Course Information

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Course Options

County College of Morris (CCM) offers students a variety of ways to take a course. While the majority of classes are taught as traditional in-class instruction within a semester with various term lengths, many others are offered in alternative formats as listed below:

Hybrid Courses
In a hybrid course, instruction is provided both in-class and online. The online portion reduces the amount of in-class time that is traditionally required. Hybrid courses are generally taught in any mini terms within a semester. Be sure to consult the course schedule for the start and end dates of a hybrid course.

Mini Terms
Mini term courses are classes that start at different times during the semester and run for varying lengths, such as 14, 10, 8, 5, or 2 weeks, making it possible for students to earn more credits during a semester.

Online Courses
In an online course, all instruction traditionally provided in class is replaced with instruction online. However, an online course may still require an in-person student orientation, test or assessment take place on campus.

Class Attendance

Students are expected to attend all classes and laboratories. Absence does not excuse a student from the responsibility for class work or assignments that are missed. Repeat absences or lateness that affects student performance will be reflected in the final grade and could lead to a failing grade for the course. Students should consult individual course syllabi for more information regarding course attendance policies.

Attendance During Inclement Weather

Weather conditions rarely are severe enough to interfere with the college’s operation. However, when the weather may impact on the personal safety of students and employees, the college may delay or cancel classes.

Delayed openings and cancellations are announced on the CCM (http://www.ccm.edu) website and through the college’s emergency notification system, Titan Alert, which is capable of sending voice mail, email and text messages based on individual preferences. You also may call the emergency closing number 973-328-5580.

Out-of-Class Time Requirements for CCM Courses

County College of Morris and its faculty expect students to spend a sufficient amount of time devoted to academic work, to study and complete the necessary coursework that is assigned within a class including face-to-face, online and hybrid formats. The table below provides general guidelines that students can use when planning schedules. Guidelines are calculated using a formula that suggests a minimum of 45 hours per each credit of in-class and out-of-class academic work in a 16 week semester.

<table>
<thead>
<tr>
<th>Term Duration</th>
<th>Minimum Expected Total Time per Week per Credit (Lecture and Laboratory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Week</td>
<td>3 hours</td>
</tr>
<tr>
<td>14 Week</td>
<td>3.2 hours</td>
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<tr>
<td>10 Week</td>
<td>4.5 hours</td>
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<tr>
<td>8 Week</td>
<td>6 hours</td>
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<tr>
<td>5 Week</td>
<td>9 hours</td>
</tr>
<tr>
<td>4 Week</td>
<td>11.25 hours</td>
</tr>
<tr>
<td>2 Week</td>
<td>22.5 hours</td>
</tr>
</tbody>
</table>

Examples

If you are enrolled in ENG-111 (3 credit course – Lecture) during the 8 Week semester, you are expected to spend at least 18 hours per week to complete necessary coursework. This includes time spent in class as well as “out of class time.”

If you are enrolled in BIO-121 (4 credit course: Lecture 3 credits, Lab 1 credit) during the 16 Week semester, you are expected to spend at least 12 hours per week to complete necessary coursework. This includes time spent in class as well as “out of class time.”

Auditing

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 from the Academic Department Chair of the course. Please note that not all courses may be eligible to audit. All tuition and applicable fees are charged for audited courses. Students must obtain permission to audit a class by the end of the first week of classes.

Students may not change from credit to audit or from audit to credit after the end of the first week of classes.

Request to Audit Forms are available online and at the Office of Records and Registration.

Dropping and Adding Courses

Students who wish to change their schedules and add courses can do so online prior to the first day of the term. Once the term has begun a class can only be added by submitting a Drop/Add form to the Office of Records and Registration. Please note if a class has already met one time, students will not be permitted to enroll in it. Students may not enroll in an online/hybrid class after the term has begun. All registrations in an online/hybrid class must be done prior to the first day of the term. Dropping classes may be done online up until the last day of a refund for any given mini term.
Students who fail to fill out the appropriate form and merely stop attending classes will receive an F (failing) grade.

Courses officially dropped by the last day of the refund period in any mini term will generate a prorated tuition refund only and no inclusion on the student’s transcript.

The Academic Calendar should be reviewed carefully in terms of when the last date to drop classes is in any mini term.

Repeating Courses

Students may repeat any course to increase their knowledge level. This choice is left to the discretion of the student except in cases when the student has received an F and is required to repeat the course for their particular major.

When repeating a course, the original grade and the repeat grade will appear on the student’s transcript. However, the student’s cumulative grade point average will be computed based on the repeat course grade. Students should be aware of the possible consequences of receiving a grade which is lower than their original grade. For example, if a D grade is repeated and an F is earned on the second attempt, the F will replace the D. Under no circumstances will a student receive credit more than once for any particular course.

Students who must take a course for the third time will have their cumulative grade point average computed based on the second and third repeat course grades. The second and third grades are averaged together in the GPA. If a student who repeats a course receives a W, the original grade will prevail. A student may register for the same course three times (excluding formal withdrawals or where precluded by departmental regulations). However, a student will be blocked from registering for the same course on the fourth and subsequent attempts and will not be permitted to register in that course without permission from the appropriate academic department chairperson and/or division dean.

Withdrawing from Courses

To withdraw officially from a course, students must complete a Withdrawal Form available at the Office of Records and Registration or by visiting the Records and Registration web page. Instructions on how to withdraw electronically via your CCM email account is available on the Records and Registration web page. Merely notifying the instructor of your intent to withdraw does not constitute an official withdrawal. Once the withdrawal request is received, the Office of Records and Registration will process your request and a W (Withdrawn) designation will be posted on your transcript. In some cases, the instructor may wish to speak with the student prior to withdrawing.

Students who officially withdraw from a course after the refund period in any mini term and before 75 percent of the course is completed will receive a W (Withdrawn) designation on their transcript and will incur a $10.00 fee for each withdrawn course. Students who do not complete the course and who do not complete the withdrawal process may receive an F (failing) grade unless there are extenuating circumstances. Withdrawing from a course must be processed in the Records and Registration Office. Withdrawal Forms and the procedure to withdraw can be found online on the Records and Registration web page. If extenuating circumstances prevail and it is past the withdrawal deadline, the student must contact the Office of Counseling and Student Success to be considered for the late withdrawal process.

Note to all financial aid recipients: Please contact the Financial Aid Office before withdrawing from classes. Withdrawing may affect the amount of aid you were awarded or the amount of aid you can expect to receive.