

# SUMMARY OF SELECT STUDENT POLICIES

## Obligation to Know

Ocean County College students have the responsibility for being fully aware of College policies and regulations. College policies and procedures are listed in this handbook, are available online at [go.ocean.edu/policies](http://go.ocean.edu/policies), and are included in the College catalog. The student handbook is also available online at [www.ocean.edu](http://www.ocean.edu). The College reserves the right to make revisions to publications, policies and procedures at any point in between yearly publications of the student handbook and other publications. Students will be notified via email when changes are made; once changes are posted online, they are in effect.

## Civility Statement

Ocean County College defines civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work. The Trustees of the College and the College administration set the tone for civil behavior through their professional conduct and through their leadership of the institution. All members of the College community create a positive environment characterized by considerate and principled conduct. While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guideposts:

1. Respect for the work of all persons
2. Courteous discourse (oral, verbal, non-verbal and electronic)
3. Honest interactions and utterances
4. Fair and just treatment
5. Integrity and keeping promises
6. Commitment to the community college philosophy: Access, transfer, career preparation, workforce development, partnering and community outreach
7. Open professional communications
8. Diversity, professionalism and collegiality
9. Free expression of views without meanness or a desire to do harm
10. While understanding the constitutionally-protected right to freedom of speech in America, being brave enough to call out discriminatory, mean, and/or hurtful speech and action when heard or seen
11. Zero tolerance for any forms of cyberstalking, cyberbullying, or cyber sexual harassment
12. A culture of honor that enhances our students' ethical and moral development and clearly communicates and consistently adheres to the definitions of and sanctions for academic dishonesty

These ideals are consistently modeled by those in leadership positions – in the administration, staff, faculty and student body – and should provide direction for all members of the College community.

## Affirmative Action Policy Statement

The Board will govern the College so as to give employees the opportunity to pursue and achieve their potential, without regard to race, color, creed, sex, religion, affectional or sexual orientation, ancestry, national origin, gender identity or expression, age, marital or domestic partnership or civil union status, liability for military service, atypical cellular or blood trait, genetic information (including the refusal to submit genetic testing), parental status, veteran status or disability.

## Equal Employment Opportunity Policy Statement

The Board of Trustees of Ocean County College is committed to a policy of fairness and equity with respect to selection, hiring, retention, promotion, transfer, demotion, termination, salary, benefits, other privileges, conditions or terms of employment, layoff, harassment, apprenticeship and training programs, job referrals or union membership.

## Students with Disabilities

Ocean County College complies with The Americans with Disabilities Act (ADA) of 1990, Amendments Act of 2008, and the Rehabilitation Act of 1973, Section 504. OCC provides reasonable accommodations for all academic programs and services to qualified students with disabilities. Inquiries regarding reasonable accommodations and services may be directed to Disability Services, 732-255-0456 or [accommodations@ocean.edu](mailto:accommodations@ocean.edu).

## Drug-Free Schools and Campuses Regulations

Ocean County College is committed to promoting the well-being, health and safety of the campus community and to maintaining an environment that promotes the full educational learning experience. OCC encourages responsible choices and behaviors by all members of the campus community, and the respectful and courteous interaction between and among those members. One of the responsible behaviors and choices relates to the use of alcohol and illicit drugs; the use of alcohol and drugs has serious impact on that well-being and interferes with academic success.

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## Annual Public Notice (Nondiscrimination)

Ocean County College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education. In accordance with USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d) this notice shall serve to advise students, parents, employees and the general public that all educational programs and activities provided by Ocean County College shall be offered to all students regardless of race, creed, color, national origin, ancestry, age, sex, marital status, veteran's status, religion, affectional or sexual orientation, gender identification and expression, atypical hereditary cellular or blood trait, genetic information, disability or any other characteristic protected under applicable federal, state and local laws.

Ocean County College offers more than 80 degree and certificate programs. The degrees offered include Associate of Arts, Associate of Science, and Associate in Applied Science. During the academic year, Ocean County College shall offer the following educational programs as described in the College catalog and make them available for viewing online in the College catalog. In addition, the College offers courses that will lead to degrees or certificates in Career and Technical Education (CTE) programs; professional certification programs; individual professional development and personal enrichment courses; and enrichment courses for children and teens. Our CTE courses include, but are not limited to the following subject areas:

- Addictions Counseling
- American Sign-Language Interpreting
- Business
- Computer Science
- Engineering Technology
- Graphic Design & Broadcast
- Industrial Hygiene & Hazardous Materials
- Nursing
- Social Work

The College will take steps to ensure that the lack of English-language proficiency will not be a barrier to admission and participation in CTE programs. The College is an open access institution. Ocean County College students can register for classes up to and including the last day of the add/drop period in accordance with established registration calendars. Prospective students can apply for admissions online or on paper. SAT exams are not required for admission into academic programs. Placement testing is

not required for degree-seeking students.

The following individuals are designated to coordinate compliance and handle complaints under Title IX and Section 504/ADA.

### Eileen Buckle

Title IX and ADA/504 Coordinator  
College Drive, Toms River, NJ 08754  
(732) 255-0400 extension 2944  
[ebuckle@ocean.edu](mailto:ebuckle@ocean.edu)

### James Calamia

Assistant Vice President,  
Facilities and Title II Administrator  
College Drive, Toms River, NJ 08754  
(732) 255-0400 extension 2066

**Title IX** complaints may be made in person, by phone, by email or postal mail to the Title IX and ADA/504 Coordinator. Title IX complaints may also be submitted online through our Maxient case management system by using our online Title IX Violation Reporting Form.

**ADA/504** complaints must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint may be filed in person, by email, postal mail, or by using the College's Harassment, Discrimination (excluding sex/gender-based), ADA/504, and Retaliation Online Complaint Form. A copy of the ADA/504 Grievance Report and Response Procedures may be obtained from the office of the Title IX and ADA/504 Coordinator located in the Library (Building 3), ground floor, room 002.

For a complete review of the College's Nondiscrimination Policy, visit Policy #2410. For a complete review of the College's Title IX information, visit our Title IX page.

To connect with confidential resources, please contact Counseling Services at (732) 255-0400 extension 2911 or [counselingservices@ocean.edu](mailto:counselingservices@ocean.edu).

