



2007-2008 Catalog

Contact the College at 732-224-2345
or online at www.brookdalecc.edu

Lincroft Main Campus

765 Newman Springs Road, Lincroft
732-224-2345

Western Monmouth Branch Campus at Freehold

3680 Route 9 South, Freehold
732-625-7006

Eastern Monmouth Higher Education Center at Neptune

60 Neptune Boulevard, Neptune
732-774-3363

Northern Monmouth Higher Education Center at Hazlet

One Crown Plaza, Hazlet
732-787-0019

Long Branch Higher Education Center

Broadway & Third Avenue, Long Branch
732-229-8440

Wall Higher Education Center and the NJ Coastal Communiversit

Monmouth Boulevard, Wall
732-280-7090

A Message From Brookdale's President



Welcome to Brookdale! You join close to 100,000 friends and neighbors taking advantage of the resources and offerings of the County College of Monmouth. As one of the largest higher education institutions in New Jersey, Brookdale takes great pride in continuously challenging the future – with you in mind.

Did you know that Brookdale is consistently listed as one of the top 50 community colleges in the United States? That we are the number one county college in New Jersey?

A nationally recognized leader in technology, Brookdale has invested over \$25 million in its technology infrastructure systems and direct student technology access services. The \$100 million campus facility master plan has enabled new Counseling, Admission and Registration Centers, a state-of-the-art Bankier Library and new science and health services laboratories and classrooms as well as a Student Life Center complete with college and convenience stores, meeting spaces and dedicated space for student use.

Our Higher Education Centers in Western Monmouth and Long Branch have benefited as well with updated carpeting and furnishings. Beginning with the Fall 2007 semester, our Bayshore Center will be relocated to One Crown Plaza in Hazlet, a much larger facility with plenty of staff and student parking and will be known as the **Northern Monmouth Higher Education Center at Hazlet**. Also beginning in Fall 2007, the Asbury Park Center will be relocated to its new home at 60 Neptune Boulevard in Neptune and will be known as the **Eastern Monmouth Higher Education Center at Neptune**. At the Wall Higher Education Center, home to the New Jersey Coastal Communniversity, an alliance of six New Jersey higher education institutions and Brookdale, we provide a broad array of Baccalaureate and graduate programs to record-setting numbers of residents of Monmouth and Ocean counties. Ask about the 40-plus degrees available from Georgian Court University, and the opportunity to continue on to earn a Master's degree – without leaving Monmouth County.

You, our Monmouth County neighbors, are the reason that Brookdale was founded. You are the reason we continue to grow and challenge the future. Thanks for joining us!

A handwritten signature in black ink, appearing to read "P. Burnham". The signature is fluid and cursive, with a long horizontal line extending to the right.

Peter F. Burnham, Ph.D.

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Introducing Brookdale Vision, Values, Mission, Goals

Vision

Brookdale Community College is a dynamic, responsive, community-based postsecondary educational institution committed to excellence. Brookdale is a gateway offering access and opportunity for persons of all ages and backgrounds to pursue learning and enrichment; the College enables and empowers all persons to fulfill their aspirations to the maximum of their capabilities.

Values

We Value Students – As a learner-centered institution, Brookdale focuses its efforts on the capability of all students to grow academically and personally while achieving success.

We Value Excellence – Brookdale provides excellence in teaching and support services, enabling all students to have the opportunity to succeed.

We Value Freedom and Integrity – Brookdale practices at all times, the principles of academic freedom and freedom of speech.

Brookdale is accountable for its programs and its services to students, its public and its accrediting bodies, continually assessing outcomes in the context of vision, values, mission and goals.

We Value Diversity – Brookdale incorporates experience with and exposure to a diverse, socially conscious, multicultural global society in its curricula and in its student life and cultural experiences.

Brookdale champions education and service to persons of all cultures and backgrounds, all ages and beliefs. And, through its

affirmative efforts to build diversity in staffing, Brookdale seeks to represent the mosaic of many cultures and identities in one institution.

We Value Innovation – Brookdale incorporates innovative and creative methods and processes to assure the currency of experience for all students engaged in the pursuit of learning and personal development. Brookdale embraces technology as an enhancement of teaching and learning and as an enabling resource to provide effective access to service, information and knowledge.

We Value Our Employees – Brookdale fosters a working environment that is professional, fair, stimulating and challenging. The College takes pride in employees' competence, loyalty, dedication to service, and high level of integrity and it seeks to acknowledge these values through fairness, appropriate recognition, and respect.

We Value Communication and Inclusion – Through collegial governance and the provision of a Student Life and Activities Board, all members of the Brookdale community have a role of influence in the College's future.

Through ongoing dialogue and discussion with all constituencies of the College, internal and external, Brookdale seeks to clearly represent all that it does and seeks to achieve.

We Value Our Legacy and History – Brookdale recognizes its alumni as well as graduates as the primary outcome of its educational efforts. It encourages all who have benefited from the Brookdale experience to actively support the College's future while providing counsel and guidance.

Brookdale values all of its alumni, graduates, and attendees and their active support of the College's future by providing counsel and guidance. In addition the College values its founding traditions of caring for individual students,

engaging the entire County in the educational initiatives of the institution, maintaining an outstanding professional and support staff, and keeping on the forefront of educational innovation.

We Value Learning – Learning is the core value of the Brookdale Mission. The College seeks to provide opportunities for all personnel of all ages, backgrounds and cultures to learn and grow through the College's courses, programs, activities and services.

Mission

Brookdale Community College is a comprehensive, public community college providing affordable, open access for all individuals to a wide variety of high-quality associate degree and certificate programs, and coursework, for both transfer and vocational entry opportunities.

The College also provides personal and economic growth through life-long learning, personal enrichment, and business and community development activities, in both credit and noncredit formats, at a wide variety of locations.

Through partnerships with other educational providers, Brookdale affords expanded access to post-associate degree learning at the baccalaureate and graduate levels, through joint admission and detailed course and program articulation.

As a learning-centered environment, characterized by teaching excellence, Brookdale provides assessment of student academic capabilities and offers basic skills development with access to a wide range of appropriate student and academic support systems, enabling the individual to have the full opportunity to succeed in post-secondary learning environments.

Brookdale Community College is committed to opportunity with excellence, opportunity with accessibility, and opportunity with appropriate support, to enable success.

Ongoing Institutional and Organizational Goals Promulgated by the Vision, the Values, and the Mission

Commitment to the “Open Door” – Brookdale is an “open door,” comprehensive community college with support services available to provide all individuals with a reasonable opportunity for success in fulfilling their academic goals.

Commitment to Student Achievement of Core Competencies for All Graduating Students – Brookdale, in its academic program, requires its graduates to think critically, communicate clearly, be capable of solving mathematical problems, illustrate the social skills necessary for personal and career success, be knowledgeable of historic, scientific, aesthetic, and global perspectives, demonstrate technological and information literacy, and be knowledgeable about the fundamental values of a democratic society.

Commitment to Outcomes Assessment – Brookdale is committed to assessing student outcomes to measure its levels of achievement in pursuing its vision and mission and preserving its values.

Commitment to Periodic Review and Staff Development – Brookdale encourages and strengthens the highest levels of teaching and service excellence through the employment of the most qualified and most skillful employees, periodic review of their performance, and appropriate development of efforts to enable them to continue their pursuit of excellence in teaching and service.

Commitment to Quality and Excellence – Brookdale unequivocally promotes quality in all programs, course offerings, and activities. Facilities are state-of-the-art, appropriately equipped, clean and safe. All employees represent the commitment to Brookdale quality through their professional actions and behavior as well as their commitment to students and the community.

Commitment to the Appropriate Incorporation of Technology in Learning Environment and in Operation – Brookdale incorporates and uses technology in its academic and learning environments as well as its operations, not just as an end in itself but as a means of exposing students to technology’s use in learning, research, and vocational applications, and as a tool for improving

communications and expanding knowledge and skills. Further, operational technology is directed toward creating improved services to students and members of the community, as well as improving the efficiency, effectiveness, and diversity of services Brookdale can provide.

Commitment to the “Total” Student – Brookdale is committed to the development of the whole student –intellectually, culturally, and socially –including access to opportunities to enhance wellness and physical development. Through the provision of a comprehensive student life and activity program, cultural events, intercollegiate athletics, international experiences, intramurals, fitness, and general health services programs and information, and counseling, the College enables the full capabilities of the student and members of the community to grow and thrive socially.

Commitment to Extended Access in the Context of “One Brookdale” – Through its branch campus and Higher Education Centers, Brookdale provides extended access to all persons in Monmouth County and central New Jersey. Although Brookdale’s primary location continues to be the Lincroft campus, the regional sites are an integral part of “One Brookdale,” an institutional commitment to achieve a consistent and comparable level of quality and appropriate levels of service at all sites. The regional sites are a coordinated, integrated network of locations committed to common values, common levels of quality and service, and a common institutional mission operating within the framework of common rules and governance. Higher Education Centers are specifically responsible for learning and activity that may be unique to that community. In addition to their community role, branch campuses may provide access to full degree programs. “One Brookdale” represents a commitment to achieve a consistent and comparable level of quality and appropriate levels of service at all sites.

Commitment to Economic Growth – Brookdale develops and promotes, in the context of its mission, the economic growth and vitality of Monmouth County. The College seeks active partnerships with agencies, businesses, and other educational institutions to strengthen its capability to enhance the economic capability of the region as well as other intellectual and cultural opportunities to strengthen the community.

Commitment to Effective and Efficient Management and Maintenance of Accrediting Standards – Brookdale maintains an efficiently and effectively managed environment. It is compliant with all laws and regulations governing higher education in New Jersey and the United States, and it meets or exceeds all standards stipulated by the Middle States Association of Colleges and Universities as well as other accreditation bodies certifying Brookdale programs and services.

Brookdale Philosophy

Brookdale Community College values most, the individual learner. The College respects the differences in needs, strengths, and weaknesses in each person. We respect the right of each individual to strive, to struggle to succeed – the right to be unique.

We further value the experience of learning and count it among the most satisfying of human activities. We believe all education is a life-long activity, which enhances every aspect of human existence. We see that developing career skills and developing individual human potential are equally valuable. Each makes its contribution to the fullness of life.

We recognize the interrelatedness of all learning and the benefit gained by freedom of thought and expression. Effective education promotes awareness of the intricate relationships, which exist among people and between individuals and their environment. The development of individual potential is inevitable related to what society permits, encourages, or maintains.

Therefore, we urge students to accept their responsibility for improving society. Brookdale Community College commits itself to the task of creating an atmosphere, which fosters individual and societal growth and achievement.

The College is dedicated to using the community as a laboratory for learning. College staff and administration work closely with local organizations and agencies when applicable.



About Brookdale

The College was founded in 1967 and is sponsored by the citizens of Monmouth County through the Board of Chosen Freeholders. Equal opportunity for all is a College mandate; the College does not discriminate against anyone on any basis, either in education or in employment practices. An appointed Board of Trustees sets policy, fixes tuition and fees and continually monitors education programs.

Brookdale is an open admission college, available to anyone 18 years of age or older, anyone who is a high school graduate or holder of an equivalency diploma. (The Culinary and Health programs have certain additional admission criteria; see pages 16 and 77.) If you do not have a high school diploma or an equivalency diploma, you may still enroll at Brookdale as long as you are 18 or older. Students wishing to gain equivalency diplomas may do so by completing a sequence of 30 Brookdale credits and passing a test. A program is provided for persons who wish to earn equivalency diplomas without attending the College. The program is offered at the Long Branch and Northern Monmouth Higher Education Centers and the Western Monmouth Campus, and is geared toward the New Jersey High School Equivalency Examination.

Brookdale is open all year and operates on a term-based system. There are two traditional terms which begin in September and January. In addition, three terms run during spring and summer, one ten-week term during each traditional term and a two-week Winter term during winter break. Additional terms may be added based on community need. Classes tend to meet once or twice a week, depending on the length of the academic term and the course content. Classes are scheduled through the day and evening, and on weekends, to meet the demands of working people as well as traditional full-time students. Courses are offered not only on the Lincroft campus, but also at various locations throughout the county. The Long Branch, Eastern Monmouth and Northern Monmouth Higher Education Centers and the Western Monmouth Campus offer a wide range of courses. They all are accessible from most areas by public transportation.

There is no typical Brookdale student. People of all ages come to the College to meet education goals as varied as the people themselves. Many are enrolled full time (12 credits or more), or part time, in programs designed for transfer to four-year colleges. Others are pursuing programs designed to prepare them for employment upon graduation. Persons already working attend Brookdale to upgrade skills and enhance

chances for promotion or to explore new areas to facilitate career change. Many students are here because they love to learn. The courses they select enrich their personal lives.

In keeping with the College's dedication to open and innovative education, learning at Brookdale is oriented toward success. Each course has printed objectives. Tests for many classes are taken in the Brookdale Testing Center. Students prepare for tests, take them at the Center and, in many cases, receive grades on the spot. Teaching and counseling faculty members schedule office hours to answer student questions. Each major area of the College has a learning assistant available to answer subject matter questions, to go over tests, and assist students in completing class work. In the laboratories, lab assistants perform similar functions for students needing help in performing projects or experiments.

Notice of Right to Access Government Records of Brookdale Community College

The New Jersey Public Access to Government Records Act N.J.S.A. 47:1A-1 et. seq. (the "Act") requires that the College grant members of the public access to government records as defined in the Act. The Act safeguards from disclosure proprietary and private records and information.

Requests for records should be made to the Executive Assistant to the President. The President's office is located on the second floor of the Brookdale Administrative Center. Requesters must fill out a form specific to their request, which is available in the President's office. Requests for government records may be made anonymously.

Upon payment of the applicable fee, the College is required to make government records available within the following time periods:

Immediate access will be provided to budgets, bills, vouchers, contracts, including collective negotiations agreements, individual employment contracts, and public employee salary and overtime information. Immediate access will be provided as soon as reasonably possible following receipt of the request if the record is not being used and is not in archive storage.

Not later than seven (7) business days after receiving the records request, access will be granted or denied to all other government records provided record is currently available, not in use and not in storage or archived. Failure of the Custodian of Government Records to respond within seven business days after receiving a request is deemed a denial, unless the requester has elected not to provide a name, address or telephone number, or other means of contacting the requester, in which case the Custodian of Government Records shall not be required to respond until the requester reappears before the Custodian seeking a response to the original request.

The requester is entitled to be advised in advance of the estimated amount of fees and charges to be imposed by the College for the reproduction costs and other special services requested.

Right of Appeal

A person who is denied access to government records by the Custodian, at the option of the requester, may institute a proceeding challenging the Custodian's decision by (1) filing a complaint with the Government Records Council, NJ Division of Local Government Services by telephone, 609-292-4584; fax 609-292-9073 or by e-mail: Mpfieffer@dca.state.nj.us, or (2) by filing an action in the Superior Court, Monmouth County Courthouse, Freehold, NJ.

Degrees And Certificates

The Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Fine Arts (A.F.A.) degree programs are designed for transfer to four-year colleges. These degrees give students grounding in their major fields of study, along with the general studies required of freshmen and sophomores in four-year schools.

The Associate in Applied Science (A.A.S.) degree programs are career-related. Students receive education and training in the skills needed for employment, plus the general studies designed to turn out well-rounded employees. While some credits may transfer to four-year institutions, the A.A.S. programs are not designed for transfer.

In some study areas, certificate programs are available. These contain fewer credits than the degree programs, and certify students as competent in a particular employment area.

High School College Enrollment

High school students may take advantage of Brookdale's "College Fast Start" program. Selected Brookdale credit courses will be open to high school and home schooled students. The following criteria will apply:

A. Applicants must be at least 15 years of age or older and have completed the equivalent of 9th grade.

B. Applicants to and students in the program must be recommended by and have written approval from their High School Guidance Counselor and parent/legal guardian. In the case of home schooled students, written approval of a parent/legal guardian will suffice.

C. Applicants will be allowed to enroll in no more than two college level courses during any term under the guidelines of the Brookdale Community College prerequisite and co-requisite system. Applicants may not enroll in selective admission programs, basic skills or support courses.

D. Applicants must meet minimum proficiency requirements on the placement tests or SATs. To continue in the program, the student must maintain a minimum term GPA of 2.0 at the College.

E. Fast Start students will be designated as non-degree students until they meet the college's admission requirements for a degree student.

F. The Admission and Records Office in coordination with the Dean of Enrollment Development & Student Affairs will be responsible for the enrollment of Fast Start students in these course offerings. In fulfilling this duty, the Office of Recruitment Services will inform all Monmouth County superintendents, principals and counselors with high school responsibilities of the provisions in the policy and regulation on Fast Start.

G. Appeals for exceptions should be made in writing to the Executive Vice President for Educational Services or designee.

NOTE: This program is currently under review. Speak with your Counselor for the most up-to-date information.

Tech Prep Program

High School juniors and seniors enrolled in select high school courses may take advantage of Brookdale's "Technology Preparation" program. The following criteria will apply:

A. The Tech Prep Program is open to high school juniors and seniors who attend a high school with a signed Tech Prep Agreement with Brookdale Community College.

B. Applicants must be recommended and approved by their high school teacher/counselor and have earned a grade of "C" or better in the appropriate course or course sequence, previously approved by Brookdale, at the high school.

C. Applicants will complete the standard Brookdale application process and pay the appropriate fees in the spring of their senior year.

D. In order to receive credit for a Brookdale approved Tech Prep course, the students may be required to pass a challenge test and/or portfolio review, as determined by the appropriate Brookdale academic department, in the spring of their senior year.

E. These credits will be held in escrow until the student completes 12 additional college level credits with a grade of "C" or better. The additional credits must be earned within two years of high school graduation. Credit for the course(s) will be assigned and appear as "TPC" on the Brookdale transcript.

F. The Office of Transfer Resources and Articulation will be responsible for instituting and administering the Tech Prep Program at individual high schools.

G. The appropriate college department chair, in conjunction with the Office of Transfer Resources and Articulation, will be responsible for evaluating, aligning and approving Tech Prep courses as equivalent to Brookdale courses.

H. Appeals for exceptions to any criteria above should be made in writing to the Executive Vice President for Educational Services or designee.

Dual Enrollment Program

High school juniors and seniors may take advantage of Brookdale's Dual Enrollment Program. Selected Brookdale credit courses will be open to high school juniors and seniors at a Brookdale campus or Higher Education Center or at their high school. The following criteria will apply:

A. The Dual Enrollment Program is open to high school juniors and seniors who attend a high school with a signed Dual Enrollment agreement with Brookdale Community College.

B. Applicants must be recommended and approved by their High School Guidance Counselor. Permission from a parent/legal guardian is also required. Applicants must meet minimum proficiency requirements on the placement tests or SATs. To continue in the program, the student must maintain a minimum term GPA of 2.0 at the College.

C. Applicants are required to submit a student privacy waiver in order for the academic and conduct information to be shared between the College and the high school.

D. Applicants will be allowed to enroll in no more than two (2) Brookdale courses during any term. Enrollment will be subject to the guidelines of the Brookdale Community College prerequisite and co-requisite system. Applicants may not enroll in selective admission programs, basic skills or support courses.

E. Dual Enrollment students will be designated as non-degree students.

F. The Office of Transfer Resources and Articulation will be responsible for instituting and administering the Dual Enrollment Program at individual high schools.

G. All courses offered in the Dual Enrollment Program must be approved and monitored by the appropriate college department chair. All academic standards regarding the course content, syllabus, and faculty credentials will apply. The appropriate college department chair, in conjunction with the Office of Transfer Resources and Articulation, will be responsible for evaluating off site teaching locations to ensure that the proper equipment and technologies required for the course are available.

H. Appeals for exceptions should be made in writing to the Executive Vice President for Educational Services or designee.

Weekend Program at Wall

Students may complete a Business Administration Program Associate in Arts in three years on weekends. Courses will be offered in two 12-week semesters and one summer 10-week semester each year. Courses will be offered at the Wall Higher Education Center primarily on Saturdays. Two Friday evening courses at the Wall HEC will be required to complete the degree in the three-year time frame. Many of the courses required for the program are offered online. For more information, call 732-224-2158.

Company On-site Credit Course Offerings (COCCO)

The Center for Business Services and the Office of Off-campus Services work with employers who request college courses to be presented to their employees at their place of business. The courses are identical to those presented on campus and are taught by Brookdale instructors. Students receive full college credit for course completion. Instructional emphases to include case studies can be customized to reflect corporate objectives and learning experiences with on-the-job tasks. Every effort is made to meet the needs of employers. Starting dates and class times are flexible.

College Life

The Office of Student Life and Activities administers many clubs and organizations geared to student interests. *The Stall* (student newspaper) and *Collage* (student literary magazine) are two publications produced by the student body.

Students can become involved in planning and shaping programs and services at Brookdale through the Student Life Board (Brookdale's student government). Students may also serve as members of College Governance. This is a body comprised of faculty, administrators, staff and students which discusses issues affecting College life and academic policies and regulations. Recommendations are forwarded to the President for consideration.

Happenings, the Student Life and Activities newsletter, lists up-to-date information on all activities including many intercollegiate and intramural athletic programs, and an extensive array of socially – and intellectually – stimulating programs, which enable students to enjoy a well-rounded education.

Outreach, Business and Community Development

Looking for new opportunities for personal or professional growth? Discover the extensive array of programs Outreach, Business & Community Development offers. Starting a new career or contemplating a career change? Our professional training courses include new, exciting certificate programs, construction, computer training and the alternate route to teacher certification. Looking to start or grow your own business? The Monmouth/Ocean Small Business Development Center offers a comprehensive program for entrepreneurs. Continuing education courses in healthcare and teaching will help improve your on-the-job performance and promotion potential.

Learning is lifelong! Explore issues, nurture an interest and meet new people. From art classes to youth programs, summer camps and environmental programs at Sandy Hook, we offer something for everyone. Courses on family and women's issues, financial and legal matters, health and fitness, and home and garden, as well as Tour & Talk trips are designed to inform and enrich your life. There are numerous history, literature and music classes to enjoy. The Center for Holocaust Studies offers community programs and outreach to schools.

With over 400 courses to choose from, Brookdale offers you a unique combination of unsurpassed quality, affordability and convenience.

Brookdale also offers comprehensive, customized training for your company or organization in management, leadership development, technical and computer skills, healthcare, communications skills and quality, designed to meet your unique needs.

For more information, visit www.brookdalecc.edu/bcd. To register, call 732-224-2315

Accreditation

Brookdale, Monmouth County's official county college, is certified by the State of New Jersey and the United States Department of Education to grant associate degrees to students who complete formal programs of study, and is a member of the Servicemembers' Opportunity College Consortium. In addition, Brookdale programs have accreditation or recognition from specific organizations and agencies when applicable.

Brookdale Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, the accrediting agency for all colleges in the mid-Atlantic region. The Commission on Higher Education is an institutional accrediting agency recognized by the U. S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation, 3624 Market Street, Philadelphia, PA 19104 (215) 662-5606. Brookdale adheres to the Principles of Good Practice in Institutional Advertising, Student Recruitment and Representation of Accredited Status as defined by the Commission on Higher Education. A copy of the Principles is available in the office of the Executive Vice President for Educational Services.

The Nursing program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006-2701, (212) 363-5555, extension 153 and by the State of New Jersey, Department of Law and Public Safety, Division of Consumer Affairs, Board of Nursing, 124 Halsey Street, 6th floor, Newark, NJ 07101; (973) 504-6403.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care, 1701 West Euleless Blvd., Suite 300, Euleless, TX 76040; (817) 283-2835.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606, (312) 704-5300.

Concerns regarding any Health Science Program may be forwarded to the appropriate agency listed above.

The Paralegal Studies Program is approved by the American Bar Association, Standing Committee on Legal Assistants, 541 North Fairbanks Court, Chicago, IL 60611, (312) 988-5522.

The GM-ASEP and Toyota T-Ten options of the Automotive Technology program are certified by the National Automotive Technicians Foundation (NATEF), Executive Director, 13505 Dulles Technology Drive, Herndon, VA 22071.

Honors at Brookdale

The academic honors curriculum consists of both interdisciplinary seminars and honors sections of general education courses. Students wishing to graduate from Brookdale with honors designation on their diplomas and transcripts must take four honors courses, at least one of which must be an interdisciplinary seminar and maintain a Grade Point Average of 3.5.

To qualify for honors courses directly after graduating from high school, students must fill out an application and meet two of the following requirements: SAT combined score of over 1100 (out of 1600) or 1650 (out of 2400); high school GPA of at least 3.5 (out of 4.0) or 90% (out of 100%); graduation in the top 20% of their class; and recommendation by a Brookdale counselor or faculty member. All others must meet one of the following requirements: a GPA of 3.5 or more after completing 12 credits at Brookdale; or a GPA of 3.5 at a previous college.

Honors students may substitute one honors-committee-approved study abroad, service-learning or independent study course for one honors section of a general education course (but not a seminar). Honors courses are

designed to provide students with in-depth study of the subject matter in an environment which encourages considerable student-to-student interaction and development of general research skills. Honors sections of general education courses are easily transferable to four-year institutions; the transferability of seminars varies with the receiving institution. Brookdale has a transfer agreement with Monmouth University enabling graduates of the Honors Program to transfer their Honors courses to meet the freshman and sophomore year requirements of the Monmouth University Honors School. Students wishing admission to honors courses will need to have counselor approval and a background which indicates high academic achievement and promise. Interested students consult the Honors coordinator.

Student Grievance Process

Students who have questions or concerns about any issue at Brookdale Community College are encouraged to resolve those issues through appropriate channels.

General concerns about a wide range of issues should be directed to the Student Affairs and Support Services Office. Concerns should be identified, in writing, with any appropriate supporting documentation. If necessary, a meeting will be scheduled to discuss the issues in more detail and the Director of Student Affairs and Support Services will render a decision.

Specific concerns related to faculty members must first be discussed with the professor involved to try and reach an amicable solution. If that is not satisfactory, students must meet with the department chairperson followed by the division chairperson if necessary. The Dean of Academic Affairs serves as an arbiter.

Students appealing a grade in a class must follow a detailed and prescribed process. While the initial steps are informal, students have the right to file a formal appeal with the office of the Dean of Academic Affairs. The final step in this process is a hearing before a representative committee including faculty, staff and students. The paperwork for this process is available in the office of the Dean of Academic Affairs and on the Academic Affairs web site at <http://www.brookdalecc.edu/staff/edsvcs>.



Brookdale Admission Process

The Admission Process

All new students, whether planning to attend for a single course or full time, must submit an application form, including a non-refundable application fee, to the Admission Office. The application must be filled out completely. Applicants may automatically enter any Brookdale program with the exception of Culinary, Dental Hygiene, Nursing, Respiratory Therapy, Radiologic Technology, ASEP and T-TEN which involve an additional process. Applicants should contact the Admission Office for details. Applicants should indicate their intention to be a full-time or part-time student.

I.D. Cards

Each Brookdale student must have a BCC I.D. card whether full- or part-time. Without one, a student cannot borrow a book from the Library, use recreation facilities, get student discounts on tickets, purchase tickets, gain free entry to student events, or use the computer labs or the Testing Center. A Brookdale Student I.D. card is obtained in the lower level of the Warner Student Life Center, ID and Arcade Room. Students must bring their registration forms with them to verify that they are currently registered at Brookdale. Current term students must have their old I.D. cards activated at the Student Activities Office. Questions: call 732-224-3403.

Tuition

Monmouth County Residents – The tuition rate as well as a maximum amount per term, is set by the Brookdale Board of Trustees. It is published in each current Master Schedule. (Special tuition rates may be in effect for persons 65 years and older. Consult the Master Schedule.)

Tuition And Fees

Tuition – \$103.00 per credit; maximum \$1,545.00 per term for Monmouth County residents; \$206.00 per credit; maximum \$3,090.00 per term for other New Jersey residents; \$225 per credit; maximum \$3,375 per term for out-of-state residents; Tuition for on-line course sections is charged at \$103.00 per credit.

Tuition rates for Out-of-State/Out-of-Country, as well as maximums per term, are higher than the rates/maximums for out-of-county residents. See the Master Schedule.

Special tuition rates may be in effect for persons 65 years of age and older. Consult the Master Schedule.

Armed Forces personnel and their dependents stationed in Monmouth County are eligible for the same rates as regular Monmouth County residents.

Fees – Application \$25 (non-refundable); Official Transcript \$3; Late Registration \$25 (begins with first day of the semester). Fees to be added to tuition include a \$22.66 per credit general services fee, maximum of \$339.90 per term. All fees are non-refundable. Students registering for 16 credits or more pay no additional tuition or general service fees.

Residency Definitions

Monmouth County Resident - A person with a permanent Monmouth County address who has lived in New Jersey for at least one year prior to the first day of instruction. Admission priority is given to Monmouth County residents. Armed Forces personnel and their dependents stationed in the county are considered Monmouth County residents.

Out-of-County Resident - A resident of a county other than Monmouth, who has lived in New Jersey for at least one year prior to the first day of instruction. The tuition rate as well as the maximum amount per term is double that for Monmouth County residents. However, if you attend Brookdale because your county does not have a community college, or because the community college does not offer the program you wish to pursue, you may be eligible for full or partial “charge back”, a system by which you pay in-county tuition rates. Contact Brookdale’s Admissions Office or the Admissions Office of your local community college.

Out-of-State Resident - A person who has not lived in New Jersey for at least one year prior to the first day of instruction. The tuition rate as well as the maximum amount per term is double that for out-of-county residents.

Out-of-Country Resident - A person in the United States for purposes other than that of establishing permanent residence, with non-immigrant status as deigned by the United States Immigration and Naturalization Service.

Persons in this category may need to file an I-20 student visa form. Check with the Admissions Office for regulation guidelines. Tuition rate as well as the maximum amount per term is double that for out-of-county residents.

Change in Residence – Students must request a change in residency and provide all residency documents before the end of the refund (add/drop) period to receive in-county tuition for a semester or term. Tuition billing will be adjusted for the student’s next semester or term if residency documents are submitted after the refund period.

The following documents are required for proof of residency:

- A. A dated Voter Registration Card, or
- B. Any two of the following dated documents:
 1. Driver’s License
 2. Lease or Deed
 3. Utility Bill
 4. Any computer printed bill or correspondence.

Degree Students

Degree students are enrolled in programs of study leading to degrees or certificates. In addition to the Brookdale application, degree students must submit a record of high school graduation or attendance and immunization documentation. Students with equivalency diplomas should submit either a copy of the diploma or the actual scores received. A form to request high school records is available from the Admission Office, as are the application and immunization forms. (Students without high school or equivalency diplomas will be referred to Brookdale’s 30-credit high school equivalency program.) Until all records have been received, degree students are listed as “provisional.” Provisional students may register for courses, but will be notified during the term if records are not received. Records must be provided before a student may register for any subsequent term. Degree students must select a major field, bearing in mind that this program selection may be changed at any time. Those unsure about a major field of study should indicate a general interest area. The admission process cannot continue until a major field or interest area has been declared.

Transfer Students

Degree students transferring to Brookdale after gaining credits elsewhere are required to submit official transcripts of credits from their other colleges or post-secondary schools. Non-remedial credits with grades of "C" (2.0) or above may be accepted toward Brookdale degrees, if they are applicable to the chosen program. In some instances, trade and technical school and Armed Forces classes are accepted for Brookdale credit. Transcripts must be official and students wishing to have previous credits evaluated toward Brookdale degrees are responsible for having transcripts sent to the Admission Office and informing their counselors that they would like their transcripts evaluated. Transcripts will not be evaluated until the student has successfully completed one semester at Brookdale.

Pre-Registration Testing

All new degree students must take a Basic Skills Placement Test which includes measurement of reading, writing and mathematics. This test is designed to assure that students are ready to perform college-level work. Waivers of testing are available to students under the following provisions:

Full Test Waiver

(You will not have to take the test):

- 1) You have completed at least 24 college level credits with a grade of "C" or better from an accredited college. These 24 credits must include English composition and a mathematics course higher than elementary Algebra.
- 2) You have taken the Accuplacer or NJBST test at another New Jersey college.
- 3) You have at least a four-year degree from an accredited college.

Partial Test Waiver

(You only need part of the test):

- 1) You have taken the SAT test and have scored as follows:
 - a) Verbal score of 540 or higher will waive both Writing and Reading tests.
 - b) Quantitative score of 530 or higher will waive both Computation and Algebra tests.
- 2) You have credits from another college that do not meet the full guidelines of the Full Test Waiver category above. You MAY qualify for a partial waiver. An individual assessment must be made.

Non-native speakers of English, and persons age 65 and older may also be eligible for a test waiver. To receive a waiver of testing, students must apply in person in the Admission Office.

Those wishing to waive on the basis of previous credits must provide an unofficial or official transcript, or a college diploma. Students with documented disabilities who would like to request appropriate accommodations should contact the Disability Services Office prior to testing.

Students will be given the name of a particular counseling area at the test. Students who waive testing will be given counselor names in the Admission Office, upon completion of the waiver form. It is the student's responsibility to make an appointment with a counselor to have the Basic Skills Test results interpreted and to select appropriate courses for the initial term.

Students whose scores indicate the need to enhance skills in the areas of reading, language arts and/or pre-algebra or elementary algebra will be placed in the appropriate courses. Students with gaps in their academic backgrounds or who, with the passage of time, have grown rusty in one or more of these areas, will find the developmental courses are designed to bring basic skills up to the necessary level for optimum college performance. Students needing such work must take and satisfactorily complete the developmental courses, although credits do not count towards graduation. Students whose scores indicate no need for developmental work may not enroll in them.

Counseling

All degree (matriculated) students must make an appointment to see a student development specialist (counselor) to work with over the course of their educational career at Brookdale. See page 32 for a complete description of the Counseling Division and Student Development Services. It is the responsibility of the student development specialist (counselor) to assist degree students in selecting courses which meet particular goals. After discussion with the student, the counselor will generate a program plan form or a course registration form. Students are then prepared to register, and should do so at the Office of Registration on the first available date. Degree students should make an appointment with their counselor before registering for any subsequent term.

Admission to Health Sciences Programs

To be eligible for admission to Health Sciences programs, a person must:

1. Have a high school diploma or the equivalent.
2. Complete the Brookdale and the specific program application forms.
3. Take the Basic Skills Placement Test and complete any courses required as a result of scores.
4. Have passing grades in high school Biology and Chemistry for the Nursing, Respiratory Therapy and Radiologic Technology programs or pass the equivalent College courses.
5. Pass a standardized Health Science entrance exam.
6. Complete the following program prerequisites (with a minimum cumulative GPA of 2.5) for the Dental Hygiene program prior to admission: BIOL 111, BIOL 112, BIOL 213, CHEM 136, ENGL 121, and PSYC 106.
7. Complete the following general education courses with a minimum of "C" or higher prior to the start of dental course work in January annually: ENGL 122, SOCI 101, SPCH 115, and a history course.
8. Complete Medical Terminology (HESC 105) for the Radiologic Technology program.
9. Attend an information session.
10. Complete a nurse's aide course for the Nursing program.

A criminal history background check must be completed before progression into NURS 161 (forms provided by the Health Sciences Division). Clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks. These checks are conducted by an external vendor and the information is sent to the College and to clinical agencies. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to continue to engage in patient care in their agency. If a student is denied clinical placement by any clinical agency due to criminal history information, that student will be dropped from the program.

Participation in Clinical Laboratory is also contingent on a satisfactory medical examination report from a physician or nurse practitioner. Brookdale maintains contracts with affiliated facilities which stipulate participation by students whose health and scholastic progress assure a safe level of clinical performance. Should these criteria not be met at any point, a student may be dismissed from the program.

Applicants are accepted on a first-come, first-served basis until the classes are filled. The number of students admitted depends on the availability of faculty and clinical facilities.

Persons with relevant previous college credits may have their transcripts evaluated for program credit.

Licensure Requirements for Health Sciences Graduates

Graduates of the Nursing program who wish to apply for a license to practice professional nursing must answer the following questions on the licensing application:

1. Has any action ever been taken against your nursing license by any state licensing board or federal agency?
2. Is there any action pending against your nursing license by any state licensing board or federal agency?
3. Have you ever been permitted to surrender or otherwise relinquish your nursing license to avoid injury, investigation or action by any state licensing board or federal agency?
4. Have you ever been arrested, indicted or convicted for the violation of any law or regulation within the last ten years? (Major traffic offenses such as parking or speeding violations need not be listed. However, motor vehicle offenses such as driving while impaired or intoxicated must be disclosed.) If yes, explain in an accompanying letter along with a certified copy of court record.

Graduates of the Respiratory Therapy program who apply for a license to practice professional respiratory care must answer the following questions on the licensing application:

1. Are you licensed in any other state?
2. Has your license ever been revoked or suspended in any state? If yes, explain on a separate sheet of paper.
3. Have you ever been summoned, taken into custody, indicted, convicted or tried for or charged with or pleaded guilty to the violation of law or ordinance or the commission of any felony or misdemeanor

(excluding traffic violations) in this or another state or foreign country?

4. Have you ever served in the Armed Forces of the United States? If yes, what type of military discharge did you receive?

Graduates of the Radiologic Technology program who apply for a license to practice radiologic technology must answer the following questions on the licensing application:

1. Have you ever been convicted of any offense of any federal or state law other than a motor vehicle traffic violation(s)?
If yes, give date(s) of conviction and type(s) of offense.
If yes, has the court sentence(s) been completed?
2. Have you previously submitted an application for ARRT examination in radiography, nuclear medicine or radiation therapy, a special eligibility application, or a pre-application to determine eligibility?

Graduates of the Dental Hygiene program, offered in cooperation with the University of Medicine and Dentistry, who apply for a license to practice dental hygiene must answer the following questions on the licensing application:

1. Have you taken any state or regional board examination and failed?
2. Has your license to practice dental hygiene now or ever been subject to disciplinary action in any state?
3. Is there any action pending against you by any state licensing board?
4. List all names, addresses and dates of dentists where you have been engaged in the practice of dental hygiene. (Include period in Armed Services, and other positions in health, education, etc.)
5. Law and Jurisprudence Exam:
Date taken _____.
6. Recommendation of secretary of state board issuing license(s) must be completed by every state in which you hold a license.
7. Have you ever been summoned, arrested, taken into custody, indicted, convicted, or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any felony or misdemeanor in this or any other state, or in a foreign country? (Parking or speeding violations need not be listed, but motor vehicle offenses such as driving while intoxicated or impaired must be disclosed.)
8. Have you served in the Armed Forces of the United States?



Admission to the Electric Utility Technology Program A.A.S.

Jersey Central Power & Light (JCP&L) has partnered with Brookdale Community College to train the next generation of top-quality, well-educated and experienced line workers.

Through this program, you can earn a two-year Accredited Associate of Applied Science Degree with a focus on Electric Utility Technology. In just two years, you'll have the necessary education, technical training and hands-on field experience to become a line worker.

Degree Specifications

To earn this degree, students need to take a total of 66 credit hours, completed consecutively over the 21-month (four semester) period. Classroom-based courses will be held at Brookdale Community College, and laboratory courses are held at a JCP&L facility located near the college. The program will prepare you for employment as a line worker. Class size is limited.

Course Curriculum

General Education courses:

English Composition: Writing Process, English Composition: Writing and Research,

Interpersonal Communications, World Civilization I, Computer Literacy, Economics and Algebraic Modeling.

Career and Technical Courses:

Computer Aided Circuit Analysis, Electric Skills and Techniques, Electrical Circuits for Power Distribution I and II, Electrical System Design and the National Electric Code, Electrical Transmission and Distribution, Switchgears, Transformers and Controls, Overhead Lines, FirstEnergy Lab and Field Experience, and Community First Aid and Professional CPR.

Course Delivery

Students will conduct their laboratory training at a JCP&L facility 2 1/2 days a week, and classroom coursework will take place at Brookdale the remaining 2 1/2 days a week at our Western Monmouth Branch Campus in Freehold. All training and education will be offered weekdays.

Laboratory Work

All the essential hands-on skills necessary for a line worker or substation electrician will be taught in the laboratory, where safe work practices and procedures in the electrical environment are continually stressed. As part of the program, students will earn First Aid and CPR Certifications, as well as a Class "A" Commercial Driver's License (CDL).

Field Experience

Following the second semester, students will be required to participate in a paid ten-week (40 hr/week) evaluated field experience. Students will be compensated. Field experience will begin in June and end in August. Pre-employment screening is required.

Selection Process

Step 1 - Program Orientation

In the spring and/or fall, an evening orientation session will be held at Brookdale Community College which will provide background information on the program and introduce you to the skills necessary for line work.

Step 2 - Skills Orientation

During the summer, prospective students will participate in a skills orientation which will include activities to test strength, endurance and the ability to work in high places. Because of the hands-on involvement, enrollment is limited and preregistration is required.

Step 3 - Placement Testing

Prior to registration, Brookdale requires placement testing in English, Reading, and Math. Based on results, students may be required to enroll in summer courses to prepare for the fall semester. Before testing, prospective students should complete a Brookdale application and make an appointment with a Brookdale counselor.

Step 4 - Basic Climbing

To prepare for the fall semester, a mandatory 80-hour Basic Wood Pole Climbing course will be conducted at a JCP&L site where students will learn to climb poles. Students will also become familiar with basic overhead line equipment. All climbing and safety equipment will be provided.

During this time, instructors will determine if each prospective student possesses the basic skills and abilities required for electric power utility work. The instructor may remove an unsuitable student from the program, or a candidate may withdraw on his or her own. Eligibility screening will be conducted prior to the start of the fall semester.

Step 5 - Classes Begin

With successful completion of steps 1 through 4, students will begin the 21-month degree program in the fall semester, which begins in September.



Institution Wide Assessment

Information on institution wide assessment results such as graduation, retention, certification and licensing pass rates, and other outcomes as appropriate to programs offered are available through the office of the Dean of Academic Affairs or the Dean of Enrollment Development and Student Affairs.

Non-Degree Students

Non-degree students are those not enrolled in programs of study leading to degrees or certificates. These students may take up to 11 Brookdale credits without declaring a major. Non-degree students may convert to matriculated status at any time. Non-degree students must file the Brookdale application, and they may register. Although non-degree students are not required to meet with a student development specialist (counselor), this service is available and highly recommended. Certain courses require pre-registration testing. Non-degree students should consult this catalog to determine if the courses they wish to take require the Basic Skills Placement Test.

Pre-Registration Testing/Matriculation

A non-degree student who has completed 11 credits at Brookdale will be required to take a Basic Skills Placement Test and declare a major, or to meet waiver requirements, before being allowed to register for the 12th credit.

Counseling

Meeting with a counselor (Student Development Specialist) is not required for non-degree students. However, counseling is available; non-degree students wishing to consult counselors should inquire at the Admission Office to learn the counselor's name and location. See page 32 for a complete description of Counseling and Student Development services. Non-degree students should consult catalog course descriptions and the Master Schedule carefully. A non-degree student who drops a course or is dropped from a course because of the lack of appropriate prerequisites will not receive a refund.

Registering For Courses

The registration dates for each term are listed in the Brookdale Master Schedule. For the Summer Terms, students must pay in full, by cash, check or money order, or charge on Mastercard, Discover Card or Visa, upon registration. Students registering for the Fall or Spring Term may elect to pay (or charge) in full, or defer payment up to a date listed in the Master Schedule. Students must pay all financial obligations. Failure to meet all financial obligations results in the withholding of grades and transcripts and ineligibility to register for subsequent terms. Students must also comply with all state and federal regulations. Failure to comply could result in dismissal from classes. Classes may be cancelled at the discretion of the Executive Vice President for Educational Services.

Priority Registration

After the initial semester of study, students will receive priority registration passes through the mail. The initial days of each registration period are reserved for returning students to ensure their registration for courses required to complete programs. On the priority pass is a time and a date. Students may register at that time and date, or thereafter. Students are urged to take advantage of priority passes since courses fill up quickly and lines become lengthy later in the registration period. Provisional students will not receive a priority registration pass.

Open Registration

New students may register on or after the first day of open registration listed in the Master Schedule. Students with credits from other institutions or who have relevant field experience may be required to provide transcripts or to meet with Brookdale faculty to determine eligibility to take particular courses.

Credit by Examination (CLEP and Dantes)

Testing Services has many credit-by-examination programs, but CLEP and DANTES are the most popular. The credit-by-examination programs are for students who have gained knowledge elsewhere — in school, on the job, in the military, through independent study, or through other learning experiences. Credit-by-examination testing may allow you to bypass these subjects in which you already have college-level knowledge. With the time and money you save, you can then take courses that are more interesting and challenging to you. The CLEP, now given exclusively on computers, consists

of five general examinations and 30 subject examinations. You may choose any one or a combination of tests, and if you pass, you will receive credit at Brookdale. It is possible to earn 30 credits at Brookdale through the CLEP. Furthermore, CLEP and DANTES credits are accepted at over 2,000 colleges and universities throughout the country. Stop by the Office of Testing Services or consult with a counselor to find out more about CLEP and DANTES testing.

Once The Term Begins...

Attendance Policy

Individual instructors determine the attendance policy for their courses. Instructors will distribute their attendance policy in the syllabi or instructor addendum. It is the responsibility of the student to know and adhere to the attendance policy specified for each class. Attendance may affect a student's eligibility for financial aid and veterans' benefits.

Refunds

Students may withdraw from courses without financial penalty at any time BEFORE the first day of a term. Students wishing to do so must file an Add/Drop Form in person in the Registration Office. A full tuition refund will be granted; a check will be mailed within four to six weeks. As of the first day of the term, refund amounts are reduced and are granted for tuition only. All fees are non-refundable. Brookdale's refund policy states that a student may receive 100% refund of tuition and fees up until the day before the first day of the term; 80% refund of tuition and 0% fees during the first week of the term; 60% refund of tuition and 0% fees during the second week of the term and no refund after the second week of the term. Specific dates and amounts are listed in the Master Schedule. Students are responsible for knowing these dates. Courses which the College drops from the schedule are not the student's responsibility. Students in deleted courses will be notified by mail. The College will also try to contact such students by telephone. Students may elect to choose other courses and pay additional tuition and fees if the credit total is larger, or receive a refund by mail if they opt for courses with fewer credits. If a student does not wish to select another course, a full refund will automatically be mailed.

Adding/Dropping Courses

Be advised that students are responsible for ensuring that all pre and co-requisite requirements are met. Students who register for classes before grades are finalized must drop any classes if they do not successfully pass the pre or co-requisite subject. Students who do not withdraw from classes for which they have not completed required course work may be dropped at any time with no refund.

Based on certain eligibility requirements, you may be able to add and/or drop classes online. To determine your eligibility, go to Webadvisor (through Brookdale's home page), enter Webadvisor for Students, click on the link FAQ, and read question #25 "Can I register online?"

If a student adds a course(s) you must pay any additional tuition and fees. If a student drops a course(s) and is eligible for a refund, a check will be mailed. Students must drop courses OFFICIALLY during the refund period to receive a refund. Students who do not officially drop a course during the refund period are responsible for all fees and tuition payments. In addition, if you stop attending a course(s) during a term, you must OFFICIALLY withdraw from the course(s). The Master Schedule defines the time lines within which a drop/withdrawal may be completed and lists the refund eligibility dates.

Students who withdraw from all classes because of serious illness, attested to in writing by a physician, may receive a full refund of tuition and fees. THE REFUND MUST BE REQUESTED DURING THE TERM IN WHICH THE STUDENT'S ILLNESS OCCURS. All requests for medical refunds should be sent to the Registration Office. Students who withdraw to enter the Armed Forces of the United States may be granted a full tuition and fee refund. They must write to the Registrar to request the refund, and enclose a copy of the enlistment papers.

Course Cancellation Policy

If you register for courses and a course you have paid for is canceled or the time is changed, you will be informed through the mail or by telephone. If you want to replace that course, that can be done through the Division Office. If for any reason you have to change your schedule, you must fill out an Add/Drop form in the Registration and Records Office.

Credits

Brookdale Community College operates on a semester credit hour basis. Generally, one credit hour is assigned for each 750 minutes of classroom instruction time or one 50-minute period a week for 15 weeks. Laboratory experience during a semester generally consists of 900 minutes of work per credit hour.

The maximum amount of credits you can take during the Long Terms (Fall, Spring, and Summer II Terms) for matriculated students (Degree) is 16 credits. Cumulative maximum for non-degree students (Non-degree) is 11 credits. For the Winterim Term the maximum for all students is two classes; for Summer I the maximum for all students is seven credits and for Summer III the maximum for all students is seven credits. Students wishing exceptions should meet with their counselor.

Student Records

The College maintains the following records on individual students:

Academic and Veteran Records –

The Records Office is located in the CAR building (park in lot #5). These include: record of course completions, admission application, high school transcripts, advanced standing evaluations, course substitutions, referrals, change of data, related correspondence, etc.

Financial Aid Records – The Financial Aid Office is located in the CAR building (park in lot #5). These include: certification applications, promissory notes, course registrations, related correspondence, etc.

Student Development Records – Maintained by individual counselors, these include: high school and college transcripts, program plans, graduation evaluations, referrals, course substitutions, results of diagnostic and psychological testing batteries, related correspondence, etc.

Record of Disciplinary Action – Office of Student Life and Activities, Student Life Center.

Health Records – Health Services, first floor, Main Academic Central (MAC 112).

Students who wish to inspect and review their educational records may do so by obtaining and completing a "Request to Review Educational Records" form at the Records Office. The office is open from 8:30 AM to 7 PM. Monday through Thursday, from 8:30 AM to 5 PM on Fridays, and from 9 AM to noon on Saturdays. Upon receiving the form, an attempt will be made to schedule an appointment for

you to review the records within seven days. As part of this procedure you may request copies of information contained in your educational records. The minimum fee for reproducing copies is one dollar (\$1).

If, following your inspection, you believe that a factual inaccuracy is contained within your records, you should contact the office that maintains the record in question concerning this inaccuracy. That department will attempt to settle the dispute regarding records content through informal meetings and discussions between you and a member of that department. If such informal means do not result in you obtaining satisfaction, you may submit a written request to the Dean of Enrollment Development and Student Affairs requesting a hearing to arbitrate the dispute. The hearing will be conducted and decided within a reasonable period of time (in no case to exceed 45 days) following the request for a hearing, and a written decision will be rendered.

Access to the records listed in this section will be given to College personnel with a legitimate educational interest in the records as determined by the College. Information will be released to other agencies and individuals in compliance with the Family Educational Rights and Privacy Act of 1974, a copy of which is available for your inspection at the Records Office.



E-Mail and On-line Resources

Technology has dramatically altered the way students access and process data. It is important to understand the options that are available to you and how to use these various tools.

Student E-Mail

All students are assigned a Brookdale e-mail address upon registration. You will receive critical information such as grade and graduation notices and registration announcements. It is vital for you to regularly check your Brookdale e-mail. If you routinely use a different e-mail address be sure to forward your Brookdale e-mail to that address. You should have received a letter which explains how to use Brookdale e-mail and provides your login and password. To review the process: Go to www.brookdalecc.edu and click on "Web Based E-Mail." If you know your username and password, click on "Students enter here."

Enter your name which is everything before "@mail.brookdalecc.edu" and your password. You are now ready to begin using your e-mail.

If you do not know or remember your user name and/or password click on "NEW! E-Mail accounts for continuing (registered) students have changed. Look up your new email address and password online by clicking here."

Enter your seven-digit Student ID number (found on our Student ID card or any registration material) as Logon and the last seven digits of your social security number as our password. You will be directed to a screen identifying your e-mail address and password.

Copy your e-mail address and password. Scroll to the bottom and click on "Proceed to the new E-Mail Server" and enter your e-mail username (everything up to "@mail.brookdalecc.edu") and password to begin using your Brookdale assigned e-mail account.

If you have any questions or difficulty accessing your Brookdale e-mail contact the Information Technology Help Desk in the Bankier Library or call them at 732-224-2632.

Academic Information On-line

Students can access academic information through Webadvisor, our online system. This is the only way to access your grades unless you request a hard copy from the Registrar. To access this information go to www.brookdalecc.edu and click on "Webadvisor" from the home page. Go to the links on the left and click on "Webadvisor for Students." This will bring you to a screen where you can click on the appropriate resource you would like to view. Once you click that item you will be asked to enter a User ID and Password. See the information below titled "What can I do in Webadvisor" for more details.

If you have any questions or difficulty accessing online services contact the Information Technology Help Desk in the Bankier Library at 732-224-2632.

Webadvisor for Students

Your User ID is your seven-digit Student ID number. Your password is initially set to the last seven digits of your social security number. Although you are not required to change your password, it is strongly recommended that you change your password immediately following your initial login.

What Can I Do In Webadvisor?

1. Search for Classes – You can search through Brookdale's database of over 600 credit courses, to find the class(es) you want in the term you'll be attending. Results are displayed in "real time," showing you available and closed seats. No login is required.

2. Academic Profile – You can look up your grades, GPA, list of completed courses and current class schedule. In addition, you can check your progress toward your degree requirements.

3. Financial Profile – You can check your financial aid status, make a payment and check your account summary.

4. Registration – Based on certain eligibility requirements, you may be able to register, add and/or drop classes online. To determine your eligibility, go to Webadvisor for Students, click on the link FAQ, and read question #25 "Can I register online?"

5. Counselor Approved Courses – When your Student Development Specialist (Counselor) approves your courses in the system, you can view the list of approved courses in Webadvisor for Students. In addition, you can view any outstanding restrictions on your account (if applicable), your current academic standing, current program, assigned Counselor and registration status (determines eligibility to register online).



The Grading System

The grading system at Brookdale is as follows:

- A** = Excellent, 4 grade points
- B+** = Very Good, 3.5 grade points
- B** = Good, 3 grade points
- C+** = Satisfactory Plus, 2.5 grade points
- C** = Satisfactory, 2 grade points
- D** = Marginal Unsatisfactory, 1 grade point
- F** = Unsatisfactory, 0 grade points
- P** = Satisfactory or Better (C level or above) – no grade points assigned
- W** = no grade points assigned
- NC** = No Credit – no grade points assigned
- INC** = Incomplete – grade points assigned upon completion
- AUD** = Audit – no grade points assigned

A student's grade point average for a term is computed by multiplying credits times grade points and dividing the total by the number of credits attempted.

Pass/No Credit Option for Above Zero-Level Courses

A student may take a course at the 100 level or higher on a Pass/No Credit basis. A grade of Pass is earned if the student completes the course at the "Satisfactory" (C) level or above. A grade of "No Credit" is recorded if the student fails the course or completes the course at the "Marginal" (D) level. A student may change from Pass/No Credit to the A-F grade option, or from the A-F grade option to Pass/No Credit, up to the end of the third week of the Fall or Spring Terms or 20% of any shorter term. A maximum of two courses (maximum eight credits) taken on a Pass/No Credit basis may be used toward the degree. This option may not be used for a course in the student's major.

Incomplete

An Incomplete (INC) may be assigned at the discretion of the course faculty for students who have extraordinary circumstances of documented hardship or emergency. These are students who have been actively participating throughout the term and have completed a

significant portion of the course in a satisfactory manner but approach the end of the term without completing all assignments. The following process should be followed:

- The student contacts the faculty with the appropriate documentation.
- The incomplete contract is completed by the faculty and must be signed by both the faculty and the student.
- Students will be notified by e-mail to check their grades and to speak to their counselor about the impact of the incomplete.
- All course work should be completed by the twenty-first (21st) day after the end of the current semester or term, exclusive of official College closings.
- When a student completes the work satisfactorily, faculty will submit a change of grade.
- If work is not completed satisfactorily, the Registrar will change the INC to an F. Students will be notified by e-mail.
- For the purpose of calculating academic standing, the INC will be treated as an F.

Withdrawal

Students are allowed to withdraw from a course, without penalty until four-fifths of the course or semester has been completed (i.e., the twelfth week of a fifteen week course). Consult the Master Schedule for specific dates. **Students must officially withdraw by filing a add/drop form in the Registration Office or they will not be dropped from the class.**

Financial Aid students should contact the Financial Aid Office prior to withdrawing since it may affect current and/or future aid.

Audit

A student who wishes to attend a class but does not want to receive credit or a grade may register for the class and request permission to audit it. All tuition and applicable fees are charged for the course. Students may not change from credit to audit or from audit to credit after the end of the Add/Drop period.

Repetition

If a course is repeated, both grades will appear on the transcript but only the higher grade will be included in the GPA calculation.

Changing Grades

If you think a grade you received was not a true representation of your efforts, then by all means consult with your professor. If you and

your professor arrive at a decision to change the grade, then he or she will submit a change of grade form. Check student on-line information from the BCC home page a few weeks later to make sure the new grade is properly recorded on your transcript.

Grade Appeal Process

There is a student grade appeal process that provides an avenue to discuss and resolve problems that may arise with your educational progress. Information regarding this process may be found on page 43 after the Academic Integrity portion of the Student Conduct Code and Academic Integrity Code. Further questions concerning the Grade Appeal Process should be directed to the Academic Affairs Office.

Dean's List Criteria Full-Time and Part-Time Students

Following is the criteria for eligibility for the Dean's List effective Academic Year 2007:

1. The student must be a matriculated student.
2. The student must have achieved a grade point average of 3.5.
3. The student must have completed twelve college-level credits or more in any long term, with 100% completion rate, **OR** if the student enrolls for less than twelve college-level credits in both long terms, the student must complete twelve credits over the course of one year (July through June), with 100% completion rate. **Developmental courses do not count toward the Dean's List.**

Distinguished Scholar Award

The Distinguished Scholar Award applies only to graduates from Associate Degree programs who have a 3.7 or higher cumulative grade point average at graduation, along with a 95% cumulative course completion rate.

Outstanding Student

The Outstanding Student Award applies to graduates from Associate degree programs who have exhibited outstanding academic and personal growth at Brookdale. Criteria to be considered for this award include personal achievement and activities while pursuing a degree, grade-point average, and active participation in the learning process. Each division will select a student to receive this award at graduation.

College Regulation for Academic Standing

The objective of the College Regulation for Academic Standing is to establish standards for determining whether a student is in satisfactory academic standing and to establish a process for monitoring student academic standing.

Regulation Statement

(NOTE: For purposes of this regulation, degree credits refers to credits for courses at the 100-level or above, whereas non-degree credits refers to credits at the 0-level.)

A. Satisfactory Academic Standing -

A student is considered to be in Satisfactory Academic Standing if the following two criteria are met:

1) The student must meet the minimum cumulative grade point average (CGPA) as outlined in the Academic Standing Table below.

Academic Standing Table

Degree Credits Attempted*	Minimum CGPA
1-11	--
12-21	1.6
22-31	1.75
32-51	1.9
>51	2.0

*Degree credits attempted includes credits for all courses (at the 100-level or above) from which the student has not officially withdrawn and all transfer credits accepted by Brookdale. (Only credits earned at Brookdale are computed in the CGPA.)

2) Once more than 11 credits (either degree or non-degree) have been attempted (not including official withdrawals), a student enrolled in Basic Skills courses, as defined in the Basic Skills regulation, must pass 50% of those courses each semester he or she is enrolled in Basic Skills courses. A student must have a CGPA of 2.0 to be eligible for graduation.

B. Warning Notices - A student who has attempted 1-11 degree credits and whose CGPA is less than a 2.0 will receive a warning. A student who has attempted more than 11 degree credits and is in Satisfactory Academic Standing but whose CGPA is less than a 2.0 will also receive a warning. The student will be notified that he or she may be in jeopardy of losing Satisfactory Academic Standing and must choose future courses carefully in order to maintain Satisfactory Academic Standing.

C. Academic Probation - A student who is not in Satisfactory Academic Standing will be placed on Academic Probation. The student will be required to meet with his or her counselor and plan the next semester with Satisfactory Academic Standing as a goal. The student will be restricted to a maximum of 14 credits or four (4) courses, and the counselor's signature is required for registration. If, at the end of the first semester of Academic Probation, the student achieves Satisfactory Academic Standing, the Academic Probation period ends. If, at the end of the first semester of Academic Probation, the student does not achieve Satisfactory Academic Standing, the student continues for another semester on Academic Probation.

If at the end of the second semester of Academic Probation, the student still does not achieve Satisfactory Academic Standing, the student may continue for a third semester of Academic Probation if they fall into one of the following categories:

1) The student has fewer than 32 degree credits successfully completed and in the second semester of probation, successfully completes* 100% of credits attempted and earns at least a 2.0 Semester Grade Point Average (SGPA) for degree credits attempted.

2) The student has at least 32 degree credits successfully completed and in the second semester of probation, successfully completes* 100% of credits attempted and earns at least a 2.3 Semester Grade Point Average (SGPA) for degree credits attempted.

*Successful completion includes grades of D or higher.

D. Academic Suspension - A student who has been on Academic Probation and has not achieved Satisfactory Academic Standing by the end of the probation period will be suspended from the College for at least one full semester (Fall or Spring). The suspended student will not be permitted to attend any intervening Winterim or Summer terms. Once the Academic Suspension period has expired, the student may return to the College under the conditions specified in F. Reinstatement after Suspension or Dismissal.

E. Appeal of Academic Suspension - A student placed on academic suspension may appeal the suspension, based on extraordinary circumstances, through the following process: The student must meet with a counselor within seven (7) days of notification of suspension and discuss the reason for the appeal. The counselor supports or denies the appeal. If the

counselor supports the appeal: the student must write a letter to the Director-Student Affairs and Support Services explaining in full the basis for the appeal, the extenuating circumstances, and a plan for academic success. All appropriate documentation must be included. The Director must receive this letter, along with a letter of support from the counselor, within ten (10) days following notification of suspension. Within ten (10) days following notification of suspension, the student must make an appointment to meet with the Director-Student Affairs and Support Services. The Director will make a determination on the appeal. The results will be forwarded to the counselor and the Registration Office. The Director's office will notify the student of the results within seven (7) days of the meeting. The decision of the Director is final. The student who successfully appeals the suspension may return to the College on Conditional Reinstatement. The student is governed by the conditions outlined in F. Reinstatement after Suspension or Dismissal.



F. Reinstatement After Suspension or

Dismissal – A student who is reinstated after Academic Suspension or Academic Dismissal will be required to meet with a counselor and plan the next semester with Satisfactory Academic Standing as a goal. The counselor's signature is required for registration. Upon reinstatement, the student will be placed on Conditional Reinstatement and will have, with the exceptions noted below, one semester to achieve Satisfactory Academic Standing. Students who do not achieve Satisfactory Academic Standing in the semester following reinstatement will remain under Conditional Reinstatement until they have attempted 14 additional degree credits and if they fall into one of the following categories:

1) The student has fewer than 32 degree credits successfully completed and in the semester of reinstatement successfully completes* 100% of the credits attempted and earns at least a 2.0 Semester Grade Point Average (SGPA) for degree credits attempted.

2) The student has at least 32 degree credits successfully completed, and in the semester of reinstatement successfully completes* 100% of the credits attempted and earns at least a 2.3 Semester Grade Point Average (SGPA) for degree credits attempted.

**Successful completion includes grades of D or higher.*

G. Academic Dismissal – A student who has returned after Academic Suspension must meet the conditions outlined in F. Reinstatement after Suspension or Dismissal. If these conditions are not met, the student is placed on Academic Dismissal for a minimum period of one full year. Once the minimum period for Academic Dismissal is over, the student may submit a written request for reinstatement to the Dean of Enrollment Development and Student Affairs. If the student does not return for three (3) or more years, the student may apply for Academic Amnesty (College Regulation 5.0014R).

H. Appeal for Reinstatement – A student in Academic Dismissal may appeal for reinstatement in writing to the Dean of Enrollment Development and Student Affairs. The appeal letter must be received at least thirty (30) days prior to the start of the next long semester. The student must explain in full the basis for the appeal, any extenuating circumstances, and a plan for academic success. The Appeal for Reinstatement will be judged by an Academic Review Committee composed of:

- Dean of Academic Affairs (or designee)
- Dean of Enrollment Development and

Student Affairs (or designee)

- Division Chair of Counseling (or designee)
- Director of Student Affairs and Support Services (or designee)
- Registrar (or designee)
- Two Division Chairs
- Two Faculty

The Academic Review Committee must have 60% of its members present to act on an appeal. The Academic Review Committee may grant an Appeal for Reinstatement by majority vote. The committee will notify the student in writing of its decision at least one week prior to the start of the semester for which the student wishes to register. The decision of the Academic Review Committee is final.

Academic Amnesty

Academic Amnesty allows students to restore their academic standing at the College by eliminating the previous academic credit from the current Grade Point Average (GPA). Students who attended Brookdale Community College in the past and attained very poor academic records may apply at the Registrar's Office under the following conditions:

The student has had three years elapse since the end of the last term attended and the return to credit enrollment at the College.

The student's current academic standing is unsatisfactory, i.e., Warning, Probation, Suspension, Dismissal or their cumulative G.P.A. is below 2.0.

The student needs additional courses to complete program requirements.

The student must have successfully completed at least twelve (12) credits, i.e., no D's, F's or W's, before applying for Academic Amnesty. The GPA for all course work taken during this time must be at least a 2.0.

Academic Amnesty can be granted one time only.

All courses below Credit or C level during the student's previous attendance will be included when Academic Amnesty is declared.

All previous coursework will continue to appear on the student's transcript, however the excluded coursework will not be included in the calculations for the cumulative GPA.

Academic Amnesty Applied will appear on transcripts to indicate the separation of past coursework from the current.

Academic Amnesty does not affect or alter the student's records for financial aid eligibility.

Students must meet with a counselor before applying for Academic Amnesty to ensure the guidelines are met, and to secure approval.

The Dean of Academic Affairs will grant final approval.

Students granted Academic Amnesty must maintain regular contact with their counselor to monitor academic progress.

Health Sciences Programs

In order to ensure patient safety, additional separate grading policies (Academic Progress Policies) exist for all Health Sciences programs. These policies and other policies governing these programs can be found in the Health Sciences Student Handbooks.

Graduation Requirements

From the beginning of a college career at Brookdale, a student must be aware of the requirements for graduation from his or her particular program. These requirements include the general education component specified for each type of degree (see page 47) plus the career studies which may be listed as set requirements or may involve choices. All of these are listed in the individual program descriptions which are listed alphabetically beginning on page 56. The counselor works with the student in selecting courses geared toward graduation and toward meeting the student's academic, personal and career goals. The courses necessary for award of Brookdale certificates are also clearly listed in the catalog. No more than 50% of the credits towards a degree can be accepted from another college or from CLEP and other equivalency testing programs toward Brookdale graduation. In addition, half of a program's career studies credits must be earned at Brookdale. For certificates, one half of the total credits must be earned at Brookdale. A candidate for a degree, diploma or certificate must attain a cumulative grade point average of 2.0 (C) or higher.

Students who wish to graduate from Brookdale should be aware that, in most cases, the final 15 credits toward a degree or certificate must be taken at Brookdale. In certain cases, the Dean of Enrollment Development and Student Affairs may waive this requirement, and students

may earn their final 15 credits at another institution. The student develops a contract, working with her/his counselor and the Dean, to transfer credits back to Brookdale. The contract will be filed with the student's records. When the student has met the contract's terms, she/he should apply to the Dean for a Brookdale degree and be ready to show that the contract's terms were met.

The graduation requirements in force during a degree student's first term are those by which her/his courses will be selected and evaluated for graduation. Should a program change during a student's tenure at Brookdale, she/he may still graduate by meeting the requirements in force during the first term of that program. Students who withdraw for a year and are later re-admitted must follow graduation requirements in effect in the re-entry term.

Exceptions to all these rules may be made for persons attending Brookdale as members of the Servicemembers Opportunity College (SOC).

Candidates for an Associate degree or Certificate are expected to conform to the graduation requirements which are in effect during the term in which they originally matriculated in that program. A Candidacy for Graduation Request Form must be filed with a Counselor by each student who wishes to receive an Associate Degree or Certificate from Brookdale Community College. The Candidacy for Graduation Request Form should be filed at the beginning of the term in which the student plans to complete requirements for graduation. This form must be submitted to their counselor by the deadlines listed below:

Summer II & III Term - July 1
Fall & Winterim Term - October 15
Spring Term - February 21
Summer I Term - May 15

Each year, candidates for graduation will be charged a fee (amount to be set each year) to cover graduation expenses, such as cap and gown, diploma, etc.

Commencement exercises are held in May each year. Notification to candidates is sent in March and diplomas are mailed within twelve weeks after certification.

Transcripts

Official transcripts of grades are available through the Office of Registration and are mailed within 3 to 5 business days. To obtain transcripts, students must apply in person and pay a \$3.00 fee, or write, giving their social security number and signature, plus the fee. Students planning to transfer should know the application deadlines of the schools to which they wish to apply and arrange to have official transcripts sent in plenty of time. Student transcripts are available at the Registration Office upon request (photo ID required). No person other than the student will be given a student transcript, nor will any part of a student's Brookdale record be available to any person other than the student and his or her counselors and instructors unless the student signs a release or the records are summoned by subpoena.



Paying for College

Brookdale has several programs of tuition assistance for degree students who can demonstrate financial need. Among these are grants, loans, scholarships and employment. To be eligible for any of these, the student must be a citizen of the United States or an eligible non-citizen as defined by INS. Anyone applying for financial aid should file the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov which is used to determine eligibility for all federal, state and college awards. Students should file this form on-line at least 45 days before classes begin to allow time for processing. Financial aid applications must be submitted YEARLY. You will be contacted if additional documents are needed (i.e., tax return for verification purposes). All financial aid recipients are required by Federal regulations to meet standards of Satisfactory Academic Progress established by Brookdale Community College. This policy applies to all students receiving assistance from any financial aid program (including loans) administered by the Financial Aid Office at Brookdale Community College and includes your entire academic record. This policy is monitored once per year for all students and at the end of each term for students on probation or appeal.

To receive financial aid, the student must maintain satisfactory academic progress toward a degree or certificate and must complete their educational program within 150% of the published length of their educational program. There are four criteria in the BCC Satisfactory Academic Progress Policy:

1. the maximum length of time for which a student may receive financial aid;
2. the number of credit hours a student must earn in relation to credits attempted;
3. the cumulative grade point average a student must earn in relation to credits attempted;
4. the maximum number of remedial credits attempted for which a student may receive financial aid.

It is each student's responsibility to understand the specific requirements in each criterion. These are available in the Financial Aid office.

Other state scholarships or special interest scholarships may be available to Brookdale students. Information on these may be

obtained from the Financial Aid Office or on the Brookdale website at www.brookdalecc.edu For information about any of the New Jersey Financial Aid Programs, call 1-800-792-8670 toll-free, between 9 AM and 4:30 PM. For information about any of the Federal Financial Aid Programs, call the Federal Student Aid Information Center at 1-800-433-3243.

The chart on page 28 contains general aid guidelines. All programs are subject to change because of fund availability and federal and state regulation modifications.

For any other questions call the Financial Aid Office at 732-224-2361, 8:30 AM-7 PM Monday through Thursday and 8:30 AM-4:00 PM Friday.

Return of Title IV Funds

The Higher Education Amendment of 1998 stipulates that a recalculation of a financial aid award must be completed for any Title IV recipient who totally withdraws from Brookdale Community College. The federal recalculation formula calculates how much Title IV program assistance is earned for attendance up through the 60% point of the term. More information regarding this process is available in the Financial Aid Office. Please speak to a Financial Aid Administrator if you have any questions.

The Educational Opportunity Fund (EOF) Program

This state-funded program is designed to provide an opportunity for higher education to New Jersey residents who would not otherwise be able to attend without the financial assistance and special academic support services that are a part of this program. Through the EOF Program, students who cannot afford college costs and are academically under prepared can attend Brookdale and be successful.

EOF provides eligible students with money toward the cost of tuition and fees, financial aid counseling, academic counseling, free tutoring, informational workshops, financial aid workshops, faculty assessment and money to continue during the Summer Terms. New-to-college students can attend a free EOF Summer Program which is designed to provide academic preparation for college entry.

General guidelines for the EOF Program are on page 28.

ROTC

Brookdale maintains an agreement with Rutgers University, the Army ROTC and/or the Air Force ROTC to provide two and three year scholarships for qualified students. For more information on the Army ROTC call 732-932-7314, ext. 18 or go to www.armyrotc.rutgers.edu/home.html/. For more information on the Air Force ROTC call 732-932-7706, ext. 20 or go to www.rci.rutgers.edu/~rotc485.

Veterans/Military Affairs

Veterans

The Office of the Registrar assists all veterans and eligible dependents to make full use of their V.A. Educational Entitlements, under the Montgomery G.I. Bill and VEAP programs. Information and referral of other veterans' benefits is available, as is information on the New Jersey Veterans' Tuition Credit program for eligible veterans. Any other concerns particular to veterans may be investigated through this Office.

Active Duty Military

The Office of the Registrar also provides services to active duty military and their dependents. All active duty military stationed in Monmouth County and their family members are considered county residents for tuition purposes. Also, all military members and their dependents are eligible for the SOCAD and SOCNAV programs.

Members of the New Jersey Army National Guard and Military Reserve units eligible for V.A. Educational Entitlement under the Montgomery GI Bill are also serviced by this Office. Verification of Monmouth County residence should be available when seeking admission.



Servicemembers Opportunity College (SOC)

Brookdale Community College is a member of the Servicemembers Opportunity College (SOC) sponsored by the American Association of Community and Junior Colleges and the education agencies of the Department of Defense. As a SOC College, Brookdale commits to meeting the educational needs of Armed Forces personnel and their dependents. Brookdale is also a member of a national collegiate program, sponsored by the SOC Consortium, designed to allow servicemembers to earn degrees even though an enrolled member relocates away from the home institution. The program is called Servicemembers Opportunity College Associate Degree (SOCAD) in the Army and Servicemembers Opportunity College (SOCNAV) in the Navy. Through these programs the servicemembers and their dependents may enroll at Brookdale for a planned program and receive optimum credit for technical training and experience, up to 45 credits. Servicemembers enrolled in SOCAD/SOCNAV programs can rest assured that credits equivalent to course requirements at Brookdale earned at other institutions will be accepted toward a Brookdale degree. All SOC Consortium institutions offer program planning and have personnel ready to assist the service member in completing degree requirements. Information about Brookdale's SOCAD/SOCNAV is handled by the Office of Off-Campus Services and by Base education offices. The program at Brookdale is open to all Armed Forces personnel stationed or residing in Monmouth County, and their dependents.

Tuition Waivers

There are also three other opportunities to "pay" for tuition. Tuition waivers (tuition charges are waived, no payment is made to the College) are provided for the unemployed student with a waiver from state employment services; firefighters and first aid volunteers obtain waivers from their municipalities; and lastly, family dependents of victims of 9/11 (further information is available from the College Financial Aid Office).

The unemployed student, firefighters and first aid volunteers may not pre-register. They must wait until the first day of any semester in order to register and have their tuition waived.

Special At Brookdale The Brookdale Community College Foundation

The Brookdale Community College Foundation is a private, non-profit, tax-exempt organization. The mission of the Foundation is to raise money for student scholarship programs, building and capital expansion projects, and educational and curriculum enrichment programs.

Foundation Trustees are elected to three-year terms and represent Monmouth County's business, corporate, community and professional leaderships.

Gifts to the Foundation's Annual Access and Opportunity Scholarship, and the "Securing the Vision" Library Endowment Campaign are tax-exempt under section 501c(3) of the Internal Revenue Service Code. Bequests and charitable trusts are also ways that donors can leave a legacy of support.

Students needing financial assistance from the Foundation should apply through the College Financial Aid Office. A number of scholarships are available each year for both full and part-time students at the College.



Financial Aid Sources

Aid Source	Eligibility Requirements	Available
*FEDERAL PELL GRANT	All accepted or enrolled degree students who demonstrate financial need.	Grants vary with cost of education; no repayment.
*FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (F.S.E.O.G)	All accepted or enrolled degree students who demonstrate financial need.	Additional grants awarded to PELL recipients. Amount depends on financial need and available funds.
ACADEMIC COMPETITIVENESS GRANT	First year students must have graduated from high school after January 1, 2006 and second year students graduated after January 1, 2005 and successfully completed a rigorous high school program, as determined by the Secretary of Education. Students must attend full-time, be a U.S. Citizen and eligible for a Federal Pell Grant. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0	An academic Competitiveness grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study.
TUITION AID GRANT	NJ residents enrolled full-time who demonstrate financial need and do not have an Associate or BA.	Grants vary based on New Jersey eligibility index.
EDUCATIONAL OPPORTUNITY FUND (E.O.F.)	N.J.State residents-Accepted full-time students of exceptional financial and academic need.	Grant amounts vary based on financial need evaluation of applicant by the College; no repayment.
BLOUSTEIN SCHOLAR	New Jersey residents demonstrating highest academic achievement based on high school transcripts and SAT scores. Students are selected by their high school guidance counselors.	\$930 per year throughout undergraduate program.
GARDEN STATE SCHOLAR	NJ residents demonstrating high academic achievement based on high school transcripts and SAT scores. Students are selected by their high school guidance counselors.	\$930 per year throughout undergraduate program.
BROOKDALE COMMUNITY COLLEGE FOUNDATION	A small number of scholarships are awarded based on academic or athletic achievement and other special criteria.	Scholarships vary based on enrollment.
VETERANS TUITION CREDIT PROGRAM	Veterans eligible for VA Educational benefits who served between 12/31/60 and 5/7/75, legal resident of NJ at time of induction or discharge or for a period of not less than one year prior to application exclusive of time spent on active duty.	\$400 per year full time, \$200 per year half time; no repayment.
PUBLIC TUITION BENEFIT PROGRAM	Dependents of emergency service personnel killed in line of duty, who are NJ residents.	Actual cost of tuition at Brookdale.
*FEDERAL WORK STUDY (F.W.S.)	All accepted or enrolled degree students registered for six or more credits who demonstrate financial need.	Students may earn money while working either on or off campus. Students earn an appropriate hourly rate and are paid bi-monthly.
STUDENT HELP	All accepted or enrolled degree students registered for six or more credits. Availability depends on funding in each individual office.	Varies based on specific employment. Students earn an appropriate hourly rate and are paid bi-monthly.
*FEDERAL STAFFORD LOAN (Subsidized and Unsubsidized)	All accepted students who are registered at least half-time. Federal Government pays interest on subsidized loans for students with financial need. For unsubsidized loans, interest accrues at the time the loan is disbursed.	Maximum of \$3,500 for a first-year student. Maximum of \$4,500 after first year of study is completed. Repayment begins 6 months after last enrollment of at least half time.
NEW JERSEY CLASS LOAN	Student's parents or relatives with a current work history and a good credit rating may borrow for student. Student must be registered at least half-time. Must take Stafford Loan first.	Up to cost of education. Interest is not subsidized. Repayment begins 60 days after first disbursement.
*FEDERAL PLUS	Parents of dependent students enrolled at least half-time; financial need is not required.	Up to cost of education. Interest is not subsidized. Repayment begins 60 days after first disbursement. Variable interest rate - 8.5% maximum.
NEW JERSEY STARS	Top 20% of high school grads are eligible for up to five terms of tuition/approved fees. Must take at least 12 non-remedial credits each term and apply for all other federal and state financial aid available. If qualified for and receiving financial aid, NJ STARS will cover the remaining cost of tuition/approved fees. If not eligible for financial aid, NJ STARS will cover the entire cost of tuition/approved fees. Continuous full-time enrollment and rank in the top 20% of initial college class must be maintained to be eligible for renewal.	Actual cost of tuition at Brookdale.

* Designates federally funded programs; all others are state funded

Student Rights, Responsibilities and Procedures

The Brookdale Student

As a member of the College community, you have certain responsibilities. Of primary importance is the maintaining of a current address with the Office of the Registrar. Students who move or change their permanent address must go to the Registrar's Office and file a change of address form. Brookdale will not be responsible for correspondence not received through student failure to provide a current address. Persons who change their names for any reason must report this change, providing substantiating documents, to the Registrar's Office.

In addition, students are responsible for understanding and complying with information in all Brookdale student publications, including the Catalog, the Student Handbook, information in each Master Schedule, plus any official publication intended for student use.

Students with disabilities requiring accommodations are responsible for identifying themselves and requesting accommodations through the Disability Services Office, the counselors, or the Diversity Management Office. Students may request an identification number other than a Social Security number at the Admission Office.

Brookdale's faculty and staff exercise authority of the College in enforcing standards for student behavior. The following are some of the acts which are prohibited:

- Cheating;
- Use of physical force or the threat to do so;
- Use of language or actions intended to incite physical force;
- Persistent loud noise;
- Obstruction of the lawful movement of another;
- Engaging in reckless conduct;
- Possession of guns or dangerous weapons;
- Possession of alcoholic beverages or illegal narcotics or drugs;
- Gambling;
- Impersonating a College employee;
- Any violation of local, state or federal law;
- Any violation of Brookdale policy, regulation or procedure.

The standards of conduct are explained in College Regulation 6.3000R, Student Conduct Code, which is available in the Office of the Executive Vice President of Educational Services, or the Office of Student Life and Activities. The full regulation may be found on page 39 of this catalog. A Student Grade Appeal Process may be found on page 43.

Student Rights and Responsibilities

Students shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of New Jersey. In addition students will have the following Rights and Responsibilities:

1. Academic Freedom

Right: Students have the right to develop, explore, and express ideas with the expectation that their in-class performance will be evaluated solely on an academic basis.

Responsibility: Students are responsible for respecting the viewpoints and opinions of others in an academic environment.

2. Confidentiality

Right: Students have the right to confidential and appropriate use of academic and personal information.

Responsibility: Students are responsible for understanding the circumstances under which information can be released.

3. Course Information

Right: Students have the right to know the academic requirements for each course in which they are enrolled. These requirements should be identified in the course syllabus distributed at the beginning of the semester and include the evaluation system, due dates, attendance policy, and consequences for failing to meet the standards.

Responsibility: Students are responsible for adhering to the standards of academic performance contained in the syllabus and for seeking clarification of standards at the beginning of the term.

4. Discrimination

Right: Students have the right to an academic environment that is free from all forms of discrimination.

Responsibility: Students are responsible for conducting themselves respectfully in an academic environment that accepts the diversity of all people regardless of their perceived or real differences in race, nation of origin, color,

religion, age, sex, sexual orientation, gender identity or disability status.

5. Disruptions

Right: Students have the right to an academic environment that is free of unnecessary disruption.

Responsibility: Students may not interfere with the learning process of others by disrupting the academic environment. Disruptions may include entering class or other academic settings late, leaving and returning unnecessarily, inappropriate talking or noise, and improper use of cell phones, pagers, headphones, laptops or other devices.

6. Drugs and Alcohol

Right: Students have the right to an academic environment that is free from the unlawful use of drugs and alcohol.

Responsibility: Students are responsible for compliance with Brookdale's policies and regulations regarding the unlawful use of illegal drugs or alcohol at all Brookdale facilities and sponsored events.

7. Grievances

Right: Students have the right to a process for addressing grievances.

Responsibility: Students are responsible for identifying and following the appropriate procedures for pursuing a grievance.

8. Health and Safety

Right: Students have the right to an academic environment that is healthy and reasonably free of hazards to safety and security.

Responsibility: Students may not jeopardize the health, safety and well-being of others. Students are responsible for compliance with Brookdale Community College policies and regulations regarding health and safety.

9. Program Information and Graduation Requirements

Right: Students have the right to accurate and complete information regarding program and graduation requirements.

Responsibility: Students are responsible for reviewing program material and developing graduation plans based on program and graduation requirements.

10. Student Records

Right: Students have the right to know the type of information that is maintained in their student records and have the right to view those records and petition for change.

Responsibility: Students are responsible for adhering to the rules and regulations governing access to student records as defined in the Family Educational Rights and Privacy Act of 1974 (FERPA) and any college policies defining and regulating access to student records.

A variety of resources are available to help students understand and pursue their rights and responsibilities. All the resources are available at the Brookdale website (www.brookdalecc.edu).

Resolution Of Complaints Regarding Discrimination

Any individual who feels she/he has been discriminated against may file a complaint of alleged discrimination. Individuals, whenever possible, should attempt an informal resolution of an alleged complaint. If this is not possible, a person may file a formal complaint of alleged discrimination. The complaint should contain a written statement of the alleged violation, along with a recommended resolution. The complaint must be filed with the Diversity Management Officer who will conduct an impartial investigation. Any correspondence dealing with the complaint will NOT become part of any permanent record and will only be kept on file in the Diversity Management Office.

Family Educational Rights And Privacy Act Of 1974 (FERPA)

This Act provides for the confidentiality of student records. The College reserves the right to release, or not to release, Directory Information at the discretion of appropriate officials.

Directory Information may include a student's name, address, telephone number, field of study, participation in activities, weight and height of athletic team members, dates of attendance, degrees and awards and most recent educational institution attended, e-mail address, class schedule, class roster and photographs.

Students who wish to have Directory Information withheld must notify the Registrar, in writing, within seven days of the first day of instruction and request that such information not be released without consent.

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

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access:

students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading:

Students may ask the College to amend the record they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and Health Services staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent). For collection purposes, the College currently contracts with Joseph Morgano Esq., Allied Account Services, Financial Recoveries, Recovery Solutions and the NJ Division of Revenue SOIL Unit. The College reserves the right to add, delete, or change collection agencies as needed; The College reserves the right to add, delete or change collection agencies as needed; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his other tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the College discloses educational records without the consent to officials to another school, upon request, in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Safety and Security

The Brookdale Police Department was created to protect the personal rights and physical safety of students and staff, and for the protection of College property. Officers are on duty 24 hours per day, seven days per week.

In emergencies, dial 911 or 2222 from any campus phone. Yellow emergency phones are strategically placed throughout the campus.

The speed limit on campus roads is 25 mph and 15 mph in parking lots. Be certain to observe all traffic and parking rules. Violators are subject to summonses through the Middletown Municipal Court.

Medical Emergency Procedures

In the event of a medical emergency on the Lincroft Campus, the College will adhere to the following procedures:

- Brookdale Police Department will be notified immediately.
- College Nurse will be notified if available.
- EMT/Paramedic Unit or ambulance will be dispatched if deemed appropriate.

If EMT/Paramedic or ambulance service and/or hospital service is required the individual receiving these services will be responsible for all fees associated with this emergency.

If there is a medical emergency at one of the Higher Education Centers, the Center Security Officer will contact the appropriate local Police/Fire department and/or First Aid.

Insurance and Immunization

All full-time students are required by state law to possess health insurance which includes hospitalization. A fee may be assessed upon registration to ensure compliance. Full-time degree students may be required to furnish proof of immunization of measles, mumps, and rubella. Failure to provide required documentation may prevent students from attending more than one

term. Insurance waiver forms and immunization documentation forms are available in the Registrar's Office.

Tuition Installment Plan

Students enrolling for credit courses in any term may participate in a tuition installment plan. Students must be in good financial standing to participate and there is an initial \$50 non-refundable fee at the time of application. Payment schedules will differ depending on term. For additional information go to www.afford.com or call 1-800-722-4867.

Visiting Student Status

A "visiting student" is anyone who is matriculated and in good standing at a college or university other than Brookdale Community College. As a Visiting Student, you are not required to take the Basic Skills Placement Test or to meet with a Brookdale Counselor – unless you are registering for developmental "zero-level" courses. Visiting students do not need to submit a letter from their home institution giving them permission to take courses at Brookdale. It is the visiting student's responsibility to verify that the course(s) he or she takes at Brookdale will transfer to the home institution, and that the student has the prerequisites necessary to succeed in the course(s). It is very important to meet with your home institution advisor and review the Brookdale course descriptions. This will ensure that what you take at Brookdale meets your requirements and transfers back to your home institution. For more information, phone the Brookdale Community College Enrollment Hotline at 732-224-2345.

Campus Sexual Assault Victim's Bill Of Rights

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members.

Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long-lasting. Thus, it has established a "Bill of Rights" to articulate requirements for policies, procedures and services designed to insure that the colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights

The following Rights shall be accorded to victims of sexual assault that occur:

- on the campus of any public or independent institution of higher education in the state of New Jersey, and
- where the victim or alleged perpetrator is a student at that institution, and/or
- when the victim is a student involved in an off-campus sexual assault.

Human Dignity Rights:

- to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy;
- to have any allegations of sexual assault treated seriously; the right to be treated with dignity;
- to be free from any suggestion that victims are responsible for the commission of crimes against them;
- to be free from any pressure from campus personnel to: report crimes if the victim does not wish to do so; report crimes as lesser offenses than the victim perceives the crime to be; refrain from reporting crimes; refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus:

- to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities;
- to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling;
- to be informed of and assisted in exercising: any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy or any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights:

- to be afforded the same access to legal assistance as the accused;
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused;
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights:

- to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- to receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights:

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants;
- to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates:

- each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation;
- each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document;
- nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Brookdale Services

Services To Students

The Bankier Library

<http://www.brookdalecc.edu/library>

The Bankier Library, located at the north end of the main academic complex, is both a traditional environment for quiet study space, and a state-of-the-art Information Commons. Open carrels, tables and chairs, viewing rooms and quiet study rooms are available throughout the two floors. The carrels and study rooms are networked with data ports and electrical outlets for portable computers. Wireless access is available throughout the Library.

Traditional research tools and reference materials are available at the Information Commons on the first floor, as well as open computer labs for using the Internet and writing software. Electronic databases provide full-text and full-image journals, magazines and newspapers. The Help Desk is staffed by librarians, paraprofessional and technical support staff to assist you with your research needs.

Free 60-90 minute workshops designed to help you improve your library research skills are held in the Information Commons. The schedule is available at the Help Desk or online where you may sign up at any time.

Your Brookdale identification card has a pre-printed library barcode on the back of the card. It is required in order to borrow books and media materials, access the databases from off-campus, renew books online, track your interlibrary loan and reserve group study rooms.

You have the option to use the services at the Bankier Library or access the library databases remotely. To access the databases from home and off-campus, follow the web site for detailed instructions then login with your name and library barcode.

Library hours are posted on the web site or you may call 732-224-2706.

Computing Facilities

Computers for student use are located throughout the Lincroft campus and at the off-campus locations. Systems located in almost every area allow the students to learn how to use computers as tools in the disciplines. While many of these facilities are limited to students enrolled in the supported classes, open labs are available in the Reading and Writing Center in Larrison Hall, the Math Lab in the MAS building and the Information Commons in the Bankier Library.

A full list of all computer facilities can be found on the college website by clicking on <http://www.brookdalecc.edu/staff/oit/oit/>

The Scroll and Pen Book Store

The Scroll and Pen Book Store, centrally located in the Warner Student Life Center near parking lot 6 or 7, is your store for textbooks, course-required material, and a whole lot more. The Scroll and Pen Book Store offers a wide variety of supplies, gift items, art and photography supplies, paperbacks, reference books, software, CDs, clothing and backpacks and an assortment of snacks, candy and beverages.

At the end of each major term and other special times, the College Store holds a book buy-back where you may receive up to 50% of the purchase price for your used texts.

The Scroll and Pen Book Store is open Monday and Tuesday 8:00 AM to 7:00 PM, Wednesday and Thursday, 8:00 AM to 6:00 PM and 8:00 AM to 5:00 PM on Friday during the Fall and Spring Terms. During the summer and in between terms the hours are 8:30 AM to 5:00 PM Monday through Thursday and 8:30 AM to 4:30 PM on Friday. Hours are extended during the first week of each term to accommodate evening students. Please call 732-224-2595 for hours and information or visit our web site at www.brookdale.cc.bkstr.com. where you will also find information about on-line book orders.

Dining Services

The College operates its own Dining Services for student and staff enjoyment. Home-cooked breakfasts, lunches, and dinners are available in the Warner Student Life Center throughout the year. Light dining is also available in Larrison Hall. In addition, assorted vending machines are located throughout the campus for students and staff. The hours of operation for the Jersey Blues Dining Room and Larrison Hall are Monday-Thursday, 7:30 AM to 7:00 PM and 7:30 AM to 2:00 PM on Fridays. If you need more information, please call 732-224-2502 or visit our website at brookdalecc.edu.

Office of the Dean of Enrollment Development and Student Affairs

The Office of the Dean of Enrollment Development and Student Affairs is the official unit of the College concerned with providing services to the student population and directing other College units designed to enhance the quality of student education and social life. The Dean serves as the student advocate and the official liaison between students and the College administration.

Counselors (Student Development Specialists)

Professionally trained counselors, known at Brookdale as student development specialists, help students make decisions related to their educational goals and overall development. Working both individually and in groups, counselors can help students build their academic degree programs, clarify career goals, tailor Brookdale course work toward specific transfer purposes, and address personal counseling needs which might affect their academic progress. A counselor can also be the student's primary liaison with the teaching faculty.

Although counseling services are available on an as-needed basis, emphasis may be placed on certain counseling services at different points in the student's educational career. For example, early on the counselor will interpret the Basic Skills Placement Test and help students select courses that reflect their initial academic and career interests. As students make progress, helping them assess career interests and clarify transfer goals becomes more important. The need for personal counseling may arise at any time, and counselors may provide short-term services, make referrals, or trigger crisis-intervention procedures.

To ensure integration of student development and support services, the Counseling Division is part of the Student Development Services Group which includes the Office of Disability Services, Educational Opportunity Fund (EOF) and Experiential Learning. Within the larger Dean of Enrollment Development and Student Affairs unit, this group works closely with the Student Affairs and Support Services group, and the offices of the Registrar, Financial Aid, and Recruitment Services.

Athletics

Brookdale Community College enhances the academic college experience with a wide array of extracurricular activities. The Department of Athletics, Recreation and Intramurals provides a diverse range of programs to encourage physical well being as a lifetime endeavor for full- and part-time students alike. They also sponsor a wide range of summer sports camps.

Brookdale's intercollegiate program is nationally recognized and competes in the Garden State Athletic Conference and the National Junior College Athletic Association, Region XIX. Eligibility is determined by the National Junior College Athletic Association rules, which can be found at <http://www.NJCAA.org> or by contacting Frank Lawrence, Athletic Director at 732-224-2044 or the Assistant Athletic Director at 732-224-2755. For the current year the Jersey Blues competed in the following sports:

Fall

Men's Soccer
Women's Soccer
Women's Tennis

Winter

Men's Basketball
Women's Basketball
Cheerleading

Spring

Baseball
Golf (coed)
Softball
Men's Tennis

Summer Sports Camps

For young athletes, lifetime learning begins at Brookdale. The Jersey Blues Summer Sports Camps are open to boys and girls between the ages of 5-18. The following sports will be available beginning in June:

Soccer	Tennis
Basketball	Cheerleading
Baseball	Sports Readiness
Softball	Sports Fun
Golf	Summer Leagues for Soccer
Lacrosse	Summer Leagues for
Field Hockey	Basketball
Running Camp	Roller/Street Hockey Camp

Soccer camps may include a unique experience with the Metro Stars.

Brochures are available by mid-February. Please register early as these popular camps fill up quickly. Call 732-224-2823 to request a brochure or to be placed on the mailing list if brochures are not yet available.

The Office of Student Life and Activities

The Office of Student Life and Activities provides services and programs to assist Brookdale students to become more broadly educated and to develop improved interpersonal relationships. Student Life accomplishes this through student services such as the Student Life Board, College-wide activities, recreation and intramurals, intercollegiate athletics, health services, and clubs and organizations.

The Office of Student Life and Activities is located in the Donald D. Warner Student Life Center. Robert Quinones is the Associate Director of Student Life and Activities and can be reached via e-mail at rquinones@brookdalecc.edu or by calling 732-224-2390.

The Student Life Board (SLB) is Brookdale's version of student government, programming board, and finance board all in one. The student members of the Board are afforded excellent experiences to learn about group processes, leadership methods, management, and logistical skills. The organization is made up of student members interested in bringing exciting, quality programs to Brookdale. Programs sponsored by the Board include films, lectures, comedy performances, concerts, cultural programs, and social events. The Student Life Board also promotes good relations with surrounding colleges; exchanging program and organizational ideas as well as cooperating on programs.

The members of SLB and the staff of Student Life and Activities combine their talents to plan and implement a total activities program. This program includes films, lectures, bus trips, theater trips, concerts, dances, and performing and creative arts experiences. If you would like to participate in the selection and production process, contact the Student Life Board at 732-224-2647, or the Office of Student Life and Activities at 732-224-2788. Offices for both the Student Life Board, and Student Life & Activities are located in the Student Life Center.

At the beginning of each semester, the Student Activities Calendar, which outlines the events for the entire term, is distributed throughout the campus. Also, every week, Happenings, an information flier, keeps the Brookdale community abreast of campus activities.

The College Nurse

The College Nurse is available from 9:00 am to 5:00 pm. Monday through Friday in the Student Health Services area located on the first floor of the Main Academic Complex (MAC 112). In addition to the Nurse, a doctor is available on campus by appointment only, for health consultation. Physical examinations are offered free to those students wishing to participate in intercollegiate athletics. Health Science students may receive comprehensive physicals for a fee. Physicals are available for enrolled students wishing to transfer. Call College Health Services for further information.

Referrals, vaccines, HIV testing and consultation, and health screenings, are also offered by Health Services. In-service education and special projects are offered as well. See Happenings for details.

Gwen Evans, R.N.C., is the College Nurse/Health Administrator and can be reached at gevans@brookdalecc.edu. For further information call 732-224-2106, or the Brookdale Health Office Hotline at 732-224-2176.

School Insurance

Every full-time student is required to purchase school insurance or show proof of insurance coverage at the time of registration. A 24-hour policy is required, payable at registration if you are an uninsured full-time student. This service, provided by the ASBCC, covers the student traveling to and from campus (not exceeding one hour each way), while on campus, and while participating in College-sponsored activities. Part-time students who wish to purchase Student Accident and Sickness Insurance may obtain the registration form in Student Life and Activities or at the Registration Office.

The Center for Experiential Learning and Career Services

The Experiential Learning and Career Services Department offers programs designed to complement the student's academic study with "hands-on" experiences in the real world and services to help them attain their employment goals. Whether placed with an employer in a work experience related to their major, or volunteering in a community service project as an integrated component of their course work, students develop valuable skills for the future. Programs and Services include:

- Internships (credit)
- Externships (credit)
- Cooperative Education (non-credit)
- Service Learning (community service volunteer)
- Field Experiences
- Work Study
- Student Help
- Alumni Services
- Job Search Assistance
- Job Placement Assistance
- Career Development Workshops

The benefits of Experiential Learning are clear. Participants are better prepared for career decision making, as they move into either permanent employment, or continue their education. Participants have a greater "edge" in securing a job, and enrolling in a four-year college. All Experiential Learning activities are recorded on the student's transcript.

Internships/Cooperative Education/Externships

Students interested in participating in either Internship/Externship (credit) or Cooperative Education (non-credit) must meet program eligibility. All students must be: (1) matriculated, (2) have completed the number of course credits in their major required by the department and (3) have the approval of an instructor and Experiential Learning Representative. Both the credit and non-credit work experiences require the completion of learning objectives, employer evaluation and an evaluation meeting with an Experiential Learning Representative.

Service-Learning

Service-Learning combines academic study and community service, providing a unique opportunity for students to learn through active participation in organized service experiences in the community. Service-Learning puts education into action, leading out from the self into the world. Service-Learning course options are offered as an alternative to more traditional classroom assignments. Students choosing this option are required to provide between 20-50 hours of volunteer community service hours in activities related to their course work, enhancing their learning through participation. Experiential Learning staff meet with students to determine area of interest, time constraints, and a service project appropriate to the course of study. Approval for the project is required from the instructor.

Work Study

Students who qualify under financial aid for the Work Study Program work with Experiential Learning and Career Services staff who match the students' skills with appropriate campus/off campus jobs.

Student Help

Students who are in good academic standing and are currently enrolled for a minimum of six credits may be able to find on-campus work opportunities through Student Help Programs. For these positions, financial aid eligibility is not a criterion.

Alumni Services

The services are available to all Brookdale students nearing graduation and alumni. They include assistance in job search and resume writing, web resources, and referrals to appropriate employment opportunities.

Job Placement Assistance

Students are offered assistance in job search and resume writing workshops, and referrals to full-time, part-time and summer employment opportunities. Contact us at 732-224-2792 or visit us in MAC 105.

Academic Affairs

The Office of the Dean of Academic Affairs provides institutional support for development and improvement of academic programs and courses, and for the academic class schedule. It also administers the Dean's List, student Grade Appeals and Academic Integrity cases (i.e., cheating in class, plagiarism, etc.). Forms for both the Grade Appeal and Academic Integrity Code are available in each Division Office, as well as the Office of the Dean and the Academic Affairs Web Page at <http://www.brookdalecc.edu/staff/edsvcs>. Academic Testing Services, through our Testing Center, Articulation and Transfer Agreements, Basic Skills and Adult Basic Education (ABE) at the College's regional sites also report to Academic Affairs. High School Tech Prep Programs are also coordinated through this Office.

Articulation

Brookdale maintains transfer agreements with upper level institutions through the Transfer Resources/Articulation Office. This office works with deans, faculty and administrators to develop agreements that coordinate curriculum and ensure maximum transferability of general education and transfer program career courses. Information on transferability of courses is available through the counselors.

High School Tech Prep Programs

The "Technology Preparation" program is collaboration between Brookdale Community College and high schools throughout Monmouth County. Through written agreements, students are able to earn free college credits during their senior year in high school. Students enroll in selected high school courses designed by high school and College faculty. These courses integrate first semester college course work into the high school course. Information is available through the Transfer Resources/Articulation office.

Testing Services and Center

The Office of Testing Services and The Testing Center offer many services to both students and members of the surrounding community. The Testing Center is located in the lower level of the CAR building. Call 732-224-2584 for information.

Testing Services For Brookdale Students

- All new degree students entering the college may be required to take the **Basic Skills Placement Test** which includes a measurement of reading, writing, and mathematics. Full or partial waivers may be granted for a variety of circumstances. Counselors will use the results of this placement test to assist students in choosing first semester classes.

- Students who may wish to take advantage of **career assessment** services should see their counselor and mention this to him/her. The student will then be referred to the Office of Testing Services and will take the tests at their convenience. The results and an interpretation will be forwarded to the counselor who will then contact the student for an appointment. All test results are held in the strictest confidence.
- Brookdale students may be referred to the Testing Center for **course testing** by an instructor for a variety of reasons, including retests and make up exams. Testing for all alternate delivery courses (videotape, online, television, or hybrid courses) is also done in the Testing Center. Occasionally, exams maybe scheduled in the Testing Center because of unscheduled class cancellations.

Testing Services for the Community

- **CLEP and DANTES** credit-by-examination programs for students who have gained knowledge elsewhere - in school, in the military, through independent study, or through other experiences in life. Passing these tests may allow a student to bypass these subjects in which college-level knowledge has already been gained. With the time and money saved, courses that are more interesting and challenging can be taken. It is possible to earn 30 credits at Brookdale through CLEP, and CLEP and DANTES credits are accepted at over 2,000 colleges and universities throughout the country.
- **Distance Education** students from other institutions may take exams at Brookdale's Testing Center. Brookdale is a member of the Consortium of College Testing Centers.
- The Testing Center is contracted with Certipoint to deliver **Microsoft Office Specialist (MOS)** assessment testing for the following Microsoft Office applications: Word, Excel, PowerPoint and Access.
- Brookdale is also contracted with **Virtual University Enterprises (VUE)** to administer certification exams for the following industries: Allaire, Avaya Communications, Certified Internet Webmaster, CompTIA, Ericson, CISCO, Informix, Lucent Technologies, Microsoft Network, Novell, PTC, Siebel Systems, Tivoli, TTA, and BROCADE. These services are open to both Brookdale students and community members.
- The Testing Center also administers the Miller Analogies Test (MAT), Praxis, LSAT, and various actuarial tests.

Testing Center Policies

- Brookdale students must present their Brookdale student ID.
- All other test takers must present two forms of ID, one with a photo.
- Students must present a valid permission slip.
- Cell phones must be turned off before entering the Testing Center lobby.
- Time constraints, including closing times of the Testing Center will be strictly followed.
- The Testing Center strictly adheres to the Academic Standards of the College and will report all violations.

Testing Center Hours

The Testing Center is open Monday through Saturday. Students should arrive no later than two hours before closing for all academic course testing and three hours for all other testing. For hours of service visit the Testing Center web site at <http://www.brookdale.cc.nj.us/fac/tlt/testingcenter> or call the Testing Center staff at 732-224-2584.

Adult Basic Education

Anyone wishing to return to education should investigate the program offered by the Office of Adult Basic Education at the College's Higher Education Centers. Among the services: GED classes offered to improve the skills necessary to pass the GED test which will lead to an equivalency high school diploma; adult basic education which focuses on improving reading, language use and mathematics; English as a Second Language (ESL); new immigrant assistance; job skills training for displaced homemakers and consumer education. The English Literacy Civics and Citizenship course has been added to our program. We will assist you in preparing to become a citizen of the United States of America. Contact Long Branch (732-229-8440), Northern Monmouth (732-787-0019) or the Western Monmouth Branch Campus (GED: 732-625-7047; ESL: 732-625-7048) for further information.



The International Education Center

Study-Abroad Programs

Students interested in studying in a foreign country and transferring credits earned abroad to their Brookdale transcript should contact the International Center. Through the International Center, students in any academic discipline can apply to study in any of more than seventy different programs in thirty countries around the world. Students can choose among programs which last ten days, three weeks, five weeks, a semester, or even a year. Eligible students can apply for financial aid and scholarships. Students with disabilities are encouraged to apply.

For general information and details on specific programs or to find out more about our exciting study abroad opportunities, please contact us at 732-224-2799. You can also visit our web-site; www.internationalcenter.brookdalecc.edu.

We are located in MAC 114.

Services to International Students

The Center offers a variety of support services to international students including a handbook, orientation, and social activities. The College hosts international students from over fifty different countries.

International Programs of Study

Students who would like to receive an Associate's degree with an emphasis in international studies should refer to the "Programs of Study" section of this catalog for more information about the Social Sciences Program, International Studies Option.

Services To Special-Interest Groups

Persons with Disabilities

Brookdale Community College offers individualized accommodations and/or services to persons with disabilities. Students with disabilities must identify themselves, provide documentation of their disability and request appropriate services. The first point of contact should be with the Director of Disability Services 732-224-2730 or 732-842-4211 (TTY). Admission to Brookdale is automatic; however, admission to a program requires the meeting of prerequisites for all students. Because of the special needs of students with disabilities, counselors have been assigned to work specifically with them. The Disability Services Office, the counselors, and the Learning Disabilities Specialist work in conjunction to coordinate meeting the needs of students with disabilities.

There are designated parking spaces, ramps from parking areas to the walkways, elevators in the academic complex, adapted lavatories, electric power doors, and emergency phones. TTY equipment is available in the Disability Services Office.

Disability Services Office

The Disability Services Office ensures compliance with federal and state laws, that no qualified student with a disability be excluded from participation in or be denied the benefits of services, programs or activities of Brookdale Community College, or be subjected to discrimination by the College or its personnel.

To get started at Brookdale you must: apply to the College; make an appointment with the Director of Disability Services where you must provide appropriate documentation of your disability; take the Accuplacer basic skills test; schedule an appointment with your assigned Student Development Specialist; register for classes in the Office of the Registrar and make arrangements for payment.

Accommodations are approved and coordinated on a case-by-case basis. The Disability Services office is located in the Main Academic Complex, on the first floor in room MAC 111. The phone number is 732-224-2730 (voice) or 732-842-4211 (TTY).

The S.T.A.N.D. Club (Students Together Acquiring New Directions) is an organization sponsored by the ASBCC and committed to providing academic encouragement and social activities for students with disabilities. Students who are interested in becoming involved with the S.T.A.N.D. Club can do so by calling 732-224-2730 (voice) or 732-842-4211 (TTY).

Special Parking Privileges

All motor vehicles parked in handicapped parking spaces must display a valid permit, and the driver or passenger must be disabled. Anyone found using a handicapped permit issued to another person is subject to a summons and forfeiture of the handicapped permit.

If you have a permanent physical disability and need to use the handicapped spaces, please contact the Division of Motor Vehicles in Trenton in order to obtain the approved decal or license plate.

The Police Department will issue Temporary Handicapped Parking Permits (Placards) for a six-month period only on receipt of a doctor's certification that the applicant is temporarily disabled. The Police Department can, if necessary, issue an additional six-month Temporary Parking Permit if warranted by a doctor's certification. No Temporary Permits will be issued beyond these limitations.

These are the requirements of the New Jersey Motor Vehicle and Traffic Laws which cover our parking lots (Motor Vehicle Statutes 39:4-204, 39:4-206 & 39:4-207)

Emergency Evacuation Procedures

During general emergencies, when it is necessary to evacuate a building, persons with ambulatory disabilities who are unable to negotiate a stairwell will be brought to an area of rescue assistance in buildings so equipped, or designated assembly areas in buildings that are not so equipped. These areas will normally be shown on diagrams near the exits of all classrooms.

Evacuation will be done by fire or police personnel as part of their emergency procedures. Normally, the senior Brookdale employee in the area will be responsible for ensuring that the disabled person gets to the area, and for informing police and fire personnel of the presences of disabled persons in the designated area.



Non-Native Speakers of English

The College offers a seven-level English as a Second Language Program for non-native speakers of English who need to improve their English language skills in order to successfully study college-level coursework. Upon admission to the College, non-native speakers are administered a test of their English as a Second Language. If necessary, students are then placed in the appropriate level of the ESL Program based on their test results. Contact the ESL Coordinator at 732-224-2656 for further information.

How to take the ESL Placement Test:

1. Fill out the Admission Application
 - a) Go to the CAR Building.
 - b) Ask for an admission application.
 - c) Fill out the application and pay the \$25.00 fee. Be sure to save your receipt.
 - d) Ask for a permission slip to take the ESL Placement Test.
2. ESL Placement Test & Oral Proficiency Test: **All ESL students must take the ESL Placement Test & the Oral Proficiency Test.**
 - (a) Go to the lower level of the CAR building. Be sure to bring the permission slip with you. (Use parking lot 5.)
 - (b) Take the ESL Placement Test in the Testing Center. Then, go home and relax. Your results will be ready 24-48 hours later.
3. Call Dede Dyer at 732-224-2656 or Lillian Albano at 732-224-2489 to make an appointment for your Oral Proficiency Test.

4. Take the Oral Proficiency Test with Dede Dyer, receive your ESL Placement Test results and get the Level Recommendation form.

The International Students Organization promotes the cultures and customs of various nationalities through various activities and helps non-native students take their places in Brookdale student life. Contact the International Education Center for more information.

COLLEGE @ HOME – Distance Education

Distance Education brings College right into your home over the Internet and/or cable television. Call 732-224-2089 for information, or visit our Web site at www.brookdalecc.edu.

You can earn an A.A. degree in Business Administration, Liberal Education, History, English, Psychology and Social Sciences online! Or, you may choose a schedule with a combination of online courses, Telecourses, and face-to-face courses to earn your degree. For specific program requirements for the Business Administration, Liberal Education, History, English, Psychology and Social Sciences A.A. see the Programs of Study section of the catalog. Students interested in the online degree should consult with a Student Development Specialist, and may take the courses indicated.

What is a Telecourse? – A Telecourse is a learning approach that uses cable television and streaming video over the internet as a means of delivery. One learning activity consists of watching a series of instructional video programs; the video components feature content from course producers such as PBS. Telecourses are NOT taped classroom lectures. THE TOTAL TIME REQUIRED FOR TELECOURSES IS APPROXIMATELY THE SAME AS FOR ANY OTHER COURSE AT BROOKDALE. The primary advantage is the flexibility of the viewing schedule. A textbook, a study guide and various assignments, papers and exams are utilized at the instructor's discretion. Instructors guide the learning process and are available by e-mail and telephone to answer students' questions and provide support during the semester.

What is an online course? – Online courses are offered over the Internet and can be accessed, with your assigned password, at any time, day or night. Courses are not self-paced, rather follow a course calendar with proscribed due dates; students will interact with the instructor and each other via a course management system such as Angel. THE TOTAL TIME REQUIRED FOR ONLINE COURSES IS APPROXIMATELY THE SAME AS FOR ANY OTHER COURSE AT BROOKDALE. Students must make sure to buy the textbook assigned for the online section, as an access code may be necessary. Some testing will be online, and some will be in-person at the Testing Center or at an approved, proctored location.

Distance education courses are designed for independent learners with excellent reading, writing and time management skills. Distance education courses offer the flexibility needed by many students while providing an equivalent learning experience. Call 732-224-2089 to find out more.

Available to Students and Members of the Public

Child Care

The Children's Learning Center located at Brookdale's Main Campus is a licensed quality Child Care Center which offers care to students, staff and the community. Care is provided to children from 3 months to 5 years of age. It is open five days a week from 7 a.m. to 6 p.m. year round.

Tuition is based on a monthly rate and Brookdale students receive a discounted fee. We also accept vouchers and Financial Aid Transfers. Children enrolled in the Learning Center must be registered for the entire semester. There is no drop-in care offered.

For more information please call us at 732-224-2306 prior to the start of each semester.

Outreach, Business and Community Development

This non-credit arm of the College provides workshops, short courses, conferences and other varied activities for the general public. Topics include programs on career concerns, computer literacy, small business issues, business and industry training, professional advancement, summer camps, tours, older adult, issues and more.

The Outreach, Business and Community Development division publishes a calendar of programs three times a year, and maintains special mailing lists of persons and organizations interested in specific programs.

Center for Business Services

The Center serves the education, training and retraining, and development needs of local business, industry, professional, government, and non-profit groups. Programs can be credit or non-credit courses, seminars, workshops or customized activities uniquely designed for each organization's objectives, culture, systems and procedures. Classes can be held on company site, at Brookdale, or a variety of other locations throughout the county. Experts in a variety of fields are available to provide consulting services and technical assistance in the areas of communication, computers, management, team building, problem solving, organizational development, engineering, and a wide range of other areas.

Small Business Development Center

The Small Business Development Center provides one-on-one counseling and workshops to the business community of Monmouth and Ocean Counties. The Center links resources of the United States Small Business Administration, the NJ Commerce and Economic Growth

Commission and the Rutgers Graduate School of Management to provide counseling on matters relating to small business – from start-up to expansion. There is no charge for these services.

The Holocaust Center

Dedicated to providing resources for education about historical issues of the Holocaust and genocide; to elimination of racism, anti-Semitism and all forms of prejudice that damage our society, the staff of the Center runs special programs and maintains an extensive library of print and media materials. For further information call the Center at 732-224-2769.

The Career Clinic

Members of the public involved in the career decision process may wish to take advantage of the Career Clinic. This counseling/testing service, administered through the Office of Business and Community Development, provides in-depth career-related testing and counseling. To investigate the Career Clinic, call the Brookdale Office of Outreach, Business and Community Development at 732-224-2348 for an application.

Radio Station

WBJB-FM— 90.5 The NIGHT is a full-service local public radio station and NPR® member station linked to the community in many ways. The Night is a training ground for broadcasting students at Brookdale Community College, under the guidance of an experienced, professional staff. WBJB-FM supports local artists both in its music mix (like The NIGHT Local Spotlight) and festival sponsorships. We're proud to be a long-time sponsor of many local festivals including Riverfest, New Jersey Seafood Festival, Comcast's Jazz in the Park series, and the WBJB-FM Annual Guitar Show. 90.5 The NIGHT is the sole source for Adult Album Alternative in the Monmouth-Ocean market, including in-house productions exploring blues, bluegrass, and jazz plus the award-winning feature, Issues of Substance. We are your local information station: the home for local news, Brookdale closings, weather, summer festival information, community events, and more. With Community Bulletin Boards, Public Service Announcements, and Brookdale Notes running throughout the day, it's the place to find out what's happening.

Alumni Association

The Alumni Association was established as an independent corporation on August 15, 1973. The Association is governed by an elected Board of Directors which consists of seven officers and twenty-one trustees. The stated purpose of the Association is to advance the cause of education; foster, develop and provide

scholarships for Brookdale students and alumni; and promote ideas, leadership and personal relationships among alumni and students of the College, during and after undergraduate years.

Meetings of the Association are open to the public as are all activities and programs sponsored by the Association. Membership is open to all graduates, former students and friends of the College. For further information contact the Alumni Association Office at 732-224-2705.

Clubs and Organizations

As a student enrolled at Brookdale Community College you are automatically a member of the Associated Students of Brookdale Community College. Your membership enables you to participate in the activities program at the College. As part of that program we have clubs and organizations to supplement your classroom experiences as well as special interest groups. Each group is supervised by a Student Life Coordinator and a BCC faculty/staff advisor who is appointed annually by the Office of Student Life and Activities.

Honor Societies

Phi Theta Kappa

Phi Theta Kappa is a national honor society/service organization that recognizes academic achievement among two-year college students. A student is invited to join if his/her cumulative GPA is 3.7 or above and he or she has 12 credit hours completed, and is matriculated into a major. Alpha Pi Theta, the Brookdale PTK chapter, is not only concerned with academic achievement, but also encourages the four Phi Theta Kappa hallmarks of Scholarship, Leadership, Service, and Fellowship through club-sponsored activities and programs including regional and national workshops and conferences. The chapter office is located in the Clubs and Organizations Room in the Student Life Center, room SLC 109. (732) 224-2427.

Psi Beta

Psi Beta is the National Honor Society in Psychology for two year colleges. It was founded in 1981 to recognize the scholastic achievements of students in Psychology. The Brookdale Chapter was established in 2002 and has been recognized as the 2005 Wadsworth Publishers Outstanding Psi Beta Chapter. Psi Beta is open to students from many different majors who have at least a 3.16 GPA, have completed 12 credits at Brookdale, and have at least a B average in Psychology. Being a member provides opportunities for leadership, participation in research projects, attendance at regional conferences, special lectures, programs and much more. Upon graduation Brookdale Psi Beta members are distinguished by special

mention in the program and the opportunity to wear identifying cords or stoles. Contact Prof. Joel Morgovsky, Advisor: jmorgovsky@brookdalecc.edu, 732-224-2846.

New Jersey Collegiate Business Administration Association Honors Society

The New Jersey Collegiate Business Administration Association Honors Society is a Statewide organization which is sponsored by two- and four-year colleges with business

programs. This society recognizes annually exceptional scholastic achievement based on GPA. Only the top 1% of students in Brookdale's Business Administration program are eligible. For more information contact the Business Department at 732-224-2894.

Lambda Epsilon Chi

Lambda Epsilon Chi (LEX) is a nationally known academic honor society for paralegal students. Sponsored by the American Association for Paralegal Education (AAfPE), the society offers students national scholarship opportunities; participation in regional, state, and local conferences; and networking opportunities with other legal professionals. Candidates for membership in LEX must have completed at least 40 credits (60 credit program) and have achieved a GPA of 3.5 or higher in 2/3 of legal specialty courses. Contact the Legal Studies Department, 732-224-2337 for more information.

Lambda Nu

Lambda Nu is the national honor society for Radiologic and imaging sciences. To qualify as a member, students must be admitted to the Radiologic Technology program, maintain a GPA of 3.0 on a 4.0 scale in professional courses, enroll as full-time student for at least one semester, and demonstrate commitment to the profession of Radiologic Technology through professional organizations.

Weather Emergency

(Emergency Closings) In the event of emergency college closings, announcements will be made over radio stations WBBJ (90.5 FM), NJ 101.5 (101.5 FM), WHTG (106.3 FM), WJLK (94.3 FM), WOBM (92.7 FM), WINS (1010 AM), WCBS (880 AM), TV News 12 NJ and WCBS (Channel 2). There are no evening classes when the day classes are canceled on the Lincroft Campus. Also, evening classes held in a public school are suspended when an emergency causes that school to close during the day. Students should call the local Board of Education to determine these closings, as the College is not notified of them. The College reserves the right to schedule additional class

sessions should some be canceled. A recorded message on closing can also be obtained by calling 732-842-1900. School closings are also announced via phone mail broadcast and on the Brookdale website.

Regional Locations

A major function of Brookdale is to serve the needs of its community. Brookdale believes its community is all of Monmouth County and views the entire County as its campus. To best serve students throughout the County, Brookdale operates one Branch Campus and four Higher Education Centers at the locations listed below. The Centers offer degrees and a wide range of daytime and evening credit and non-credit courses as well as full-service Welcome Centers to apply to the college, meet with a counselor and register for courses all at one convenient location.

The Western Monmouth Campus is located at the junction of Route 33 and Route 9 in Freehold Township. For further information, call 732-780-0020.

The Eastern Monmouth Higher Education Center is located just north of the junction of Neptune Avenue and Route 33, across from the Neptune High School. For further information, call 732-774-3363.

The Northern Monmouth Higher Education Center is located at 1 Crown Plaza in Hazlet, 1/4 mile east of the junction of Route 35 and Union Avenue. For further information, call 732-787-0019.

The Long Branch Higher Education Center is located at the corner of Broadway and Third Avenue in Long Branch. For further information, call 732-229-8440.

The Wall Higher Education Center is located on Monmouth Blvd. in Wall Township. For further information, call 732-280-7090.

Sandy Hook

Brookdale Community College is unique among New Jersey community colleges in having a marine and environmental science field station located in Gateway National Recreation Area Sandy Hook. Sandy Hook is a barrier beach peninsula with 1665 acres of coastal habitat located at the northern tip of the Jersey Shore. The field station occupies Building 53 of the Hook's historic Fort Hancock section. It is just west of the oldest lighthouse in America and close to many educational and environmental groups such as: National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS) James J. Howard Laboratory, Clean Ocean Action (COA),

Marine Academy of Science and Technology (MAST), American Littoral Society (ALS), New Jersey Marine Science Consortium (NJMSC), New Jersey Bay Keeper, and New Jersey Audubon Society which are all located in a campus-like community at Fort Hancock.

Throughout the year Brookdale offers courses in Geology, Environmental Studies, Coastal Geology, Oceanography (ENVR), Marine Biology (BIOL), and Marine Chemistry (CHEM) at the field station. Classes are taught using hands-on classroom and outdoor laboratory exercises in which students collect and analyze data using current technology and environmental testing equipment. There are also many opportunities for students outside the classroom through service learning, special projects and paid internships. The field station has partnerships with County, State, and Federal Agencies that provide students these opportunities and help them find jobs. Brookdale also offers courses through the New Jersey Marine Science Consortium to 23 affiliated colleges and universities throughout New Jersey. Courses taught at Sandy Hook satisfy the science requirements for completion of an Associate's degree at Brookdale. For information call 732 872-0380.

Parking, Traffic and Miscellaneous Information

The College Police

The College Police Department was created by the Board of Trustees in accordance with NJSA 18A: 6-4.5 to protect the personal rights and physical safety of students and staff of the College, and for protection of College property. In addition, the police are responsible for enforcing College regulations, New Jersey statutes, federal laws, and ordinances of Middletown Township.

College police officers possess full New Jersey police powers 24 hours per day, the same as municipal police officers. They are also subject to the same training requirements mandated by the New Jersey Police Training Commission.

If you need to contact the police, there are officers on duty 24 hours per day, seven days a week. They can be reached by dialing extension 2352, 2222, or 911 on College phones, or by use of one of the 15 yellow emergency phones situated in the parking lots and 12 emergency phones situated in the school elevators. When dialing from off campus, the phone number is 732-842-1950.

Brookdale's Parking System

There are 3,727 general parking spaces at the Lincroft Campus. There are also a number of reserved spaces in each parking lot for the

handicapped. Further information concerning handicapped parking permits can be found under the title "Services for Students with Disabilities" on page 35 of this catalog.

Students may park in any lot (except the visitor's lot adjacent to lot #5). There is always adequate parking in lot #1 on the north side of campus. Students are advised to allow ample time for the trip to school especially during the first few weeks of the term.

Traffic Laws at Brookdale

A vehicle is considered legally parked in a parking lot only when it is parked between, and parallel to, the white lines (providing it is not parked in violation of a posted sign, i.e., handicapped parking).

The speed limit on all roadways on the Lincroft Campus is twenty-five (25) miles per hour. The speed limit on parking lot lanes is fifteen (15) miles per hour.

Vehicles which are parked or standing as to obstruct or impede a normal flow of traffic, blocking loading zones or fire hydrants, are parked on any grass area, or which present a safety or traffic hazard may be towed and ticketed at the owner's or operator's expense.

All traffic and parking summonses issued by the College Police are governed by Title 39 of the Revised Statutes of New Jersey and are returnable in Middletown Municipal Court. In the event you receive a summons, please read it carefully and follow the instructions printed thereon. Parking summonses are \$54 and most moving violations start at \$85. Parking in a handicapped zone is a minimum \$250 fine and a mandatory court appearance.

Public Transportation to and from Brookdale

Public transportation to and from Brookdale Community College in Lincroft is available. There are several New Jersey Transit bus routes in the area and a Brookdale shuttle bus (an evening shuttle bus from the Red Bank train station, and a daytime shuttle bus from the Eastern Monmouth Higher Education Center in Neptune). Schedules and more information about these services are available at the Student Life and Activities Information Desk.

Activity Fee

Twenty-two percent of the per credit "General Services Fee" is given to the ASBCC to subsidize student bus, theater, and ski trips, coffee houses, films, video tape presentations, clubs and organizations, and more. Allocations of the fee are controlled by the Student Life Board.

Alcoholic Beverages

In accordance with BCC College Regulation 2.100R, N-B.2, all alcoholic beverages are prohibited on campus, except when available at a recognized and approved College function. Persons who have not attained the legal drinking age will not be served alcoholic beverages. It should be noted that alcoholic beverages are not only prohibited by College Regulation but by the Statutory Law, State of New Jersey, which carries severe penalties.

Bulletin Boards

All items must be approved by the Office of Student Life and Activities or they will be removed. Approval of any item for posting does not imply BCC endorsement. The student newspaper is also a great vehicle for news, notices, and ads.

Drugs

In accordance with BCC College Regulation 2.1000R, N-B.3, selling, possession, use, or being under the influence of any kind of drug classified as a controlled dangerous substance or prescription legend drug is prohibited. It should be noted that drug offenses not only are a violation of College Regulations, but are a violation of Statutory Law, State of New Jersey, which carries severe penalties.

Happenings

This is the weekly information sheet that keeps Brookdale students aware of activities, club meetings, and other important events. Happenings is distributed every Tuesday when school is in session. Copies are placed throughout the campus as well as in the Student Activities Office. Look for The Stall, your student newspaper, throughout the campus as well.

Lost & Found

If you've lost something, check it out with the College Police, extension 2352, or visit the station in front of the Brookdale Print Shop in parking lot #8.

Smoking Policy

Brookdale Community College is a smoke-free institution! Smoking is not permitted anywhere on campus except in the gazebos conveniently located across campus.

Student Behavior in a Learning Centered Environment

Student Conduct Code

For the purpose of this code, a student is defined as one who is currently enrolled as a registered credit student at the College.

Purpose and Scope of the Student Conduct Code

1. The following statements comprising the Student Conduct Code are adopted for the purpose of providing a precise set of expectations and at the same time offering the assurance that all students will be accorded fair and objective treatment when violations occur.

2. These standards of conduct will apply to students engaging in activities on the campus, or at any of the Brookdale College off-campus centers, as well as to student organizations sponsoring approved off-campus functions.

3. When a student is convicted of a violation of one or more of the laws in the community, state, or nation, the College will not request special consideration for that individual because of his/her status as a student. However, the College will cooperate fully, with law enforcement agencies and with other agencies in any appropriate program for the rehabilitation of the student.

Responsibilities

1. Students and student organizations may examine and discuss questions of interest to them and may express opinions publicly and privately. They may support causes by orderly means which do not disrupt the regular and essential operations of the College.

2. It is the responsibility of all students of the College to adhere to the letter and spirit of this statement and duly enacted College policies, rules and regulations. Students shall not violate or attempt to violate any duly promulgated and approved College policy, rule or regulation.

Process and Disciplinary Procedures

It has been recognized that due process in higher education disciplinary matters does not parallel the requirements of due process in a court of law. The College shall attempt to

handle disciplinary matters privately, informally and expeditiously before resorting to formalized procedures or the use of outside agencies. However, the College ensures that the rudimentary requirements of due process in academic disciplinary matters will be implemented. These requirements are:

1. Written notification of charges and possible penalties within a reasonable time period.
2. The opportunity to have a hearing or to waive the right to a hearing and accepting the penalties imposed.
3. The opportunity to have a discussion to clarify evidence and/or view of an incident before an initial determination is made by a hearing officer.
4. Written notification of the time, place and date of the hearing at least three working days in advance.
5. The opportunity to present evidence and witnesses.
6. Written notification of findings and sanctions or penalties imposed based on a preponderance of evidence presented verbally or in writing.
7. Written notification of an appeal process.

Standards of Conduct

1. Student conduct, which interferes with the philosophical platform of the College, is not acceptable.
2. An individual who enrolls at the College can rightfully expect that the faculty and administration will exercise the authority of the College to regulate student conduct whenever the educational process, the health and welfare of the student body as a whole, and or the property of the College are judged to be jeopardized by the action of an individual student or group of students.

Violations

The following offenses could be determined to be minor or major offenses at the discretion of the hearing officer.

1. Disregard for the property and rights of others including the right to be free from verbal abuse or harassment. Engagement in any abusive or demeaning conduct or obscene gestures directed toward another individual or group of individuals which has the effect of creating a hostile environment or impedes the right or privileges of other members of the College Community.

2. Physical abuse or threats thereof against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons.

3. Theft, larceny, embezzlement, fraud, or the temporary taking of the property of another or possession of stolen goods without permission.

4. Unauthorized occupation, unauthorized entry or unauthorized use of any College facility or College-related facilities or premises.

5. Unauthorized use or possession on the campus of firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials.

6. Illegal manufacture, sale, possession or use of any scheduled drug, such as narcotics, barbiturates, central nervous systems stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or similar drugs and/or chemicals.

7. Vandalism, malicious destruction, damage, defacing, or misuse of College, public or private property, including library materials and all computers.

8. Obstruction or disruption of teaching, learning, research, administration, discipline procedures or other College authorized event. Disruptions of teaching and learning include tardiness, offensive language or behavior, noise and improper use of personal communication devices (eg: cell phones, headphones, pagers, palm pilots, and laptops).

9. Obstructing or restraining the passage of any person at an exit or entrance to the College campus or property, or preventing or attempting to prevent by force or violence or by threats thereof, the entrance or exit of any person to or from said property or campus without the authorization of the administration of the College.

10. Setting a fire on the campus or campus-related premises without proper authority. Inappropriate use of any combustible or chemical or flammable substance which may present a fire hazard, annoyance, threat, or danger to property or person and/or persons on College premises.

11. Falsification, alteration or withholding information related to academic records/ documents.

12. Furnishing false information to a College employee with intent to deceive.

13. Failure to meet any college-related financial obligations.

14. Unauthorized use, possession, or alteration of fire fighting equipment, safety devices, College Police property, or other emergency or safety equipment.

15. The intentional making of a false report of a bomb, fire or other emergency in any building, structure, or facility on College premises or College-related premises by means of activating a fire alarm or in any other manner.

16. Disorderly conduct, including rioting, inciting to riot, or assembly to riot.

17. Participating in hazing.

18. Failure to present student identification to a College employee in response to a request.

19. Possession or consumption of alcoholic beverages in any form on College premises or College-related premises, except in those areas of the College premises or College-related premises where the President or his/her designee has authorized the serving of legal beverages, subject to prescribed regulations.

20. Violation of any published policies, rules and/or regulations promulgated by an official College office.

21. Interference with performance of duties of any College employee.

22. Theft, sale, and/or possession of stolen books.

23. Failure of a student to respond to written communication in connection with an alleged violation of the Student Conduct Code.

24. Malfeasance in or misuse of elective or appointive office in a student organization which is injurious to the welfare of the College.

25. Failure to abide by, or violation of, any sanction imposed by the Dean of Enrollment Development and Student Affairs, Executive Vice President, Educational Services, the President and/or Board of Trustees.

26. Engaging in any form of gambling while on College premises or at functions sponsored by the College.

27. Misrepresentation of oneself or of an organization to be an agent of the College.

28. Any other violation of existing local, state or federal law.

Sanctions

The following sanctions may be applied either singularly or in any combination as appropriate to the circumstances of each case:

1. Verbal Reprimand: Verbal admonition against further violations.
2. Written Reprimand: Written warning placed in student's file for having engaged in misconduct.
3. Restitution: The obligation to replace or pay for property damaged to compensate for losses incurred or to provide a campus service as a result of a violation.
4. Conditional Probation: Temporary loss of College rights and privileges until specified conditions are met, such as letters of apology, and/or doctors releases, etc.
5. Disciplinary Probation: Loss of participation in College-related activities for a specified period of time. May also contain conditions to be met in order to be removed from probation.
6. Fine: Monetary sum imposed as a penalty for an offense.
7. Community Service: Assigned community service work to fit a particular violation.
8. Suspension: Exclusion from all or specified classes and other College-related activities for a specified period of time.
9. Expulsion: Permanent dismissal from classes and college-related activities.
10. Summary (Temporary) Suspension: Exclusion for all or specified classes and other College-related activities until due process can be completed. May be used by the Dean of Enrollment Development and Student Affairs in the event of a threat of safety to the student or College community or if a student refuses to respond to a summons to appear before the Associate Director of Student Life and Activities or his/her designee.

Enforcement

1. Initial Action. Any student or group of students violating the Student Conduct Code by committing a prohibited act or acts as aforesaid will be referred to the Associate Director of Student Life and Activities for disciplinary measures in accordance with the provisions hereof. Any student, faculty or staff member may file a complaint.
2. Minor offenses. In the case of all minor offenses, as deemed by Associate Director of Student Life and Activities, not to constitute acts which would result in suspension or expulsion of the student(s) the Associate Director of Student Life and Activities may determine disciplinary actions as stated in Sanctions, numbers one (1) through seven (7) of this code. The Associate Director of Student Life and Activities will investigate the incident, notify the student

of the incident and advise the student of the charges against him/her; hear the student's comments about the incident, when possible; make a determination about the case and notify the student in a reasonable amount of time of that determination and notify the student of the appeal procedures when necessary. Any student may appeal a minor offense as stated in I of the Appeals Section.

3. Major Offenses. In any case in which the violation is of such a nature that in the opinion of the Associate Director of Student Life and Activities suspension or expulsion from the College could be imposed, the Associate Director of Student Life and Activities will not recommend disciplinary action except upon the following procedures:

- a. A Student Conduct Committee will be appointed to hear all cases, which could result in suspension or expulsion. This committee will be composed of three (3) students and two (2) representatives of the College staff from a designated group of faculty, staff and students. A training program for potential Student Conduct Committee members will be held in September each Fall Term.
- b. In such cases, the Associate Director of Student Life and Activities or his/her designee, acting as a non-voting member of the Student Conduct Committee will arrange with the student the time and place of a meeting of the Student Conduct Committee, which said notice will advise the student of the charges against him/her; the student's right to cross examine witnesses against him/her; the student's right to produce witnesses on his/her behalf; and to select the counsel of his/her own choosing. Counsel will be allowed to advise the student or students charged, but not to speak at the hearing. Other Brookdale students, faculty and staff are not invited to Student Conduct Committee hearings and may only attend through invitation by the Associate Director of Student Life and Activities. The Student Conduct Committee will be convened as soon as possible in proximity to time of incident.
- c. The Associate Director of Student Life and Activities at the meeting of said committee will present all charges against the student.
- d. The Student Conduct Committee will proceed at such meeting to hear the charges against said student, to hear witnesses against and for the student, and in general, will conduct a hearing consistent with the principles of due process. One Student Conduct Committee will hear offenses by more than one (1) student in the same case all at once.

e. Upon the conclusion of such hearing and after deliberation, the Student Conduct Committee will make recommendation to the Associate Director of Student Life and Activities based on the preponderance of evidence presented in the hearing verbally and/or in writing.

f. The Associate Director of Student Life and Activities will notify the student within 24 hours of the determination made.

g. The Director of Student Affairs and Support Services will assume the role of the Associate Director of Student Life and Activities as stated within this code if there exists a specific conflict of interest in any pending case.

h. A taped record will be made of Student Conduct Committee Hearings.

i. Outcomes and offenses may be publicized in the campus newspaper without alluding to names of individuals involved.

Appeals

1. Any student, faculty or staff member may appeal a decision of the Associate Director of Student Life and Activities or Student Conduct Committee by notice in writing filed with the Dean of Enrollment Development and Student Affairs within five working days after notice of the Student Conduct Committee decision.
2. The Dean of Enrollment Development and Student Affairs upon the filing of such appeal, will review the proceeding in the matter and either (a) affirm the decision of the Student Conduct Committee, or (b) make alterations to the decision of the Student Conduct Committee, or (c) convene an appeal committee.
3. In the event the Dean of Enrollment Development and Student Affairs affirms the decision of the Student Conduct Committee, the Dean of Enrollment Development and Student Affairs will advise the student in writing within three working days of the decision.
4. In the event the Dean of Enrollment Development and Student Affairs on any appeal filed with him/her will determine to convene an appeal committee, the following procedure will prevail:
 - a. The Dean of Enrollment Development and Student Affairs will appoint an appeal committee consisting of three students and two representatives of the College faculty/staff.
 - b. The Dean of Enrollment Development and Student Affairs will convene such committee, give notice to the student appellant of the time and place of the meeting of said committee to hear the appeal, and will preside over the hearing.

c. The appeal committee, after hearing the matter, may take action:

- (1) Affirming the decision of the Student Conduct Committee;
- (2) Altering decision of Student Conduct Committee; or
- (3) Rendering a new decision.

d. The Dean of Enrollment Development and Student Affairs will advise the student in writing within one working day of the decision of the appeal committee.

Suspension

Suspension of a student will be invoked when more serious violations of the disciplinary code occur or when the conditions of disciplinary probation are disregarded. Suspension is carried out only on the basis of the recommendation of the Student Conduct Committee and with the approval of the Dean of Enrollment Development and Student Affairs. Suspension is applied for a given period of time, and the term is specified to the student. A student suspended from the College forfeits all rights and privileges of a student, including all college-related or college sponsored functions. All suspension actions will be noted in the student's record.

Any student may be summarily suspended by the Associate Director of Student Life and Activities for a period not to exceed ten (10) College working days during which the Student Conduct Committee will convene. In the event of any appeal of the Student Conduct Committee decision, the Associate Director of Student Life and Activities may suspend a student or continue any previous suspension until the disposition of the appeal.

Expulsion

Expulsion will be invoked where extreme violations of the disciplinary code occur or when suspensions have been issued to a student and may result in the severance of a student from the College with the approval of the Dean of Enrollment Development and Student Affairs.

Presidential Power

Any suspension or any expulsion imposed will be at all times subject to the approval of the President of the College. Nothing in these regulations will be deemed to limit the final authority of the President of the College in all matters relating to violations of the Student Conduct Code and the imposition of discipline.

Academic Integrity Code

Purpose and scope of the Academic Integrity Code

1. The following statements are adopted for the purpose of providing a set of expectations and at the same time offering the assurance that all students will be accorded fair and objective treatment when violations occur.

2. This code will apply to students engaging in academic activities of any kind or interfering with academic activities of any kind associated with Brookdale Community College.

Student Obligations/Academic Violations

Without limiting the application of the code, a student may be found to have violated this obligation if he/she:

1. Presents for evaluation the ideas, representations, or words of another person or persons, without customary and proper acknowledgment of sources. (Students should consult course syllabus and/or specified written handbook.)

2. Submits the work of another person in a manner that represents the work as one's own.

3. Knowingly permits one's work to be submitted by another person without the instructor's authorization.

4. Refers to materials or sources, or employs devices not authorized by the instructor during an academic evaluation.

5. Receives or gives assistance during an academic examination from or to another person in a manner not authorized by the instructor.

6. Discusses in any manner the content of an academic examination with another person in a manner not authorized by the instructor.

7. Possesses, buys, sells, obtains, or uses a copy of any material intended to be used as an instrument of academic evaluation from another person in a manner not authorized by the instructor.

8. Acts as a substitute for another person in any academic evaluation process.

9. Utilizes a substitute in any academic evaluation procedure.

10. Practices any form of deceit in an academic evaluation proceeding.

11. Depends on the aid of others in a manner expressly prohibited by the instructor in the research, creation, writing, performance, or publication of work to be submitted for academic credit or evaluation.

12. Provides aid to another person, knowing such aid is expressly prohibited by the instructor in the research, creation, writing, performance, or publication of work to be submitted for academic credit or evaluation.

13. Attempts to influence or change one's academic evaluation or record inappropriately.

Process and Discipline Procedures

The College ensures every individual has the right to a fair and equal process in academic disciplinary matters. These requirements are:

1. When an alleged violation of the academic integrity code occurs, a violation report is generated by staff or faculty observing the incident.

- a. If generated by staff, form is then sent to course faculty. Student is notified by staff that form will be written and sent to faculty.
- b. If generated by faculty, within two weeks, the faculty member will: investigate the incident, giving students the opportunity to discuss the alleged violation with the course faculty and advise the student of the charges against him/her, make a determination about the incident and notify the student as soon as possible but not later than two weeks of that determination. The faculty has the authority to impose the following sanctions:

- (1) No credit for assignments.
- (2) No credit for tests.
- (3) Retest and or assign work to be done over again.
- (4) Failing grade in course.
- (5) Written Reprimand: written warning placed in student's file within Academic Affairs Office for having engaged in misconduct.
- (6) Other as determined by faculty or department policy.

The outcome will be documented on the violation form. The student will be sent a copy of the form and the Academic Integrity Code. A copy of the form will also be sent to the Dean of Academic Affairs.

2. The student will have two weeks from the date of being notified of the violation to decide whether to appeal the alleged violations or waive the right to an appeal and accept the sanctions imposed. The student will notify the faculty and Dean of Academic Affairs of her/his decision to appeal in writing.

3. If the student chooses to appeal, the Dean of Academic Affairs will make a determination as to the merit of the appeal and will convene the Academic Integrity Committee if necessary.

Written notification of the time, place and date of the hearing will be sent to all concerned parties. This committee will be composed of two students, two faculty members, and the Dean of Academic Affairs, who will act as a tie-breaking member. A designated faculty/staff member will assume the role of Dean of Academic Affairs if there exists a specific conflict of interest for the Dean of Academic Affairs in a pending case.

4. At the meeting of the Academic Integrity Appeal, the student and the faculty/staff member have the right to produce witnesses on his/her behalf, to question all witnesses, and to bring counsel of his/her own choosing. Counsel will be allowed to advise the student or students charged, but not speak at the hearing. Any other Brookdale students, faculty, and staff may attend only through invitation by the Dean of Academic Affairs.

Within two weeks after the hearing, the student and faculty will be informed in writing of the Committee's determination of academic code violation. If the committee finds that a violation of the academic code did occur, the outcome determined by the faculty will be upheld. If the committee finds in favor of the appeal, no sanctions will be imposed.

All records of violations of the academic integrity code will be maintained by the Office of the Dean of Academic Affairs and will be destroyed upon the student's graduation or three years from the date of the Committee's recommendation whichever comes first.

Multiple violations

1. When more than one documented violation has occurred by the same student, the Dean of Academic Affairs will convene the Academic Integrity Committee. The student will be notified of the charges, the date of the meeting and will receive a copy of the academic integrity code.

a. The Dean of Academic Affairs has the responsibility to present all charges against the student. The student will have the same rights to present their case as in Process and Discipline Procedures, step 4.

b. Upon the conclusion of this hearing and after deliberation, the Academic Integrity Committee will make a recommendation to the Dean of Academic Affairs based on the preponderance of evidence presented in the hearing verbally or in writing.

c. Additional possible sanctions are:

- (1) Temporary loss of specified College rights and privileges until conditions are met.

(2) Suspension may be applied for a given period of time and the term is specified to the student. All suspension actions will be noted in the student's record.*

(3) Expulsion: results in the severance of a student from the College.*

(4) Denial or revocation of degree.*

**Any suspension, expulsion, denial or revocation will be at all times subject to the approval of the President of the College.*

d. The Dean of Academic Affairs will notify the student in writing within one week of the Committee's decision.

e. In cases where the Academic Integrity Committee finds in favor of the student, no sanctions will be imposed.

f. Documentation of the hearing and recommendations will be maintained by the Office of the Dean of Academic Affairs and will be destroyed upon the student's graduation or three years from the date of the Committee's recommendation whichever comes first.

2. Presidential Power: Any suspension or any expulsion or denial or revocation of degree imposed will be at all times subject to the approval of the President of the College. Nothing in this regulation will be deemed to limit the final authority of the President of the College in all matters relating to violations of the Student Academic Integrity Code and the imposition of discipline therefore, whether by way of probation, suspension, or expulsion.



Student Grade Appeal Process

The Student Grade Appeal Process provides the student with an opportunity to appeal a final course grade. Although the instructor of the course is the only individual who can change the final grade, this process provides an unbiased forum to discuss and dispute the final course grade. The student must initiate the process and be prepared to present supporting documentation. No adverse action will be taken against a student who chooses to utilize this process. THE GRADE APPEAL PROCESS MUST BE STARTED BEFORE THE END OF THE NEXT LONG (FIFTEEN WEEK) TERM.

The Student Grade Appeal Process includes the following steps:

Step 1: The student must meet with the course faculty member and discuss the issue of the grade appeal. If there is no resolution and the student intends to pursue the appeal, the student must obtain a Student Grade Appeal Form from www.brookdalecc.edu/staff/edsvcs, his or her counselor, or any division office. The Student Grade Appeal Form must be completed, dated and signed by the course faculty member.

Step 2: If the issue is not resolved at Step 1, within two weeks of completing Step 1, the student must contact the department chairperson* to arrange a meeting. The faculty member may be invited to this meeting if the department chairperson deems it appropriate. The student must attend the scheduled meeting and discuss the issue of the grade appeal with the department chairperson. The Student Grade Appeal Form must be completed, dated and signed by the department chairperson.

**If the faculty member is also the department chair, proceed to the next step.*

Step 3: If the issue is not resolved at Step 2, within two weeks of completing Step 2, the student must contact the division chairperson* to schedule a meeting. The student must attend the scheduled meeting and discuss the issue of the grade appeal. The division chairperson will conduct an investigation of the situation. The Student Grade Appeal Form must be completed, dated and signed by the division chairperson.

**If the faculty member is also the division chair, proceed to the next step.*

Step 4: If the issue is not resolved at Step 3, within two weeks of completing Step 3, the student must send a copy of the Student Grade Appeal Form to the Office of the Dean of

Academic Affairs and schedule a meeting. After meeting with the student and discussion with faculty, the Dean will review the appeal to determine if the student has appropriate grounds for appeal based on the statements in the syllabus and other instructor documents. If warranted, the Dean will convene the Academic Appeals Committee, which is a recommending body, to convene a hearing. If not, the Dean makes the determination that the grade stands. The student will be notified in writing of the Dean's decision.

Academic Appeals Committee:

The Academic Appeal Committee is convened by the Dean of Academic Affairs after Step 4 when the grade is still in dispute and the Dean determines that the student has grounds for an appeal. The Academic Appeal Committee will be made up of two (2) faculty members, two (2) students and the Dean (or designee), who will be a non-voting member, except in the event of a tie. The faculty member and student involved in the appeal will have an opportunity to be heard before the Appeals Committee, and any employee involved in Steps 1-3 may be asked to comment before the Committee. Any other individuals who wish to participate must receive prior approval from the Dean. Within two (2) weeks after the hearing, the participants will be informed, in writing, of the Committee's recommendation.

The faculty member must complete the following steps within two weeks:

1. Review the recommendation.
2. Make the final decision if the recommendation is to change the grade.
3. Submit grade change if necessary.
4. Notify the Dean of Academic Affairs of final decision.

The Dean will notify the student within one week.

All employees involved in the Academic Appeal Process will keep a confidential record of their part of the process on a copy of the Appeal Form. Records of appeals will be confidential and will be maintained by the Office of the Dean of Academic Affairs. The records will be destroyed upon the student's graduation from Brookdale or three (3) years from the date of the Committee's recommendation, whichever comes first. Records may not be used in any detrimental way against the student or faculty member.

