGY

All public computers at Atlantic Cape are equipped with:

- The ZoomText screen magnifier and keyboard
- JAWS (Windows) or OpenBook (MAC) screen readers

The following equipment is available in each library:

- SARA Reading Machine (reads printed text aloud)
- Epson scanner (converts printed text or images to digital files)
- Aladdin Sunshine CCTV (enlarges text)
- Eye-Pal Solo (portable device reads text aloud or uses optical character recognition (OCR) software to convert print to sound or text files)

Additional assistive technology devices are available; contact the Center for Accessibility at (609) 343-5680 or [cfa@atlantic.edu](mailto:cfa@atlantic.edu) for more information.

The library provides large-print versions of library handouts and literature and makes every effort to ensure that digital resources are accessible.

## STUDY IN THE LIBRARY

The library strives to create a comfortable and inclusive environment. Study rooms are available on a first come basis at the Spangler and Mullock libraries. Study room are currently closed. Library classes and students with academic work are given priority for computer use when the demand for workstations is high.

Covered beverage containers are allowed, but should be kept away from library computers and books. Food is limited to small snacks. At this time, food and drinks cannot be consumed in the library. Students are asked to help us to keep the libraries clean, comfortable, and inviting.

## COMPUTER LABS

Students have access to computer labs at all Atlantic Cape campus libraries during open library hours. Library hours vary with the academic calendar. Please visit the library web site for current information about hours and services.

Library computer labs are equipped with Windows and MAC workstations and laptops for in-library use. Scanners, printers and photocopiers are available at all locations. There is a charge for printing and copying. Library staff is always available to provide students with basic technical support.

Atlantic Cape Community College provides technology for educational purposes. Software is protected by copyright and licensed only for use by Atlantic Cape students and employees. Software may not be removed, transferred, copied or modified. The college prohibits the use of computer facilities and resources for hacking accounts, downloading programs, changing settings, browsing offensive websites, or transmitting illegal or unlawful information. College computers may not be used for personal gain or profit. The College may impose disciplinary action for violations.

## TUTORING SERVICES

Tutoring services to support classes, assignments and research projects. Tutoring services are free for enrolled students. Online tutoring, provided by NetTutor is available 24 hours a day, 7 days a week from any location on or off campus. Students can access online tutoring through their Blackboard account. Online tutoring includes a feature where students can upload a paper for review. Tutoring is a support service and not a substitute for classroom instruction. Email [tutoring@atlantic.edu](mailto:tutoring@atlantic.edu) for more information.

## LOCKERS

Lockers are provided in several buildings on the Mays Landing Campus. Students may select the first available locker for use with their own locks. Locks are available at the campus bookstore. Lockers must be cleared the last week of school or Security will remove the contents and discard them.

## MAJOR, DECLARING OR CHANGING

Students who change majors and non-degree students who are declaring a major should contact the Center for Student Success and complete a Change of Major form.

## NJ STARS

The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program is an initiative created by the State of New Jersey in 2004 that provides New Jersey's highest achieving students with free tuition at their home county college. For updated information, visit the NJ STARS website at [www.njstars.net](http://www.njstars.net).

For more information on NJ STARS at Atlantic Cape, contact Jessica Brown, Atlantic Cape's NJ STARS liaison, (609) 343-5630 or email [jbrown@atlantic.edu](mailto:jbrown@atlantic.edu).

## PARKING

Parking is available to students at all Atlantic Cape locations. A valid parking decal must be displayed on the driver's side rear window or the left passenger window. Decals are available at the Security building on the Mays Landing Campus, at the Security desk at the Atlantic City Campus and the Security Office at the Cape May County Campus. Students must provide proof of registration to obtain decals. A brochure outlining Atlantic Cape's traffic regulations is also available. Students who do not comply with these regulations at all sites are subject to fines or towing.

## PAYMENT PLAN

The Atlantic Cape payment plan is an interest-free way for students to spread the cost of attending college by making regular installment payments. The plan is available for fall and spring semesters only. The plan covers tuition and fees only and is offered to full- and part-time students who are in good financial standing with the College. Students pay a non-refundable \$25 payment plan application fee with their first payment. Credit students pay an initial payment equal to 25 percent of tuition and fees due with three additional monthly payments equal to 25 percent each. Students are assessed a \$25 late fee if payments are not made on time. Aviation, culinary, nursing and radiology students' semester costs are divided into five payments equaling 20 percent each. For more information, contact the Bursar's Office, (609) 625-1111, ext. 5278, or [bursar@atlantic.edu](mailto:bursar@atlantic.edu).

## POLICIES AND PROCEDURES

### STUDENT CODE OF CONDUCT

Upon admission to Atlantic Cape, students accept a commitment to act in a responsible manner, which conforms to generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's Code of Conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Students who act in a manner contrary to the best interests of the College will be subject to such penalties as the circumstances justify.

The College reserves the right to dismiss any student whose attendance, in the judgment of the administration, is detrimental to the College or its students.

#### STUDENT CODE OF CONDUCT ADDENDUM:

##### FACE COVERINGS

We aim to foster a sense of shared experience and common purpose, along with a collective responsibility for each other's well-being and for the well-being of the College as a whole. The conditions of the COVID-19 global pandemic require a shift in our priorities. During this time our policies and our actions are governed by a public health perspective, focused on the well-being and safety of the community as a whole (students, faculty, and staff) rather than on individual preference. Therefore,

If College policy, procedures and/or public health orders require wearing face coverings, students are required to wear face coverings that cover the nose and mouth whenever indoors on campus. Face coverings are also required outdoors on campus when physical distancing of six feet or more is not possible.

Failing to abide by face covering requirements will result in being refused service and is a violation of the Student Code of Conduct. The college also reserves the right to remove a student from campus for failure to wear a face covering. After the first violation, future violations may lead to more impactful sanctions including disciplinary probation, suspension, etc.

##### Medical Accommodations

Students unable to wear a mask or face covering due to a medical condition or other protected reason should contact Mike Barnes, Director of The Center for Accessibility by emailing [mbarnes@atlantic.edu](mailto:mbarnes@atlantic.edu).

(Princeton University, Kutztown University & University of Colorado)

##### ANTI-BULLYING POLICY

Violation of the following policy may result in disciplinary action. Bullying and/or harassment is defined as: Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned groups in the following manner:

- Has the effect of insulting, intimidating or in such a way as to cause a disruption in the educational process; or
- Creates a hostile environment; or
- Infringes on the rights of said individuals; or
- Causes great distress, loss of confidence or self-worth.

Students that are found in violation of the Anti-Bullying Policy will be in direct violation of the Student Code of Conduct Policy and/or the Threatening and Violent Behavior Policy. The disciplinary process for these policies will be enforced.

#### CYBER HARASSMENT POLICY

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following: repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; verbal or written abuse, threats, harassment, coercion or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual; persistent offensive, threatening communication through the Internet, via email, chat rooms or other electronic devices. Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

*Sources: Grant Rapids Community College Student Code of Conduct. Retrieved 11/19/08.*

*Howard Community College Stalking and Harassment Policy. Retrieved 11/4/08.*

#### DISCIPLINARY PROCESS FOR VIOLATION OF ACCEPTABLE STANDARDS OF CONDUCT

In all cases of disciplinary action where students are subject to institutional disciplinary penalties, the College will take every step to ensure that due process is maintained and respected. In the case of flagrant violations of conduct, the College reserves the right to immediately suspend a student pending a hearing.

If a student demonstrates inappropriate behavior and disregards the College's Code of Conduct, these steps will be followed:

- The student will meet with the appropriate Campus Judicial Officer (CJO) to resolve the issue or to receive notice of disciplinary action.
- The student will receive written notification on the outcome of the meeting held with the CJO. If disciplinary action was taken, the student will be made aware of his/her right to appeal.
- The student may appeal the disciplinary action by informing the CJO of his/her intent in writing within seven (7) days.

The student will receive, in writing, the date, time and place of the formal hearing within 14 days after the student's formal request. This letter will also contain:

- A detailed statement of each charge.
- Notification of the student's right to have an attorney and a
- Response Form regarding the student's intention to waive or not waive this prerogative (student must sign and return this form).
- A complete list of College witnesses.



Notification to the student of the right to make a case on his/her own behalf with witnesses, subject to College cross-examination.

Atlantic Cape will request the signature of the student acknowledging receipt of the written charges and hearing notification.

The Student Standards and Conduct Committee will be convened to hear the student's appeal. The committee will make its recommendation to the Vice President of Student Affairs who will then render a binding decision. The student will be notified of the disposition of the appeal within seven (7) days.

#### DRUGS, INTOXICANTS DISCIPLINARY ACTIONS

Alcoholic Beverages – Atlantic Cape Community College bans alcoholic beverages from College premises and subjects violators, regardless of age, to disciplinary action up to dismissal and criminal prosecution.

Drugs – possession or use of illegal drugs or narcotics on any of Atlantic Cape's campuses or at any College-sponsored function is prohibited. Persons found with illegal drugs will be suspended immediately and appropriate law enforcement authorities will be notified.

Persons found to be engaged in the sale or distribution of illegal substances anywhere on College premises or at any College-sponsored functions will be immediately dismissed from the College and appropriate law enforcement authorities will be notified.

The Counseling Office is available to assist Atlantic Cape students with education, information, short-term counseling and referral services for alcohol and drugs. A brochure is available upon request at the Office of Student Affairs, Counseling Center or the Health Office. You may also access our website at [www.atlantic.edu](http://www.atlantic.edu) for additional information.

#### FIREARMS

The possession of firearms by employees and students on College property, College-sponsored housing or at any College activity is prohibited. This policy excludes law enforcement personnel, bank couriers on official business with the College, armed security officers under contract with the college, and students who are active-duty law enforcement personnel.

#### STUDENT COMPLAINTS (GRIEVANCE)

Atlantic Cape Community College is committed to providing an educational environment that encourages students to attain their educational goals. Consistent with that commitment, Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If a student perceives that he or she is the victim of unjust practices, Atlantic Cape has developed procedures for students to pursue complaints within the college community. A student who has an unresolved disagreement that falls under the jurisdiction of the College has the right to file a written complaint without prejudicing his or her status with the College.

#### Definition

- A complaint involves a concern, problem or issue other than those listed below\*. Complaints may be academic or nonacademic.
- An academic complaint may be brought by a student regarding the College's provision of education and academic services affecting his/her role as a student. Academic complaints can include but are not limited to course content, course delivery, or instructor related matters.
- A nonacademic complaint may be brought by a student regarding a disagreement or unresolved dissatisfaction with a staff member (non-faculty), another student, student group or administrator. Nonacademic complaints can include but are not limited to facilities or safety.

\* The following are not considered student complaints under the scope of this policy, but may be directed as follows:

- Title IX
- Disciplinary/ Judicial Matters
- Disability Accommodations Complaint
- Grade Appeals – See Student Handbook
- Financial Aid Satisfactory Academic Progress (SAP) Appeal
- Academic Appeals
- Student Refund Appeals – See Refunds section of College Tabloid

## ADA/504 GRIEVANCE PROCEDURE

If a student believes that he or she has been discriminated against in connection with any Atlantic Cape Community College program or activity because of a disability, he or she has the right to submit a grievance to have their concerns formally addressed. No qualified student with a disability shall be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any college program or activity. The procedures below apply to any discrimination and harassment by employees, students and/or third parties. Any form of retaliation against individuals who complain about discrimination, file grievances, or participate in the grievance process is strictly prohibited.

### GRIEVANCES COVERED

These grievance procedures are applicable to grievances arising from disagreements regarding requested accommodations, accessibility barriers to any Electronic and Information Technology used on campus, and/or other complaints alleging that Atlantic Cape Community College has violated applicable disability anti-discrimination law. It should be noted that nothing in these procedures shall be deemed to require Atlantic Cape Community College to fundamentally alter its programs by modifying or waiving academic requirements that are essential to a course of study, or materially altering applicable codes of conduct important to health or safety. Please note that all complaints and grievances must be filed within 180 calendar days of the alleged act, in writing or via audio recording. Additionally, The Center for Accessibility will self-report to the Atlantic Cape Community College's ADA/504 Coordinator in the event that a complaint cannot be resolved within the CFA.

## INFORMAL GRIEVANCE PROCESS

The complainant can file an informal grievance by first contacting the Assistant Director of CFA, who (acting directly or through a designee) shall attempt to resolve the matter through informal consultations with the complainant, the Assistant Director of the Center for Student Success, and/or other appropriate administrators over a period not to exceed ten business days. If the resolution of any such complaint shall be documented by a statement signed by the student and Atlantic Cape that the complaint was resolved and describing the manner in which it was resolved. If the complaint is not resolved to the complainant's satisfaction in a timely manner, the student may initiate a formal grievance process as described below. Please note that the complainant has the right to file a formal grievance at any time. Furthermore, the CFA office will self-report any instance when a complaint cannot be resolved to the ADA/504 coordinator within two business days; no written complaint by the affected student shall be required in such instance.

## FORMAL COMPLAINT PROCESS

An individual who believes that discrimination or harassment has occurred may file a formal grievance. If accommodations are required to submit a complaint, The Center for Accessibility will provide accommodations. The formal complaint must include the following information:

- A full description of the problem and any relevant facts;
- A summary of the steps the complainant has already taken to attempt to resolve the problem, including the names of persons involved;
- A statement of the requested resolution and the complainant's rationale for the requested accommodations;
- Any supporting documentation; and
- The name, contact information and signature of the person initiating the complaint.

The ADA/504 Coordinator may interview or consult with the complainant and any other individual he/she believes to have relevant information, including faculty, staff and students. Additionally, all interested parties have the opportunity to provide any relevant evidence including witnesses and documentation.

The ADA/504 Coordinator will provide the results of their investigation to the student and the CFA, and a proposed resolution, if any within ten business days. Possible resolutions may include but are not limited to, corrective steps and measures to provide reasonable accommodations or a determination that the complainant is not entitled to the accommodations requested. If discrimination is found to have occurred, appropriate corrective and remedial action will be taken. The ADA/504 Coordinator will promptly communicate the resolution to the complainant and the relevant department or other individuals in writing within two business days of the ruling. The decision of the ADA/504 Coordinator will be final and any actions taken in response will complete the grievance process. Regardless of the final result of the formal grievance process all parties involved retain the right to file a complaint with the Department of Justice Civil Rights Division or any appropriate state or federal agency or in court.

To file an ADA complaint, visit [www.ada.gov/filing\\_complaint.htm](http://www.ada.gov/filing_complaint.htm).

To file an ADA complaint, you may also send the information requested at [www.ada.gov/fact\\_on\\_complaint.htm](http://www.ada.gov/fact_on_complaint.htm) to:

US Department of Justice 950 Pennsylvania Avenue, NW Civil Rights Division

Disability Rights Section 1425 NYAV

Washington, D.C. 20530

Fax: (202) 307-1197

You may also file a complaint online at [www.ada.gov/complaint/](http://www.ada.gov/complaint/).

If you have questions about filing an ADA complaint, please call:

- ADA Information Line: 800-514-0301 (voice) or 800-514-0383 (TTY)
- Main Section Telephone Number: 202-307-0663 (voice and TTY)

## IMPROPER DISPOSAL OF WASTE INTO STORM SEWERS

All persons are prohibited while on College property from:

- Spilling, dumping or disposing of materials other than storm water to the municipal separate storm sewer system operated by the College.
- Spilling, dumping or disposing of materials other than storm water in such a manner as to cause the discharge of pollutants to the municipal separate storm sewer system operated by the College.

Any College student who is found to be in violation of this regulation shall be subject to disciplinary sanctions or other actions in accordance with the College's Student Code of Conduct Policy. Any person who violates this regulation may also be subject to prosecution under applicable New Jersey statutes.

## WILDLIFE FEEDING CONTROL

No person shall feed any unconfined wildlife on College property, except as part of academic research. Any College student who is found to be in violation of this regulation shall be subject to disciplinary sanctions or other actions in accordance with the College's Student Code of Conduct Policy.

## THREATENING AND VIOLENT BEHAVIOR POLICY

Atlantic Cape Community College is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities.

Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be suspended immediately from the College pending a disciplinary hearing.

The outcome of that hearing may result in penalties including, but not limited to, additional suspensions or dismissal from the College depending on the circumstances of the offense.

Students who are suspended or dismissed from the College are banned from all Atlantic Cape campuses, learning sites and College-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged under New Jersey criminal codes.

## PRIVACY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to:

- Protect the privacy of education records.
- Establish the right of students to inspect and review their education records.
- Provide guidelines for the correction of inaccurate and misleading records.

FERPA applies to students attending any educational program at Atlantic Cape. The U.S. Department of Education defines “directory information” as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information as defined by Atlantic Cape includes:

- Name
- Classification
- Degrees Awarded
- Hometown
- Honors
- Awards
- Weight/Height of Athlete
- Sports Participation

Students may request to have their directory information blocked from being released by completing the Restrict Directory Information Form and returning it to the Enrollment Services Office located in J Building, Mays Landing Campus.

Students who elect to withhold disclosure of this category of information must conduct all College business in person with a photo ID card. Such students’ names will be published in the commencement program unless the student requests exclusion in writing. Students in this category are eligible to use WebAdvisor for transactions including registration, which are protected by a personal identification number (PIN). Former students may not place a new request for nondisclosure of directory information on their educational records; however, they may request its removal.

Requests for the release of Directory Information must be submitted in writing to the Registrar, Atlantic Cape Community College, 5100 Black Horse Pike, Mays Landing, NJ 08330-2699.

Atlantic Cape’s Student Guide to FERPA provides more information. A printed copy of the brochure is available at all college locations. For more information on FERPA, visit the U.S. Department of Education website: [US Dept. of Education/FERPA](https://www.ed.gov/USDeptofEducation/FERPA)

## REFUNDS

If Atlantic Cape cancels a class, or changes the time, day or date of a scheduled course, students may transfer tuition and fees to another course or elect to receive a full refund of tuition and fees. The College reserves the right to change faculty assignments.

Student tuition/fee refunds are calculated on a percentage basis according to the following:

### Fall and Spring Semesters

- ❖ Before first day of semester **100%**
- ❖ Before end of the second week of semester **50%**
- ❖ After second week of semester **NO REFUND**

### Summer Semester

- ❖ Before first day of semester **100%**
- ❖ Five days after start of six-, eight- and 13-week sessions **50%**
- ❖ First day of accelerated sessions **50%**

### Winter Session

- ❖ Before first day of session **100%**
- ❖ First day of session **50%**
- ❖ Second day of session — withdrawal only **NO REFUND**

All refunds are to be made to the payment instrument used in the original transaction and for an amount less than or equal to the amount drawn on that instrument. Payments by cash or e-check will be refunded by a College-issued check payable in the name of the individual account holder. Check payments are subject to a two-week check clearing validation. Refunds of payment card transactions must be made as a refund to the same payment card.

## REGISTRATION

Students may register by fax, online or in person during the dates and times stated in the semester course guide. It is important all students seek the aid of a faculty member, advisor or counselor in course selection.

Unemployed persons, SAGES (Senior Adults Gaining Education and Stimulation) and fire, first aid or rescue squad volunteers must register for College credit courses in person on the designated date.

No one is permitted to attend a class without being officially registered for the course. Arrangements for a one-time visit to a class can be made through the Admissions Office.

## REPEATING A COURSE

Students may repeat a course for credit with this restriction: No course may be taken a third time without the permission of the appropriate academic dean. All attempts will appear on the transcript, but only the

highest grade will be calculated in the semester or cumulative grade point average (for courses taken after 1997).

- If students repeat a course for credit in which the final grade of the original attempt was A, B or C, the higher of the grades will be used.
- A course in which a student received a grade of W, NA or AU, and elected to take again, is not considered a repeated course.
- Courses transferred in from other institutions will not repeat Atlantic Cape courses.

## SECURITY

Security guards are available at all Atlantic Cape campuses. To contact Security:

Mays Landing Campus (609) 343-5125

Worthington Atlantic City Campus (609) 343-4841

Cape May County Campus (609) 463-6390

All hallway phones require 4-digit extension at each campus. All classroom phones will automatically connect with Security when picked up. All college campuses use video surveillance in certain public areas. Any crimes, incidents or medicals must be reported immediately.

## SEXUAL HARASSMENT AND AFFIRMATIVE ACTION

Atlantic Cape Community College prohibits sexual harassment by any member of the faculty, staff, student body, independent contractors or vendors on any of the three College campuses. The policy of the College reflects a desire to create and maintain an environment for work and study that permits all employees and students the opportunity to pursue an education or career in which they can progress on their merit and ability.

The sex discrimination provisions of Title VII of the 1964 Civil Rights Act prohibit sexual harassment in the workplace. Sexual harassment in the classroom or in student-related activities is prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendment.

The U.S. Equal Employment Opportunity Commission (EEOC) has defined harassment on the basis of sex as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation or grade;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, evaluation or grade decisions affecting such individuals; or.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or creating an intimidating, hostile or offensive working or learning environment.

The office coordinates efforts to eliminate discrimination including the investigation of any complaint filed by a student or employee. Students, faculty or staff members who feel they have been the subject of possible discriminatory treatment may file a complaint with the Office of Affirmative Action. For more information, contact College's Affirmative Action Office, 5100 Black Horse Pike, J Building, Mays Landing, NJ 08330, (609) 343-5670.

## MEGAN'S LAW AND REGISTERED SEX OFFENDERS

New Jersey law authorizes the Division of State Police to make available to the public over the Internet information about certain sex offenders required to register under Megan's Law. The sex offender

Internet registry law can be found in the criminal justice code of New Jersey statutes at 2C:7-12 to 19. You can access the NJ sex offender website.

## V.A.W.A. STATEMENT

The Violence Against Women Reauthorization Act (VAWA) and the Campus Sexual Violence Elimination Act (SaVE) mandates that colleges must include dating violence, stalking and domestic violence in addition to other offenses reported under the Clery Act.

Two new categories have been added to the Hate Crime Reporting categories under the Clery Act; gender identity and national origin. If the preponderance of evidence suggests that a crime was motivated by a bias towards these or previously defined categories, it will be processed as a hate crime.

If you have been the victim of any of these offenses while on College property or at a College-sponsored event, please follow the reporting guidelines listed in your Student Handbook under Sexual Harassment and Affirmative Action.

You may speak to a counselor confidentially about your options (however, if you are under the age of 18 your conversation is not confidential and all accusations are reported to appropriate authorities).

You can reach a counselor by calling (609) 343-5641 at the Mays Landing Campus, (609) 343-4859 at the Atlantic City Campus, or (609) 463-8113 at the Cape May County Campus. Counselors also see students on a walk-in basis at all campus locations.

## SMOKING POLICY

Smoking, including vaping, is prohibited inside all buildings, including hallways, stairwells, restrooms and other common areas. The New Jersey Smoke-Free Air Act (Act), N.J.S.A. 26:3D-55 prohibits smoking in an indoor public place or workplace.

Violators will be subject to disciplinary action, which includes:

- Violators will be called before the Judicial Officer.
- Normal administrative disciplinary procedures or the appropriate negotiated agreement grievance procedures will prevail for employee violators.
- All violators are subject to laws governing smoking in public places.







## CENTER FOR STUDENT SUCCESS

The Center for Student Success (CSS) program is a comprehensive federally funded academic support program designed to improve course performance, retention, graduation and transfer rates of first -income and/or disabled college students.

The CSS program customizes its services according to the academic needs and career goals of all participants. CSS participants have the unique opportunity to work one-on-one with counselors who are committed to their success. Services include individualized tutoring for developmental English and math courses, career advisement, midterm progress reports, course selection, transfer assistance and cultural activities.

To apply, applications are available online at the Center for Student Success or stop by and pick up an application from the Center for Student Success office at the Mays Landing Campus. For more information or questions, contact Stacey Zacharoff at (609) 343-5091 or [szacharo@atlantic.edu](mailto:szacharo@atlantic.edu).

## TESTING OFFICE

The Testing Office offers a variety of services to faculty, students and staff, and is primarily responsible for the administration of the next-generation ACCUPLACER. Test results and data are used to provide appropriate information for academic placement, for developing sound academic advisement policies, and for meeting educational needs of individual students. The Testing Office also administers the Oxford English as a Second Language Online Placement Examination.

Testing Locations:

### **Mays Landing Campus:**

Room J-014 (609) 343- 5099/5633

### **Worthington Atlantic City Campus:**

Room 137, downstairs adjacent to the Library, (609) 343-4831

### **Cape May County Campus:**

Room 234, (609) 463-3775

Children are not permitted in the Testing Office.

Certain tests require fees. Fees are to be paid to the Business Office on any campus before the examinations are taken. Call for detailed information on fees.

## PLACEMENT TEST (next-generation ACCUPLACER)

Students are required to take the next-generation ACCUPLACER prior to registering for mathematics, English or other courses requiring a demonstrated level of ability. A student will be exempt from taking next-generation ACCUPLACER if the student identifies as a Professional Series seeking student. A student

who identifies as non-credential seeking will be allowed up to four credits before being required to take next-generation ACCUPLACER. If the student wants to take a class that has a prerequisite, the student must receive the area dean's approval prior to registration.

Tests are given at all three campuses throughout the year. To make an appointment, call the campus in your area by dialing one of the numbers listed under testing locations. Allow approximately two hours when taking the test. Students must apply to the College through the Admissions Office before sitting for the test. The test scores are valid for four years. Students may retest only once after a 30-day time period has lapsed. There is a retesting fee. If ADA accommodations are needed for the next-generation ACCUPLACER, please contact the Center for Accessibility at (609) 343-5680, and/or [cfa@atlantic.edu](mailto:cfa@atlantic.edu).

Exemptions include:

- Students who have taken the new redesigned SAT and received a minimum score of 450 on Evidence-Based Reading & Writing and a score of 530 on Mathematics.
- Students who have taken the old SAT within the last four years and received a minimum score of 540 on critical reading and 530 on mathematics.
- Students who have taken the ACT test within the last four years and received a mathematics score of 22 and an English score of 18 with a reading score of 22.
- Students who already have a degree (associate, bachelor's, master's) may be exempt.
- Students who have taken all required sections of the placement test at another New Jersey college within the last four years and submit an official copy of the test results to Atlantic Cape
- Transfer students who have completed college-level mathematics within the last 10 years and/or an English course at another college and have submitted an official transcript to Atlantic Cape.
- Students who have taken PARCC (valid for 18 months from the time the student graduates) and received a score of 4 or 5 on Grade 11 English Language Arts and Literacy and a score of 4 or 5 on the PARCC Algebra II test.

#### ESL PLACEMENT TEST

Students whose native language is not English are required to take the Oxford Online ESL Placement Test and an essay. If exempted, students must take the next-generation ACCUPLACER placement test. Exemptions for the Oxford Online ESL Placement Test include an IELTS overall band score of 5.5, a TOEFL result of IBT54, or the required minimum Evidence-Based Reading & Writing SAT score.

ESL test scores are valid for one year. Students who are absent from the college for a period of more than 12 months must retake the Oxford Online ESL Placement Test and essay to reevaluate the student's skills. For exceptional circumstances, students may inquire about retesting after a 90-day time period has lapsed through the Testing Office.

#### ATI TEAS EXAM

Nursing and Radiologic Technology program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool that evaluates several areas, including reading comprehension,

mathematics, science and English/language usage. Applicants must receive a minimum total score of 58.7 for their application to be considered.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing Program before registering for the ATI TEAS. Candidates may retest once per academic year, after a 30-day time period has lapsed. This test must be taken within three years of applying to the Nursing Program. Additional information for the ATI TEAS exam is located on the Atlantic Cape website under “Testing”.

#### COURSE EXAMS

The Testing Office provides alternate testing opportunities for students unable to take a scheduled classroom test for one of the following reasons:

- A documented disability identified by Counseling Services
- Religious holiday
- Emergency situation

The student should make arrangements with his/her instructor to initiate the makeup test. Once the instructor and student agree upon arrangements, the student must call or go to the Testing Office to make an appointment at least 24 hours in advance.

Acts of cheating will not be tolerated. The instructor will be notified and the student will be banned from using testing services. Students using these services as an accommodation must contact the Center for Accessibility for alternate testing arrangements.

#### TXTALERTS (TEXT ALERT SYSTEM)

Students are encouraged to sign up for Atlantic Cape TxtAlerts to receive up-to-date notifications in case of emergency situations or school closings. Participants can sign up for the text message program at [www.atlantic.edu/about/txtMessage.html](http://www.atlantic.edu/about/txtMessage.html). Atlantic Cape TxtAlerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private. Students are asked not to call the College switchboard to verify closing. See the College website, [www.atlantic.edu](http://www.atlantic.edu), for information on closings.

#### TRAFFIC REGULATIONS

For the safety of all, a maximum speed of 20 miles per hour is enforced on all campus roads. Lower limits are posted in certain areas. Students are expected to use care and common sense when entering or leaving parking lots on Atlantic Cape campuses. Pedestrians entering walkways have the right of way.

Stop signs are valid and those not stopping are subject to fines. Violators of regulations are subject to fines, and continual violations may result in loss of permission to bring vehicles on campus.

## USING CAMPUS WALKWAYS AND PARKING LOTS

Only authorized vehicles are permitted to drive on College walkways and parking lots. College walkways and parking lots are not to be used for recreational purposes such as rollerblading, roller skating or skateboarding. Cycling or riding scooters are not permitted on College walkways.

## TRANSCRIPTS

Students may request, online, an official listing of courses attempted and grades received at Atlantic Cape. These requests are processed through the National Student Clearing house at <https://studentclearinghouse.org/students/>.

## TRANSFER/ARTICULATION AGREEMENTS

Transfer, articulation, and reverse transfer agreements are partnerships between two-year and four-year colleges that allow the smooth transition of students from community colleges to four-year institutions in specific programs or areas. Atlantic Cape is continually working with other colleges to create new agreements that will aid student transfers. Several of the agreements are unique. For more information visit the website and *Articulations* or *Transfer Agreements*, or call Wendy Young-Gray at (609) 463-6786 for more information.

## TRANSFERRING TO OTHER COLLEGES

Students planning to transfer to another college should meet with a program advisor on a regular basis. Transfer counselors/advisors are available to assist students with specific college's recommended/required course selections.

Students are encouraged to use NJ Transfer, a Web-based data information system designed to provide a seamless transfer from New Jersey community colleges to New Jersey four-year colleges and universities. At the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org), students can:

- Learn which courses to select at the community college.
- See course equivalencies for transfer courses.
- Discover how these courses will satisfy the degree and major requirements at NJ four-year colleges and universities.
- Find links to NJ two- and four-year college websites.
- Obtain information on admissions, financial aid and scholarships, and transfer events throughout the state.

## STUDENT TRANSFER APPEALS

All student-initiated transfer appeals must be submitted in writing to Wendy Young-Gray, Program Officer, Cape May County Campus Services, within 30 days of receiving an evaluation of transfer credit.

1. Program Officer will refer student-initiated appeal request to appropriate transfer counselor/advisor who will review the appeal and attempt to work out a resolution. Before a final decision is made, the transfer counselor/advisor will be required to contact the college or

university on the students' behalf as a final attempt in negotiating a resolution. However, the decision of the receiving school is final. The student will receive a decision to their appeal request within two (2) weeks of submitting their appeal.

2. Once a decision is rendered on an appeal, the student will receive written notification of the outcome of the appeal. Though a student can be notified by email, written notification is also required.

Appeals Process under the Comprehensive Statewide Transfer Agreement: Each baccalaureate institution shall have a procedure through which a transfer student can appeal a decision that he/she believes is not consistent with this Agreement. The procedure shall be published in the institution's catalog, student handbook, and website. A student who wishes to appeal a decision must file that appeal with the baccalaureate institution through that procedure. Such appeal must be submitted by the student within 30 days of receiving the decision in question. The baccalaureate institution will provide a decision to the student within 60 days of receipt of the appeal. The decision of the baccalaureate institution is final.

The relevant community college will be informed of the nature of the appeal and the decision by the baccalaureate institution.

## TUITION AND FEES

All tuition and fees must be paid in full. Cash, checks, money orders, American Express, Discover, and Visa are accepted forms of payment. Checks or money orders must be made payable to Atlantic Cape Community College. E-Checks and the above credit cards are accepted online through WebAdvisor/Student Finance.

Registrations for summer or spring terms will not be processed unless payment in full is submitted by the published due date, a payment plan is arranged for spring term or the Financial Aid Office has approved financial aid deferments. Registrations for the fall term are accepted without payment until the published balance due date. A student is considered registered and liable for tuition and fees unless the student withdraws in writing or through WebAdvisor before the semester start date. Making registration changes, failing or withdrawing from courses may result in the return of financial aid, scholarships or third party sponsor payments. Any balance becomes the responsibility of the student.

Tuition and fees are charged on a per-credit basis. Costs for a course may include laboratory fees, plus mandatory insurance fees for full-or part-time students. For a current listing of tuition and fees, visit <http://www.atlantic.edu/admission/costs.php> or contact the Office of the Bursar at [bursar@atlantic.edu](mailto:bursar@atlantic.edu).

See Payment Plan

## TUTORING

See Learning Assistance Centers

## VETERANS AFFAIRS

See Financial Aid, Counseling and Support Services

**WITHDRAWAL**

See Grading





## GLOSSARY OF ACADEMIC TERMS

### **ACADEMIC AMNESTY:**

Offers a fresh start to students returning to the College after an absence of at least four years and wishing to re-enroll.

### **ACADEMIC HONORS:**

Recognition given to students who have demonstrated superior academic achievement. Academic honors are noted on student transcripts as Dean's List (3.0 GPA or higher) or President's List (4.0 GPA).

### **ADVISOR:**

Faculty member or staff person who provides students with information concerning courses, programs of study and other aspects of academic life.

### **ASSOCIATE DEGREE:**

The degree awarded by community colleges for the completion of a program of study: Associate in Science (A.S.), Associate in Arts (A.A.), Associate in Applied Science (A.A.S.) and Associate in Fine Arts (A.F.A.).

### **AUDIT:**

Enrollment in a class for which no credit will be given. A grade of AU will appear on the transcript.

### **CANCELLED COURSE:**

Course that was eliminated from the course offerings for a particular session or semester.

### **CAREER PROGRAM:**

Programs of study intended to lead to employment upon completion (A.A.S. degree).

### **CERTIFICATE PROGRAM:**

Course of study designed to meet a specific need and is designated as a Certificate program, usually 30-36 credits including six credits of general education.

### **CHARGEBACK:**

Pertains to out-of-county students enrolled in either a course or program not offered at their county's college. Students may be eligible to have their county treasurer pay for the out-of-county portion of tuition.

### **CLOSED COURSE:**

Term used during the registration process to indicate that a course has reached its maximum enrollment and is therefore closed to further registration.

### **COMMENCEMENT:**

An academic ceremony at which degrees are conferred (graduation).

### **CONFLICT:**

Occurs when the student attempts to register for two courses that are offered at the same time or which overlap.

**CONTINUING EDUCATION COURSE:**

Course or activity carrying no academic credit (Noncredit course).

**CONTINUING STUDENT:**

Student who is considered eligible for registration the next semester because they were enrolled the previous semester.

**COREQUISITE:**

An academic course required to be taken with another course.

**COURSE DROP:**

Process of removing a course from a student schedule. This can be done prior to the start of classes for the session enrolled or during the DROP/ADD (schedule adjustment) period.

**CREDIT BY ASSESSMENT:**

Procedure that allows matriculated students to earn credit for prior learning, either by taking an exam or by developing a student portfolio.

**CREDIT HOUR:**

Unit of measure that indicates the number of classroom hours per week that the class is held.

**CUMULATIVE QUALITY POINT AVERAGE:**

The total of the student's grade points for all semesters divided by the total number of credit hours completed for all semesters.

**CURRICULUM:**

An organized course of study approved by the Department of Education that results in a degree. Ex., Business, Nursing.

**DEGREE AUDIT:**

A personalized analysis of a student's progress toward degree completion in a particular program of study. The degree audit is program and catalog year specific, and shows how courses already completed at Atlantic Cape, courses transferred in, course or activity carrying no academic credit (continuing education course) and courses in progress apply to the chosen degree/ certificate requirements.

**DEVELOPMENTAL COURSES:**

Courses that prepare the student to complete the college-level courses necessary for their degree. These classes do not count toward a degree.

**DISMISSAL:**

Notification that a student can no longer attend the institution. Dismissal can be the result of poor grades resulting in Academic Dismissal or removal from the campus for behavior that violates the Student Code of Conduct.

**DROP/ADD:**

A system used to change a student's schedule after registration has been formally completed (also called Schedule Adjustment).

**FULL TIME STATUS:**

A typical, full-time program consists of two semesters, a fall term beginning in early September and concluding in December, and a spring term beginning in January and ending in May. Students are considered full-time when they carry 12 or more credits each semester; 16 credits is a normal full-time load. Students may not carry a course load of more than five major subjects (those having three or four semester credit), or a total of more than 18 hours of credits per semester, without special permission.

**GRADE POINT:**

The value of a letter grade. A=4, B=3, C=2, D=1, F=0

**GRADE POINT AVERAGE (GPA):**

See Quality Point Average

**INCOMPLETE GRADE:**

Grade assigned by instructor to allow student to finish course requirements after course officially ends.

**MAJOR:**

Academic program to which a student has applied and been accepted.

**MATRICULATE:**

The process of applying and being enrolled into a degree program at the College. Being matriculated is important for academic advisement and financial aid purposes.

**MATRICULATED STUDENT:**

A student who enrolls or registers in the College and is working toward a degree.

**NON-MATRICULATED STUDENT:**

An individual who may be enrolled in courses at the College but is not working toward a degree.

**PART TIME STATUS:**

A student who registers for fewer than 12 credits per semester is considered part time. Two courses with a total of six or seven credits is a normal part-time load.

**PLACEMENT TEST:**

Test designed to measure the student's ability in English and/or mathematics and then to prescribe the appropriate level English and/or mathematics course (**next-generation** ACCUPLACER).

**PREREQUISITE:**

A course that the student is required to take before registering for a more advanced course.

**PRIORITY REGISTRATION:**

Permission given to students to register early.

**PROBATION:**

Status of a student who may face dismissal if the grades or actions that prompted the probation are not improved within a designated period of time.

**PROGRAM CHANGE:**

The process a student must use to change from one major course of study to another.

**PROGRAM REQUIREMENTS:**

Courses that form the basis for an academic major and are essential to completing that program for meeting license or certification requirements.

**QUALITY POINT AVERAGE (Grade Point Average):**

The total of the student's grade points in a semester divided by the number of credit hours completed for that semester.

**READMISSION:**

Pertains to students who have not attended the College for a period of five years, or who have graduated from Atlantic Cape Community College. There is no charge for readmission, and students do not need to reapply.

**REGISTRATION:**

The process of selecting the courses and sections of each student's class schedule for a specific semester.

**SECTIONS:**

Various classes of the same course in the same semester. They may have different days, times, instructors and/or rooms, but course content will be the same.

**STUDENT CODE OF CONDUCT:**

Rules of behavior established by the College describing unsatisfactory behavior by a student. Includes rules such as those that govern use of alcohol or drugs on campus or at campus events. Violation of these published rules can result in probation or dismissal.

**SYLLABUS:**

An outline for an academic course that includes course assignments, exam dates and grading practices.

**TRANSFER CREDIT:**

Credit granted toward a degree and/or certificate for academic work completed at another recognized institution. Transfer credit is not used in the calculation of Grade Point Average.

**TRANSFER PROGRAM:**

Curriculum that is designed to be applied toward degree programs at four-year colleges and universities (A.A., A.S. degrees).

**TRANSCRIPT:**

The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the College. These requests are processed through the National Student Clearinghouse at <https://studentclearinghouse.org/students/>.

**WITHDRAWAL FROM COURSE:**

When a student cannot continue in a course, he or she must formally withdraw from that course. The withdrawal is not finalized until the Enrollment Services Office receives all the necessary paperwork.

**WITHDRAWAL FROM COLLEGE:**

Formal process utilized to change the status of an active student to one who is inactive.