

Course Information

- Course Options (p. 1)
- Class Attendance (p. 1)
- Out-of-Class Time Requirements for CCM Courses (p. 1)
- Auditing (p. 2)
- Dropping and Adding Courses (p. 2)
- Repeating Courses (p. 2)
- Withdrawing from Courses (p. 2)

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-person instruction within a semester with various term lengths, many others are offered in alternative formats as listed below:

Online Courses

In an online course, all instruction traditionally provided in-person is replaced with instruction online. However, an online course may still require that an in-person student orientation, test or assessment take place on campus. Actually course meeting times in online classes vary depending upon the class and the instructor.

Virtual Campus - Online

Virtual Campus - Online courses are fully online courses, certificates or programs designed to provide students quality distance education consistent with the Virtual Campus' mission statement. Unless otherwise noted, Virtual Campus courses were developed to be taught without specific meeting times. There is no on-campus requirement. **Students in online courses are expected to log into Blackboard on the first day of the term.** Students accepted into Virtual Campus fully online degree programs/certificates are expected to take fully online courses only.

Hybrid Courses

In a hybrid course, instruction is provided both in-person 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.

Virtual Campus - Hybrid

Virtual Campus - Hybrid courses are a combination of the traditional face-to-face instruction and online sessions. This may include some on-campus labs with reduced in-classroom time or other instructional designs that meet the needs of the course materials. **Students in hybrid courses are expected to log into Blackboard on the first day of the term.**

****Regardless of your chosen option, you will need access to a computer, a steady internet connection, a web cam & microphone.***

Shortened (mini) Terms

Courses offered in a shortened term are classes that start at different times during the semester and run for varying lengths,

such as 15 or 7 weeks during fall/spring terms, 2 or 4 weeks during winterim terms, 10, 7, 5, or 3 weeks during summer terms. These options make it possible for students to earn more credits during a term.

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 \(http://www.ccm.edu\)](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 in-person, 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 15 week semester.

Term Duration	Minimum Expected Total Time per Week per Credit (Lecture and Laboratory)
15 Week	3 hours
10 week	4.5 hours
7 Week	6 hours
5 Week	9 hours
2 Week	22.5 hours

Examples

If you are enrolled in ENG-111 (3 credit course – Lecture) during the 7 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 15 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. Not all courses may be eligible to audit. That determination is made by the Academic Department Chair of the course the student wants to audit.

- Students should speak with the Department Chair of the course they want to audit prior to registering for it
- Request to Audit forms can be found on the Records and Registration web page under "Resources/Forms" and must be returned to Records and Registration (Student Community Center, Rm. 220) or registrar@ccm.edu (p. 1) for processing
- Students must obtain permission to audit a class by the end of the first week of classes
- Students can register for the course online via Titans Direct
- The student transcript will show a grade of "R"
- The grade is not calculated in the grade point average nor is it counted towards degree requirements or progress
- All tuition and applicable fees are charged for audited courses
- Students may not change from credit to audit or from audit to credit after the end of the first week of classes
- Students who audit a class are not required to take tests or complete course assignments

Dropping and Adding Courses

- Students who wish to change their schedules and add courses can do so online on Titans Direct (<https://titansdirect.ccm.edu/Student/Account/Login/?ReturnUrl=%2fStudent>) prior to the first day of the term
- Once a term has begun a class can only be added by submitting a request to registrar@ccm.edu and only if the class has not yet met OR by special permission from the Academic Department. The only exception is the 15-week term, check the Academic Calendar (<https://www.ccm.edu/academics/academic-calendar/>) for the deadline to add a course to a 15-week term.
- Dropping classes may be done online up until the last day of a refund for any given mini-term. Students who merely stop attending classes without dropping the class 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. Students should consult the Refund Schedule on the college's website or at the Bursar's Office prior to dropping a course during the refund period.
- The *Enrollment Calendar* (formerly known as the *Academic Calendar*) on the CCM website should be reviewed carefully for important dates including term start, last date of classes, last date to drop, and last date to withdraw.

Repeating Courses

- All grades will appear on the student's transcript including repeated course grades.
- The cumulative grade point average and pre-requisite course eligibility will be calculated based on the highest course grade.

- If a student who repeats a course receives a W, the highest grade earned (A, A-, B+, B, B-, C+, C, D, or F) will count.
- Under no circumstances will a student receive credit more than once for any course.
- A student may only register for the same course two times excluding formal withdrawals.
- A student will be blocked from registering for the third or more attempt without permission from the appropriate academic department chairperson or school dean.
- May have implications of being accepted into certain CCM programs.
- Does not apply to science courses that have expired (7 years).

Withdrawing from Courses

- Prior to withdrawing from a class, students are highly encouraged to have a discussion with their professor regarding their intention to withdraw.
- To officially withdraw from a course, students must complete a Withdrawal Form available on the Records and Registration web page and submit to registrar@ccm.edu prior to the withdrawal deadline
- 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.
- 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. The student must contact the *Center for Student Well-Being* to be considered for the late withdrawal process and provide documentation regarding the extenuating circumstances.
- The Enrollment Calendar (formerly known as the Academic Calendar) should be reviewed carefully in terms of when the last date to withdraw is in any term.

Note to all financial aid recipients: 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.