



# 2025/26 STUDENT HANDBOOK



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# Dean of Students Welcome Letter

Dear Atlantic Cape Students:

Welcome (or welcome back) to Atlantic Cape Community College! Whether you are continuing your academic journey with us or just beginning, I am thrilled to have you as a part of our campus community.

In my role as Dean of Students, it is my top priority to ensure that you feel supported, heard, empowered, and more importantly, connected. The Division of Student Affairs is here to help you navigate your academic, personal, and professional goals. I encourage you to get involved in a club or organization, and to utilize ALL the support services available (tutoring, food pantry, counseling, plus more); for we are committed to your success both inside and outside of the classroom.

The Student Handbook helps you make informed decisions and know what to expect as you navigate your academic and campus life. Consider it your roadmap – it outlines your rights, responsibilities, and resources to help you succeed.

I am excited that you are here. This new semester allows for a fresh start for you to grow, engage, and soar. I encourage you to make the most of all that Atlantic Cape has to offer you!

Take care of yourself and others – have a safe and healthy semester,

Stacey D. Zacharoff, Dean of Students

## Atlantic Cape Community College Mission Statement

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Atlantic Cape Community College provides inclusive, accessible, and equitable educational programs and services to transform lives and empower students to successfully meet their academic, social and career goals, while also supporting the diverse needs of our community.

# Student Affairs Mission Statement

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Student Affairs is committed to cultivating a welcoming and supportive environment that challenges, inspires and supports students through diverse programs, activities and services that focus on lifelong learning and personal growth while honoring the different perspectives and lived experiences that students bring to the community.

# Mission, Values, and Vision

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## Mission

Atlantic Cape Community College provides inclusive, accessible, and equitable educational programs and services to transform lives and empower students to successfully meet their academic, social, and career goals, while also supporting the diverse needs of our community.

## Values

**Student-Centered:** Remove barriers to maximize student success.

**Respect:** Celebrate and value a diverse, equitable, and inclusive culture.

**Integrity:** Responsible and ethical use of resources.

**Excellence:** Provide the highest quality programs and services.

**Collaboration:** Nurture academic, business, industry, and community partnerships.

**Innovation:** Encourage creativity, flexibility, and change.

## Vision

**Atlantic Cape Community College provides an innovative, student-centered approach to learning.**

The College anticipates and fulfills academic and workforce needs, and strengthens our community's economy and partnerships to create seamless pathways to maximize student growth and success. An integral part of the community, known as a caring institution focused on delivering quality educational programs and support services throughout all aspects of the student experience both inside and outside the classroom.

# Atlantic Cape Community College Goals

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- **Engage:** Ensure high-quality and equitable student, employee, and community stakeholders experiences.
- **Support:** Provide innovative services designed to bolster student progress and wellness that enhance the educational experience.
- **Educate:** Cultivate an innovative and inclusive climate for high-quality learning across the college community responsive to both immediate challenges and long-term needs.
- **Achieve:** Eliminate barriers to increase academic, social, and career goal attainment for all students.
- **Excel:** Provide fiscal, physical, human, and technological resources that maximize efficiency while delivering innovative, responsive, and inclusive programs that foster excellence.

# Statement of Nondiscrimination

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

Atlantic Cape Community College complies with the Americans with Disabilities Act (ADA) of 1990, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to:

**Employees:** Catherine McDowell, J-Building Room J219, (609) 343-6810

**Students:** Jessica Brown, J-Building, Room J123, (609) 625-1111 ext. 5630

Inquiries regarding Title IX Services may be directed to:

**Employees:** Catherine McDowell, J-Building Room J219, (609) 343-6810

**Students:** Nancy Porfido, G-Building Room 118, (609) 343-5095

The College is involved in continuing efforts to comply with ADA, Title IX, and civil rights legislation and regulations. Inquiries regarding civil rights compliance may be directed to Catherine McDowell, J-Building Room J219, (609) 343-6810.

## Where to File a Complaint

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

Students who feel they have been the subject of possible discriminatory treatment under any Title IX provision, including the VAWA/SaVE Act, may file a complaint with the College's Title IX Coordinator, Nancy A. Porfido, Judicial Officer and Student Advocacy Coordinator, (Mays Landing Campus) 5100 Black Horse Pike, Room G-118, Mays Landing, NJ 08330, (609) 343-5095.

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

# Academic Advisement

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Atlantic Cape's Student Services Navigators in the Center for Student Success work with all students. A navigator will work with students to identify education and career goals, assist with career assessment, review placements, transfer credits and program plans, transfer options and help select appropriate courses.

On the Mays Landing campus, navigators are located in the J building. Call (609) 343-5621 for more information.

On the Atlantic City campus, navigators are located on the first floor. To speak to a navigator at WACC, call (609) 343-4895.

On the Cape May campus, navigators are located on the first floor. To speak to a navigator at CMCC, call (609) 463-4774.

# Academic Policies and Procedures

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## Academic Integrity

Atlantic Cape expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated. Students are expected to cite all individuals and/or artificial intelligence (AI) tools that contributed to the completion of a project or paper; to cite the specific source of all information, ideas and quotations not original to the author; to honestly follow procedures established by instructors for examinations, laboratory experiments, reports and projects; to honestly abide by instructor policies on the scope of use (no use, limited, or full use) for AI tools or content for any and all course work. All computer software is the property of Atlantic Cape and is bought under license from the manufacturer. Students may not make copies of software for personal use without the authorization of the ITS Helpdesk Manager.

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

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

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

The following penalties apply in cases of cheating or plagiarism:

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

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

## Academic Integrity Appeal Process

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

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

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

- The faculty member, Department Chair or Academic Dean, or testing director will be notified of the appeal and will prepare a written statement of charges to be submitted to the Senior Director of the Center for Student Success, who will prepare and present the case to the Academic Standards, Policies and Procedures Committee.
- A hearing date will be selected that is mutually agreeable to all parties. The student will receive written notification of the violation and hearing date by registered mail or delivered in person and by email at least ten days before the date of the hearing. The hearing will take place on the scheduled date as long as the Committee has a quorum to hear the case.
- The charges, all affidavits, and all exhibits, which the College intends to submit, will be made available to the person making the allegation and the charged student for inspection.

- The student may bring counsel to the hearing in a consultative role only. In addition, the student can be assigned a student advocate from the counseling center to accompany them. The advocate can help the student prepare for the hearing and accompany the student to the hearing in a consultative role.
- The student will have the opportunity to present his/her own version of the facts, by personal statement as well as by affidavits and witnesses.
- The student will have the right to hear evidence against him/her and to question adverse witnesses personally.
- The Academic Standards, Policies, and Procedures Committee will make a determination of the facts of each case solely based on the evidence presented at the hearing. The chairperson of the committee will prepare a written statement of the committee's findings of fact and a recommendation to the Senior Vice President of Academic Affairs for action.
- The Senior Vice President of Academic Affairs receives recommendation and makes the appropriate decision regarding disciplinary action or dismissal of charges and the decision is final.

# Academic Standards

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Staff and resources are available to help students be academically successful. At the end of each academic year (at the end of the spring semester), the college will review students' academic progress and identify individuals who need additional support and resources. If a student is placed on Academic Probation, Academic Suspension from Full-Time Enrollment, or Academic Dismissal, they will need to meet with a college representative to identify appropriate support and resources to develop a plan for academic success.

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

# Academic Classifications

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## Academic Probation

A student placed on Academic Probation has earned a GPA below a 2.00 (the minimum to be in “good academic standing”). Students on Academic Probation must connect with a counselor or navigator to develop an action plan for academic success.

## Academic Suspension from Full-time Enrollment

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

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

## Academic Dismissal

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

## Academic Classification Chart

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

## Academic Classification Appeals

Students with extenuating circumstances (personal, medical or employment related) may appeal to the Academic Standards, Policies, and Procedures Committee. Upon written notification of academic classifications, students will be given notice of their right to an appeal, appropriate contact information, instructions for requesting appeal and appropriate scheduling information. Upon being granted this opportunity, students may submit their appeal in writing or in person. The committee will judge each case and state its finding to each student regarding its disposition of either upholding or reversing the assigned academic status.

For more information about academic appeals, please email [cssappeals@atlanticcape.edu](mailto:cssappeals@atlanticcape.edu) or call the Center for Student Success at (609) 343-5667.

# Academic English Language Program

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

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

- Intermediate I, II
- Advanced I, II
- Strategies of the American Classroom
- Advanced Reading and Writing (6 credits towards degree program)

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

For students who place below the Intermediate I Level, the College also offers other ESL programs to help build their skills including:

- ESL Levels 1-3
- ESL College Pathways III-IV

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

# Affirmative Action

See [Sexual Harassment and Affirmative Action](#).

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# Athletics & Athletic Facilities

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## Athletics and Athletic Facilities

Please see the [Athletics](#) page of the college website for the most up-to-date information.

## Intercollegiate Sports

Atlantic Cape is a member of the NJCAA Region XIX as well as the Garden State Athletic Conference, which determines a state champion and selects all-conference teams in each sport. Atlantic Cape is one of more than 500 members of the National Junior College Athletic Association (NJCAA). The NJCAA sponsors national championship events and selects All-American teams.

Atlantic Cape abides by the eligibility requirements of the NJCAA for all members of intercollegiate athletic teams.

“The Buccaneers” is the official College team name for all Atlantic Cape sports. The sports available to play are archery, esports, baseball, women's cross country, men's and women's soccer, volleyball, and basketball.

## Athletic Facilities

Atlantic Cape's indoor athletic facilities include a gymnasium with a seating capacity of 800, fitness center, locker rooms and showers. Outdoor facilities include soccer fields, a baseball field, an archery range and an exercise trail. Students can schedule use of these facilities through Jamal Edwards at [jedwards@atlanticcape.edu](mailto:jedwards@atlanticcape.edu) or (609) 343-5043.

# Attendance and Tardiness and Classroom Success

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

# Attire

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

# Bookstore

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The Follett bookstore is an independently-operated facility located on the first floor of J Building on the Mays Landing Campus. The store sells textbooks, culinary uniforms and supplies, nursing uniforms and supplies, stationery, sportswear, school supplies, computer electronics, and more.

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

Atlantic Cape offers students who have eligible excess financial aid funds a Follett bookstore account for their book advances. The College does not issue paper "book checks." Eligible students will be notified when funds become available. Students may then view this information by logging into their Atlantic Cape Self-Service account, selecting "Financial Info," "Student Finance," and then "My Bookstore Available Funds."

The store hours are available at the store location and [online](#). The bookstore will buy back books all year. However, buyback is suspended during rush periods.

# Bulletin Boards

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

**Mays Landing Campus:** Student Engagement Office

**Worthington Atlantic City Campus:** Student Services/Program Support Offices

**Cape May County Campus:** Student Services First Floor Lobby

Postings will be removed by the expiration date.

# Bursar's Office

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

# Bus Service

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

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

# Cafeteria

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**Mays Landing Campus:** Nobil Food Service is the cafe operator offering a variety of hot and cold made-to-order selections or fast and easy “Grab and Go” breakfast, lunch and snacks. The cafe is open 7:45 AM - 2 PM, Monday - Thursday, and closed on Friday during fall and spring semesters. Nobil Food Service is closed for the summer. Throughout the campus, snacks and drinks are available through vending machines.

**Worthington Atlantic City Campus:** Shug's is the cafe operator offering a variety of hot and cold selections for breakfast, lunch, and dinner. The cafe is open 8 AM - 2 PM, Monday - Thursday, during the fall and spring semesters. Throughout the campus, snacks and drinks are available through vending machines.

**Cape May County Campus:** Smokeology is the cafe operator offering a variety of hot and cold made-to-order selections for breakfast and lunch. The cafe is open 9 AM - 3 PM, Monday - Thursday, and closed on Friday during the fall and spring semesters. Smokeology is closed for the summer. Throughout the campus, snacks and drinks are available through vending machines.

# Cancellation of Classes

See [Emergency Closings/Cancellations](#) and [TextAlerts](#).

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# Career Center & Career Services

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No matter where you are in your career development journey, the Career Center supports you. We offer personalized resources to help you better understand your values, interests, personality, and skills—and how they align with your educational goals and career opportunities. Our team is committed to guiding you toward meaningful academic and professional pathways

Please see up-to-date Student Success and Career Center information [here](#). You can also email [careers@atlanticcape.edu](mailto:careers@atlanticcape.edu).

# Cell Phone Policy

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Before entering class each day, cellular phones and other electronic devices must be turned to vibrate mode or silent mode in order to not cause class disruptions.

# Center for Accessibility

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## Center for Accessibility (CFA)

Atlantic Cape provides reasonable accommodations to students with documented disabilities. Students are strongly encouraged to request accommodations at the time of admission, to ensure accommodations are in place prior to the start of classes. Students are required to submit documentation to determine eligibility for accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act.

## Eligibility

Eligibility for student accommodations is based on medical and/or other professional documentation of disability as well as the impact the disability has on the students' access to their education. Contact the Center for Accessibility for information about appropriate documentation of disabilities by calling (609) 343-5680, or you can stop by the Center for Accessibility on the Mays Landing campus. Please note this is an individualized process, and will vary based on student needs.

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

## Provision of Accommodations

The process for obtaining accommodations is as follows:

1. Complete and submit the CFA Registration Form. Students may be asked to submit documentation in addition to the CFA Registration form. If requested, the documentation should include a diagnosis of a medical condition(s) and sufficient information regarding the impact on the student's ability to perform and/or function in an educational setting. Documentation must support the need for current accommodations requested. Please consult the CFA guidelines for examples of acceptable documentation. Documentation can be submitted as an email attachment to [cfa@atlanticcape.edu](mailto:cfa@atlanticcape.edu) or submitted as a hard copy document to the Center for Accessibility, Mays Landing Campus, J Building J123.
2. Once submitted by the student, the CFA Registration form and requested documentation will be reviewed. If approved, a representative from the Center for Accessibility will contact the student to schedule an intake meeting. This meeting can be done either in-person or remotely.

## Assistive Technology Resources

Various assistive technologies are available for student use. Students will be referred to the Center for Accessibility to determine the appropriate technology for them.

# Placement Testing for Students with Disabilities

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

## Eligibility

Eligibility for student accommodations is based on medical and/or other professional documentation of disability as well as the impact the disability has on the students' access to their education. Contact the Center for Accessibility for information about appropriate documentation of disabilities by calling (609) 343-5680, emailing [cfa@atlanticcape.edu](mailto:cfa@atlanticcape.edu) or you can stop by the Center for Accessibility on the Mays Landing campus.

Please note this is an individualized process, and will vary based on student needs.

It is the responsibility of the student with a disability to identify themselves as having a disability and to request academic accommodations, assistive technology and/or modifications necessary to receive equal access to the College's programs, activities and services. The person with a disability can initiate self-identification by seeking assistance from The Center for Accessibility.

## Provision of Accommodations

The person with a disability can initiate self-identification by seeking assistance from The Center for Accessibility. Students who self-identify elsewhere will be referred to the Center for Accessibility.

In order to receive accommodations in a timely manner, students are encouraged to schedule a meeting with the Accessibility Services Counselor within the Center for Accessibility for documentation review and individualized needs assessment.

Schedule an Intake Meeting by:

- Phone: (609) 343-5680
- Email: [cfa@atlanticcape.edu](mailto:cfa@atlanticcape.edu)
- In Person: Center for Accessibility Office, Mays Landing Campus, J Building

While it is our preference to discuss your needs in person this meeting can be done in person, virtually, or by phone.

The documentation should include a diagnosis of a medical condition(s) and sufficient information regarding the impact on the student's ability to perform and/or function in an educational setting. Documentation must support the need for the accommodations requested. Please consult the CFA guidelines for examples of acceptable documentation.

The documentation can be submitted in one of three ways:

1. Sending as an email attachment to [cfa@atlanticcape.edu](mailto:cfa@atlanticcape.edu)
2. Bringing the documentation to the intake appointment (J Building, Mays Landing Campus)
3. Mailing to Atlantic Cape Community College Attn. Center for Accessibility, 5100 Black Horse Pike, Mays Landing, NJ 08330

Various assistive technology is available for student use; options can be discussed at your intake interview. You will be referred to the Center for Accessibility to determine the appropriate technology for you.

## Placement Testing for Students with Disabilities

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

# ADA/504 Grievance Procedure

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

## Grievances Covered

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

## Informal Grievance Process

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

## Formal Complaint Process

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

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

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

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

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

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

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

Disability Rights Section 1425 NYAV

Washington, D.C. 20530

Fax: (202) 307-1197

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

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

# Center for Student Success

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Counseling and Academic Advising are two of the most important resources available to you during your tenure at Atlantic Cape. Whether you are a recent high school graduate, returning adult, transfer student or veteran, the Center for Student Success can be essential in assisting you in the achievement of your educational and/or career goals.

A counselor or student services navigator can help you choose an appropriate degree program that aligns with your career goals, assist with the transfer process and help you navigate through obstacles that may interfere with your academic progress.

If you are faced with challenges that you find difficult to handle alone, such as personal issues, substance abuse, feelings of depression and/or despair, please come in to meet with a counselor. There is no cost to meet with a college counselor and counselors adhere to ethical guidelines regarding confidentiality. Students are referred to community mental health providers if long-term counseling is deemed appropriate. Counseling and advising services are available at all three campuses. Call (609) 343-5667 to schedule an appointment with a counselor

There are also seven academic support programs to help eligible students attain their academic goals. The programs are Educational Opportunity Fund Program (EOF), First Year Experience (FYE), Student Support Services Program (SSS), New Jersey STARS (NJS), Peer Mentors, Men of Atlantic Cape (MAC) and Stockton Transfer Pathways (STK Pathways).

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

# Chargebacks

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Chargebacks are a process created by the State of New Jersey so that students are not charged higher tuition costs for attending an out-of-county college should their home county college not offer their chosen program of study. Chargeback requests may be approved by home counties for the following reasons:

1. The county's community college does not offer the program or course.
2. The county's community college does not have space available in the program or course.

In order to complete a college chargeback, bring the following to your county's Treasurer's Office:

1. Certification of Inability to Admit (Request for Chargeback)
2. Class schedule
3. Driver's license and Social Security card

## **Out-of-County Residents**

Students who reside outside Atlantic and Cape May Counties are eligible to apply for admission to Atlantic Cape. The student should obtain a chargeback letter when registering for classes to turn in to their home county college for processing, or they must pay the out-of-county tuition rate. See [Tuition/Fees](#) for more information.

## **Atlantic and Cape May County Residents**

Chargebacks are issued to Atlantic and Cape May County residents who are enrolled in programs not currently offered by Atlantic Cape. Eligible students may request a "Certificate of Inability to Admit" (chargeback) from Atlantic Cape by October 15 for fall classes, March 1 for spring classes, and July 18 for summer classes. Chargebacks issued after these dates will result in an automatic denial. \

Atlantic County residents must take their form to the Atlantic County Treasurer's Office. Cape May County residents must take the form to the Cape May County Treasurer's Office. If you are issued a chargeback refusal, you must take the form back to the college you are attending.

# Code of Conduct

See [Student Code of Conduct](#).

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# Computer Labs

See [Additional Library Services](#).

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# Cooperative Education

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Cooperative Education courses allow students to receive college credits for working in jobs related to their major. Students are supervised by College faculty and receive college credits for working in jobs related to their majors.

# Course Registration

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Students may register in person, online via Self Service, or by email at [register@atlanticcape.edu](mailto:register@atlanticcape.edu). Credit students must email from their buccaneer email for all registration requests.

It is important that all students seek the aid of a faculty member, advisor or counselor in course selection. Unemployed persons (tuition waiver) and SAGES (Senior Adults Gaining Education and Stimulation) may register on a tuition-free, space-available basis, in person at any campus or online on the last business day before the start of the semester or session.

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

# Course Drop/Add or Changes

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Changes in registration may be made at any of the Atlantic Cape locations by completing a registration/course change form in person, online via Self Service, or via email at [register@atlanticcape.edu](mailto:register@atlanticcape.edu). Students must email from their buccaneer email account for all registration requests.

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

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

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

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

Students who never attend a course may be assigned a grade of "NA" (Never Attended). This grade does not impact GPA but may affect financial aid awards. Failure to attend class or stopping payment on a check does not constitute an official withdrawal. Students who do not officially withdraw and do not qualify for an "NA" will receive a grade of "F" and remain financially responsible for all course costs.

# Major, Declaring or Changing

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Students who change majors and non-degree students who are declaring a major should contact Enrollment Services or the One-Stop Welcome Center and complete a Change of Major form. It is recommended that students do not change their major mid-semester.

# Credit Amnesty Program

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A student may petition the Academic Standards, Policies, and Procedures Committee for the Credit Amnesty Program whereby a student's previous academic record may be expunged. This program is for students who meet the following criteria:

- Have a four-year break in enrollment at Atlantic Cape.
- Have re-entered and completed 12 credits of college-level course work at Atlantic Cape with a grade of "C" or better.

## Things to consider when applying for credit amnesty:

- Credit Amnesty is a **ONE TIME** courtesy.
- If you have already graduated from Atlantic Cape, you are **NOT** eligible for the Credit Amnesty program.
- If approved, all coursework and credits prior to the four-year break in enrollment will be expunged (completely removed) from your transcript.
- You can not choose which courses will be included in the amnesty period. It is an all or nothing process.
- Credit Amnesty only affects the academic transcript and cannot be used to re-evaluate satisfactory academic progress (SAP) for students applying for reinstatement of financial aid (Financial Aid Appeal).
- Again, Credit Amnesty is a **ONE TIME** courtesy.

Credit Amnesty applications are only reviewed **once a month** on the 3rd Thursday of the month during the Fall and Spring semesters by the Academic Policies, Procedures, and Standards Committee. Applications are **NOT** reviewed during the summer months.

***Applications must be submitted no later than 10 days prior to the 3rd Thursday of the month. Applications will only be accepted and reviewed from September 1st through April 30th of each academic year.***

Applications can be completed by visiting [Credit Amnesty Application](#).

# Cultural Events

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

# Drug and Alcohol Education

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Counselors are available to assist students seeking to address chemical or alcohol dependency issues. Referrals are made to appropriate community agencies or treatment facilities. Assistance is fully confidential and will not jeopardize enrollment or legal status. For information, call (609) 343-5096 or email Najah Jones at [njones@atlanticcape.edu](mailto:njones@atlanticcape.edu).

# Educational Opportunity Fund (EOF)

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

Program participants are motivated to become lifelong, independent learners with the tools necessary to meet the challenges presented by a competitive society. This goal is reached by providing counseling, workshops/seminars, financial assistance, academic advisement, monitoring academic progress, transfer assistance, and college tours as well as cultural excursions.

For more information, visit us at [Educational Opportunity Fund \(EOF\) Program](#), call our office at (609) 343-5919 or email [eof@atlanticcape.edu](mailto:eof@atlanticcape.edu).

# Emergency Closings/Cancellations

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Cancellation of a class may be necessary because of the sudden illness or unexpected absence of an instructor too late for a substitute to be assigned. Students will be notified of the cancellation by a notice posted on the classroom door, or through a faculty announcement in Blackboard. Further study assignments may be distributed by the same means. Students should check their Blackboard for instructions on cancellation of classes delivered through remote instruction.

In the event of bad weather or other emergency, Atlantic Cape campus closings are announced on the college homepage, [Facebook](#) page, [Instagram](#) page, and via [Text Alerts](#). Students are encouraged to sign up for Text Alerts. Atlantic Cape Text Alerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private. Please note that the closing may be different for each of the three campuses.

Students may also decide if extreme weather and road conditions prevent their attendance at classes when the College is open. In such cases, students should notify the instructor in advance. Students who miss a class must still complete assignments.

If an instructor is late for a class, students should wait at least 10 minutes after the scheduled starting time of the class. After such time, students may leave without prejudice, but one student should inform the Faculty Support Office of the instructor's absence: Mays Landing - Room A123, Cape May - Room 322, Atlantic City - Room W217.

# Enrollment Services Office

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

Call (609) 343-5005 or send an email to [register@atlanticcape.edu](mailto:register@atlanticcape.edu) for more information.

# Evening Services

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**Mays Landing Campus:** Evening services are available Monday–Thursday in A Building, Room A123, until 7:30 p.m. during the fall and spring semesters to provide students with information and assistance.

**Worthington Atlantic City Campus:** Faculty support and drop off for faculty are available Monday–Thursday until 5:00 p.m., when classes are in session in the fall and spring, in Faculty Support Services, room W-217.

**Cape May County Campus:** Faculty support and drop off for faculty are available on the third floor until 5:00 p.m. Please contact Shane Ritchie at [sritchie@atlanticcape.edu](mailto:sritchie@atlanticcape.edu) or (609) 463-3619 for assistance. After-hours support will be addressed the following day.

# Food Pantry

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## Food Pantry

At the Atlantic Cape Food Pantry, our goal is to provide food directly to our students. Our Food Pantries are located at each of the college's three campuses:

Mays Landing Campus, Room G-115.

Worthington Atlantic City Campus, Student Services, Room 101, 1st floor.

Cape May Campus, Room 111B, 1st floor.

Please contact us at [foodpantry@atlanticcape.edu](mailto:foodpantry@atlanticcape.edu) if you have questions or would like to volunteer in our Food Pantries. We look forward to assisting you.

# FERPA

See [Privacy](#).

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# Financial Aid

Please visit [atlanticcape.edu/finaid/](http://atlanticcape.edu/finaid/) for detailed and more complete information on applying for financial aid and for various program deadlines.

## General Eligibility Requirements

To be eligible for financial aid, students must:

- Have a high school diploma or GED.
- Be enrolled in a degree or eligible certificate program.
- Be a US Citizen or an eligible non-citizen.
- Maintain Satisfactory Academic Progress (SAP) as defined by federal, state and/or Atlantic Cape regulations, and submit all required documentation within the specified deadlines.
- Not be in default of a federal student loan.

You can view the standards for Satisfactory Academic Progress at [atlanticcape.edu/finaid/eligibility.php](http://atlanticcape.edu/finaid/eligibility.php)

## Applying for Financial Aid

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

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

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

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

Students have the right to know:

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

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

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

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

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

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

## Grant Assistance

**Community College Opportunity Grant (CCOG)** is available to full and part-time New Jersey residents only. The CCOG program through the State of New Jersey provides free tuition and approved educational fees for qualifying students with an annual adjusted gross income (AGI) between \$0 and \$65,000.

New Jersey residents with AGIs between \$65,001 and \$80,000 pay reduced tuition costs after up to 50% of the maximum CCOG award available at their community college is applied. New Jersey residents with AGIs between \$80,001 and \$100,000 will pay reduced tuition costs after up to one-third of the maximum CCOG award available at their community college is applied.

Dreamers may qualify.

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

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

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

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

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

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

## Loans

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

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

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

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

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

## Other Types of Assistance

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

## Work Assistance — Federal College Work Study Program (FCWSP)

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

## Veterans Services Application

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

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

## Rights and Responsibilities

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

## Registration for Veteran Students

After being admitted as a student, and before registering for any courses, students using Veterans' benefits must go to the Financial Aid and Veterans Services Office for a Transmittal Form. Enrollment certifications to the Veterans Administration will be made only after the Financial Aid and Veterans Services office has received a duly signed Transmittal Form. Students must submit a Transmittal Form for each drop or add made prior to classes starting. Students must contact the Atlantic Cape Veterans Affairs Office (609-343-5129) before withdrawing. Withdrawing or receiving a NA grade (Never Attended) from a class will affect your veteran eligibility. It is your responsibility to notify the Veteran Officer in the Financial Aid Office if you withdraw or do not attend.

## Payment (Veterans)

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

## Transfer Students (Veterans)

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

## Amnesty

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

# Firearms

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

# Grading

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

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

## Academy of Culinary Arts Grading Scale

Applies to courses with the following alphas:

CUBP, CULA, CULN

| Grade | Percentage Range | Grade Point Value |
|-------|------------------|-------------------|
| A     | 92-100%          | 4.0               |
| A-    | 90-91%           | 3.7               |
| B+    | 87-89%           | 3.3               |
| B     | 83-86%           | 3.0               |
| B-    | 80-82%           | 2.7               |
| C+    | 77-79%           | 2.3               |
| C     | 75-76%           | 2.0               |
| D     | 66-74%           | 1.0               |
| F     | 0-65%            | 0.0               |

## Nursing Grading Scale

Applies to courses with the NURS alpha

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

## Aviation Program Flight Courses

The following AVIT courses are graded as Pass/Fail:

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

## Auditing a Course (AU) – Audited

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

## Incomplete (I) Grade

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

## Grade NA

Grade NA - A student never attended a course or never participated in an online course. This grade is submitted at the time that 25% of the course is completed. Students who believe they have received an NA grade incorrectly must reach out to their professor. The professor will have to reach out to the Registrar's office to have it corrected. NA grades will affect financial aid.

## Withdraw from a Class (W Grade)

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

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

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

- If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Registrar has the authority to allow the student to withdraw.

- If a student makes a request to his/her professor for a withdrawal after the “W” period but prior to the final grades deadline, the professor may approve the request by email response to the student. It is then the student's responsibility to forward the request and approval to the office of Enrollment Services.

## F to W Grade Policy

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

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

## Dean’s and President’s Lists

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

## Grade Appeals

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If, for any reason, a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined in the following section of the Student Handbook - [Credit–Academic Issues \(Grades, Etc.\)](#). All student-initiated grade appeals must be submitted within one year of the original date of issuance of the grade to the instructor that submitted the grade.

Students who need assistance with this process should contact Alonna Brown at (609) 343-5098 or by email at [abrown@atlanticcape.edu](mailto:abrown@atlanticcape.edu).

## Credit–Academic Issues (Grades, Etc.)

- Level 1 – The student meets with the faculty member. If the issue is not resolved, the student proceeds to the next level.
- Level 2 – The student meets with the appropriate department chair, director, or academic dean (in the case where a department has a coordinator). If the issue is still unresolved, the student proceeds to the next level.
- Level 3 – The student meets with the Dean of Students who will forward the case on to the Academic Standards, Policies & Procedures Committee. This committee will make its recommendation to the Senior Vice President of Academic Affairs who then renders a binding decision.

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

## Grade Point Average (GPA), How to Calculate

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

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

Example:

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

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

# Graduation Requirements

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To earn an Associate degree, Certificate or a Professional Series Certificate of Achievement, students must successfully complete the minimum credits attributable to that specific program as noted in the college catalog. Students must achieve at least a 2.0 cumulative GPA. Every student is required to demonstrate technological competency by graduation, by passing CISM125 Introduction to Computers or CISM132 Problem Solving with Computers with a "C" or better, testing out or presenting a portfolio. Each degree program will have the option of determining when these competencies should be demonstrated.

Total credits required to complete each degree program are listed in the college catalog. In addition, students must complete the required courses for the catalog in effect the date they were enrolled, or any catalog after that date. Students who transfer from another institution must complete 30 credits at Atlantic Cape.

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

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

# Graduation Procedures

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Once students have earned half of the college level credits needed for their intended credential, they will be automatically audited for their graduation. There is no application and there is no fee. Students will be notified of their audit results. Students that are eligible to participate in the commencement ceremony in May will be notified during the first week of March in the form of a commencement invitation. For information, contact Enrollment Services by phone at (609) 343-5005 or by email at [register@atlanticcape.edu](mailto:register@atlanticcape.edu).

# Health Services/First Aid

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

Mays Landing: (609) 343-5125

Atlantic City: (609) 343-4841

Cape May County: (609) 463-6390

# Health Services/Student Accident Insurance

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Using student fee funds, the College purchases Accident Medical Insurance for credit and non-credit students. This insurance is provided to help cover the cost of medical expenses resulting from an accidental injury incurred during a covered, college-related activity. Accident Claim Forms are available on the College website, under Admissions: Tuition & Fees (see Accident Insurance).

# Holds

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

## Immunization Records

The New Jersey Department of Health requires that all newly enrolled students provide the following immunizations:

1. MMR (measles, mumps, rubella) and Measles booster (can be a second MMR) with the following student criteria:
  - Full-time (12 or more credits)
  - Degree-seeking
  - Born after 1957
2. Hepatitis B (two or three doses) with the following student criteria:
  - Full-time (12 or more credits)
3. Meningococcal - There are two types that may be required, depending on the age of the student - MenACWY (Meningococcal conjugate vaccine) or MenB (Meningococcal serogroup B) with the following student criteria:
  - Enrolled (1 or more credits)
  - Degree or Non-degree seeking

This documentation must be received in order to take advantage of registration for the upcoming semesters. Contact Enrollment Services at (609) 343-5005 or [register@atlanticcape.edu](mailto:register@atlanticcape.edu) if you have any questions.

Please log in to your Self-Service account located within Atlantic Cape Connect to review any outstanding immunization requirements. You may submit your immunization documents by uploading them through Self-Service.

# Housing

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Atlantic Cape does not have dormitories. The College offers a listing of local available housing, but makes *no* recommendation and has *no* role/liability in any housing agreements. Call (609) 343-5085 for information.

# ID Cards

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All students are issued a free Atlantic Cape photo identification card upon verification of enrollment status and with the presentation of a valid photo ID (ex: driver license/passport). The ID card must be presented upon request of any College personnel, and it must be updated at the beginning of each semester upon verification of enrollment status. In order to utilize college services, students must have a valid and up-to-date Atlantic Cape ID.

ID Cards may be obtained at the following locations:

- Mays Landing Campus: Enrollment Services Office, J Building, first floor.
- Worthington Atlantic City Campus: Security Desk, lobby, first floor.
- Cape May County Campus: Front Desk, lobby, first floor.

## Lost/Duplicate ID Cards

To replace a lost or forgotten ID card, please see the correct location below based on which campus you attend:

- Mays Landing Campus: Enrollment Services Office, J Building, first floor.
- Worthington Atlantic City Campus: Security Desk, lobby, first floor.
- Cape May County Campus: Front Desk, lobby, first floor.

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

# Improper Disposal of Waste Into Storm Sewers

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All persons are prohibited while on College property from:

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

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

# Leadership Programs

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## Men of Atlantic Cape (MAC)

The Men of Atlantic Cape (MAC) is a retention program open to all students, but targets black and Latino male students. The program's goal is to increase the retention and graduation rates of the target population. This goal is accomplished by sponsoring weekly meetings, guest speakers, cultural activities and leadership workshops.

The program meets every Wednesday at 12:30 PM during the semester. If you are interested in joining or for more information, you can complete an [interest form](#) or email [mac@atlanticcape.edu](mailto:mac@atlanticcape.edu).

# Leave of Absence

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Students enrolled in the Academy of Culinary Arts or Nursing & Health Sciences career programs who need a leave of absence because of illness or other valid cause must contact the Director of the ACA, the Executive Director of Nursing, or the Interim Dean of STEM (Health Science programs), as appropriate.

# Library, Tutoring, and Academic Support Services

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There are three libraries at Atlantic Cape Community College, one on each campus. The Mays Landing campus is the location of the main library, William Spangler Library, which is in D Building. The Atlantic City campus is the home of the Worthington Information Commons, and on the second floor of the Cape May campus is the Mullock Family Library.

The libraries provide students with access to resources that support research and learning at the undergraduate level. The libraries are also the location for in-person tutoring, which is free to all students. (See Tutoring Services section for more information.) The libraries provide a wide range of academic support for students and faculty. Books, articles, and other information resources are available in print and digital formats. Reference librarians provide assistance in identifying the best resources for any research project.

## Mays Landing Campus

William J. Spangler Library  
Daniel Leeds Hall (D1)  
Circulation: (609) 343-4951  
Reference: (609) 343-5665

## Worthington Atlantic City Campus

Worthington Center Library  
Circulation: (609) 343-4800 x4726

## Cape May County Campus

Mullock Family Library  
Second Floor  
(609) 463-3713

## All campuses:

Library email: [library@atlanticcape.edu](mailto:library@atlanticcape.edu)  
Tutoring email: [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu)  
Library web page: [atlanticcape.edu/library](http://atlanticcape.edu/library)  
On Instagram [@AtlanticCapeLibraries](https://www.instagram.com/AtlanticCapeLibraries)

## Materials

Library resources are available to the college community and also to residents of Atlantic and Cape May counties. The [book collection](#) includes thousands of print and digital books. The library subscribes to magazines in areas of general interest and areas of study.

Students, faculty and staff can check out and return materials, including those from the Atlantic County Library System, at any of the campus libraries. The Atlantic Cape library card is integrated with the ID card. Stop by any of the circulation desks with your college ID to activate your library card.

The library subscribes to [online resources](#) including a streaming media platform. If you have any questions about searching, [ask a librarian](#) or stop in.

Books, articles and other material not owned by the college library can be obtained for students, staff and faculty, free of charge, from libraries throughout the United States, using the library's interlibrary loan service. Ask about this service at the reference desk or email [library@atlanticcape.edu](mailto:library@atlanticcape.edu).

Thousands of full text newspapers, magazines, and scholarly journals are available through our online databases. In addition, we have digital subscriptions to [The New York Times](#) and [The Wall Street Journal](#).

Students can borrow library books from the libraries and return them by the due date or request an extension. If items are not returned, a Hold will be placed on the student's college account.

## Off-Campus Database Access

Off-campus access to the library databases is password protected. Faculty and students can find off campus login information in Blackboard; or contact the library. [library@atlanticcape.edu](mailto:library@atlanticcape.edu).

### **Reserve Collection**

Each of the campus libraries maintains a [reserve collection](#) to support the classes that are taught on that campus. Textbooks are made available to students for in-library use. Instructors may also place supplemental material in the reserve collection. Instructors are encouraged to make requests about adding or removing reserve materials.

### **Computers**

Students have access to computer workstations, laptops for in-library use, and scanners. Students can print, scan and scan to print in the libraries. Each library has a charging station. Assistive technology software is available on all computers.

### **Nonprofit Resource Center**

The Atlantic Cape Nonprofit Resource Center is located in the Cape May County campus library. It offers a comfortable office setting for local nonprofits to conduct funding research and includes public access to Candid's Foundation Directory Online, the Grants to Individuals databases and Candid's Guidestar. These resources are available during regular library hours at the Mullock Family Library, Cape May. Please check our current library hours prior to visiting. Students are welcome to use the Nonprofit Resource Center. Please [check our current library hours](#) prior to visiting.

### **Study in the Library**

The library strives to create a comfortable and inclusive environment where students can work productively. Study rooms are available on a first come basis at the Spangler and Mullock libraries.

Students are asked to help us to keep the libraries clean, comfortable, and inviting. Covered beverage containers are allowed in designated areas, but should be kept away from library computers and books. Food is limited to small snacks. There are snack and beverage machines in the Spangler Library on the Mays Landing campus.

### **Tutoring**

[Tutoring](#) is available to all current Atlantic Cape students, free of charge. Atlantic Cape offers a variety of tutoring services including Atlantic Cape employed tutors and a 24/7 outside service. Nearly all subject areas are covered; hours and availability vary. In-person tutoring is offered in the libraries. Online, remote tutoring is available live by chat, live meetings, and asynchronously. Students can submit papers for review by our tutors by emailing [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu). For more information visit the [tutoring website](#).

Some courses are assigned a designated tutor, accessible only to students enrolled in that course, through Blackboard.

Options for the different formats of tutoring services vary depending on a student's individual needs and circumstances. Students should email [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu) for more information or to make a request for tutoring assistance or stop by one of the libraries.

[Tutoring](#) is free to all current Atlantic Cape students. Atlantic Cape offers a variety of tutoring services including Atlantic Cape employed tutors and a 24/7 outside service. Nearly all subject areas are covered; hours and availability vary. On-campus tutoring is offered in the libraries. Online, remote tutoring is available live by chat, interactive whiteboards and live meetings, and asynchronously. Students can submit papers for review by our tutors by emailing [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu).

Some courses are assigned a designated tutor, accessible only to students enrolled in that course, through Blackboard.

Options for the different formats of tutoring services vary depending on a student's individual needs and circumstances. Students should email [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu) for more information or to make a request for tutoring assistance or stop by one of the libraries.

# Megan's Law and Registered Sex Offenders

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New Jersey law authorizes the Division of State Police to make available to the public over the Internet information about certain sex offenders required to register under Megan's Law. The sex offender Internet registry law can be found in the criminal justice code of New Jersey statutes at 2C:7-12 to 19. You can access the NJ sex offender website.

# NJ STARS

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The New Jersey Student Tuition Assistance Reward Scholarship (NJ STARS) Program is an initiative created by the State of New Jersey in 2004 that provides New Jersey's highest achieving students with free tuition at their home county college. For more information about NJ STARS and other state-sponsored scholarships and financial aid programs, visit <https://www.hesaa.org/Pages/NJScholarships.aspx>.

For more information on NJ STARS at Atlantic Cape, contact [advising@atlanticcape.edu](mailto:advising@atlanticcape.edu) or (609) 343-5667.

# Parking

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

# Payment Plan

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The Atlantic Cape payment plan is an interest-free way for students to spread the cost of attending college by making regular installment payments. The plan is available for fall and spring semesters only. The plan covers tuition and fees only and is offered to full- and part-time students who are in good financial standing with the College. Students pay a non-refundable \$25 payment plan application fee with their initial payment. Credit students pay an initial payment equal to 25 percent of tuition and fees due with three additional monthly payments equal to 25 percent each. The monthly payment plan schedule is July - October for the fall semester and December - March for the spring semester. Students are assessed a \$25 late fee if remaining installments are not made on time. For special programs, such as Culinary Arts, Aviation, Nursing, and Radiologic Technology, costs are divided into five 20 percent payments. The monthly payment plan schedule is June – October for the fall semester and November – March for the spring semester. For more information about the payment plan, contact the Bursar's Office, (609) 343-5104, or [bursar@atlanticcape.edu](mailto:bursar@atlanticcape.edu).

# Policies and Procedures

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## Student Code of Conduct

Admission to Atlantic Cape carries with it the expectation that the student will conduct themselves as a responsible member of the Academic Community and observe the principles of mutual respect, personal and academic integrity, and civility. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

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

Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment will not be tolerated. Students are expected to recognize their responsibility for proper conduct and to respect the rights and welfare of others.

Any threat or hindrance to the instructional process or the daily life of the campus or the disruption of the orderly operation of the College including but not limited to the delivery of Atlantic Cape instructional, administrative or student services, campus activities (sponsored or sanctioned by Atlantic Cape or other authorized Atlantic Cape activity) is prohibited and will be enforced by those authorized to do so.

Possession, manufacture, use or distribution of alcoholic beverages, marijuana, cannabis products or improper use of prescription drugs by students on the College premises is prohibited regardless of age. This includes all student sponsored off-campus events and any College sponsored event in which students participate or attend as students and not guests.

Interpretations of the Student Code of Conduct are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designated to define every instance of misconduct.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and may be subject to criminal prosecution.

## Anti-Bullying Policy

Violation of the following policy may result in disciplinary action.

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

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

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

## Cyber Harassment Policy

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following: repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; verbal or written abuse, threats, harassment, coercion or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially

interferes with the working, educational or personal environment of the individual; persistent offensive, threatening communication through the Internet, via email, chat rooms or other electronic devices. Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

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

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

Atlantic Cape Community College is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities. Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be suspended immediately from the College pending a disciplinary hearing.

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

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

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

# Disciplinary Process for Violation of Acceptable Standards of Conduct

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

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

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

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

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

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

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

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

## Drugs, Intoxicants Disciplinary Actions

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

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

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

# Lactation Rooms

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## Lactation Rooms

There are lactation rooms available for use at all three campuses:

Mays Landing Campus

Room 136

Call Security: (609) 343-5125

Worthington Atlantic City Campus

Room 230

Call Security: (609) 343-4841

Cape May Campus

Room 333

Call Security: (609) 463-6390

# Prayer Rooms

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## Prayer Rooms

The Mays Landing Campus has a designated prayer room, and the Worthington Atlantic City Campus and Cape May Campus will provide a space to students upon request.

Mays Landing Campus

Room C132

Call Security: (609) 343-5125

Worthington Atlantic City Campus

Call Security: (609) 343-4841

Cape May Campus

Call Security: (609) 463-6390

# Privacy (FERPA)

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## Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlantic Cape Community College to comply with the requirements of FERPA.

Submit claims to:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C., 20202-4605

Atlantic Cape Community College hereby designates the following categories of student information as public or "Directory Information." (The College may disclose such information without the student's prior consent under the conditions set forth in FERPA.)

Name, hometown, classification (freshman or sophomore), degrees awarded, honors, awards, weight/height of athlete, sports participation.

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

Students who elect to withhold disclosure of this category of information must conduct all College business in person with a photo ID card. Such students' names will be published in the commencement program unless the students' request exclusion in writing. Students in this category are eligible to use the Web for transactions including registration, which are protected by a personal identification number (PIN).

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must present a student ID in person at the Registrar's Office (J building), Mays Landing Campus, and complete the Restrict Directory Information form. The form may be submitted at any time throughout the year and will immediately affect prospective disclosures. Atlantic Cape Community College assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure.

Former students may not place a new request for nondisclosure of directory information on their educational records; however, they may request its removal.

# Refunds

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

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

**\*Effective Fall 2024**

## Fall and Spring Semesters

- Before first day of semester - 100%
- Day 1-5 of semester (excluding weekends) - 100%
- Day 6-10 of semester (excluding weekends) - 50%
- After Day 10 of semester - No Refund

## Fall and Spring 13-Week Seasonal Semesters

- Before first day of session -100%
- Day 1-2 of session - 100%
- Day 3-5 of session - 50%
- After Day 5 of session - No Refund

## Summer Semester

- Before first day of session - 100%
- Day 1-2 of session (six-, eight- and fourteen-week sessions) - 100%
- Day 3-5 of session (six-, eight- and fourteen-week sessions) - 50%
- After Day 5 of the session – No Refund

## Winter Session

- Before first day of session - 100%
- Day 1 of session - 50%
- Day 2 of session – withdraw only (No Refund)

Exceptions may be made for extenuating circumstances which can be documented. Refunds will be processed and returned in the manner in which they are received. If payment is made in more than one form, all refunds will be applied to the credit card first.

# Repeating a Course

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Students may repeat a course for credit with this restriction: No course may be taken a third time without the permission of the appropriate academic dean. All attempts will appear on the transcript, but only the highest grade will be calculated in the semester or cumulative grade point average (for courses taken after 1997).

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

# Student Complaints (Grievance)

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

## Definition:

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

\* The following are not considered student complaints under the scope of this policy, but can be addressed elsewhere:

- Title IX
- Disciplinary/ Judicial Matters
- Disability Accommodations Complaint
- Grade Appeals
- Financial Aid Satisfactory Academic Progress (SAP) Appeal
- Academic Appeals
- Student Refund Appeals

# Security

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

**Mays Landing Campus:** (609) 343-5125

**Worthington Atlantic City Campus:** (609) 343-4841

**Cape May County Campus:** (609) 463-6390

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

# Sexual Harassment and Affirmative Action

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

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

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

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

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

# Smoking Policy

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

Violators will be subject to disciplinary action, which includes:

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

Complaints may be addressed as follows:

- Students should direct complaints or inquiries to the Judicial Officer.
- Anyone may register a complaint with a Security officer.

# Sports

See [Athletics and Athletic Facilities](#), [Intercollegiate Sports](#), and [Athletic Facilities](#).

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# Student Activities/Recreation

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The College offers a variety of events, activities, clubs, and lounge areas for students to enjoy.

The official campus community platform for clubs and events happening at the College is on CampusGroups at [atlantic.campusgroups.com](http://atlantic.campusgroups.com). Students can create an account on CampusGroups using their student-assigned buccaneer email to view and RSVP to upcoming events and activities at all three campus locations.

For the most up-to-date student club information, visit our website: [atlanticcape.edu/student-life/student-engagement/clubs.php](http://atlanticcape.edu/student-life/student-engagement/clubs.php).

Please see the embedded sections of the Student Handbook below "Student Activities/Recreation" for further detailed information about [Student Center](#) locations, the [Student Government Association \(SGA\)](#), [Student Publications and Radio Station](#), and [Student Support Services \(SSS\)](#).

## Student Center

**Mays Landing Campus:** The Student Center, Mays Landing Campus, G Building, first floor, is available for use by all Atlantic Cape students. Housed in the center are ping-pong tables, television, game room and cyber cafe. The center also provides information on Student Government, activities and clubs, and operates the lost and found. The activities in the Student Life Center are a privilege that can be revoked for non-compliance of College policies and Student Life Center rules.

The SGA and Atlantic Cape Review (student newspaper) offices are located in the Student Center. Hours of use are posted throughout campus. For more information, call the Student Center, (609) 343-5010.

**Charles D. Worthington Atlantic City Campus:** A student game room and lounge is on the second floor, Room 245. Ping pong and board games are available.

**Cape May County Campus:** A student life area, on the first floor, provides a place for students to relax and unwind between classes. The area contains comfortable tables and chairs, games, and a place for students to mingle.

## Student Government Association (SGA)

All Atlantic Cape students are members of the Student Government Association. The main policy-making body of SGA is the student senate. Comprised of representatives from all student clubs, the senate is responsible for supervising the work of SGA committees, chartering student organizations, approving budgeting of all funds, determining student policy and working with faculty and administration to improve the College. To contact SGA by email: [sga@atlanticcape.edu](mailto:sga@atlanticcape.edu). The SGA office is located in the Student Life Center, G Building, first floor.

## Student Publications and Radio Station

Atlantic Cape Review, the student newspaper, is written and edited by Atlantic Cape students with the assistance of an advisor. Published during the fall and spring semesters, the Atlantic Cape Review offers an opportunity for all students to display or develop skills in writing, photography, layout, design and graphics. The Atlantic Cape Review provides fair and impartial reporting on topics of interest to the College community. Staff positions are open to all Atlantic Cape students, full or part time. The newspaper office is located in the Student Center.

Rewrites, the Atlantic Cape literary magazine, is published each spring. Staffed and edited by students, the magazine contains essays, poetry, short fiction, one-act plays, pen and ink drawings, 2D pencil drawings and photographs from students, faculty, staff and the College community. Alumni contributions are welcome.

Official student publications reflect the policy and judgment of the student editors and express students' points of view. This entails the obligation to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice. Student publications provide an opportunity for expression of student opinion.

WRML Radio Station is a student-run campus radio station. WRML will broadcast and stream music, entertainment, cultural programming, events, and public service announcements for the Atlantic Cape locations and the community at large. The radio station also supports student functions by playing music at dances and events.

## Student Support Services Program (SSS)

The Student Support Services (SSS) program is a comprehensive federally-funded academic support program designed to improve course performance, retention, graduation and transfer rates of first-generation (parents have not earned a bachelor's degree), low-income and/or disabled college students.

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

For detailed information including eligibility requirements and the program application, please visit our website at [www.atlanticcape.edu/sss](http://www.atlanticcape.edu/sss), or contact the SSS office at (609)343-5667 or email us at [sss@atlanticcape.edu](mailto:sss@atlanticcape.edu).

# Photo/Video Policy

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## Photo/Video Policy

Atlantic Cape Community College often uses photographic and electronic images and video of public campus life, events, ceremonies and other activities to advance the mission of the institution through College publications and marketing efforts, including social media channels (e.g., Facebook.).

By registering at, visiting or being employed by Atlantic Cape and being present in public settings, you authorize the use and reproduction by the College, or anyone authorized by the College, to any photographs or video taken while at Atlantic Cape, without compensation. All negatives and positives, photographic prints, digital photo and video files shall constitute Atlantic Cape property, solely and completely.

# Placement Test (next-generation ACCUPLACER)

Students are required to take the next-generation ACCUPLACER prior to registering for mathematics, English or other courses requiring a demonstrated level of ability. A student will be exempt from taking next-generation ACCUPLACER if the student identifies as a Professional Series seeking student. A student who identifies as non-credential seeking will be allowed up to four credits before being required to take next-generation ACCUPLACER. If the student wants to take a class that has a prerequisite, the student must receive the area dean's approval prior to registration.

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

Exemptions include:

- Students who have taken the SAT within the last four years and received a minimum score of 450 on Evidence-Based Reading & Writing and a score of 530 on Mathematics.
- Students who have taken the ACT test within the last four years and received a mathematics score of 22 and an English score of 18 with a reading score of 22.
- Students who have graduated high school in the past five years may submit their transcript to be reviewed for multiple measures and ACCUPLACER exemption. View our multiple measures direct placement guidelines for additional information and document requirements.
- Students who already have a degree (associate, bachelor's, master's) may be exempt.
- Students who have taken all required sections of the ACCUPLACER placement test at another New Jersey college within the last four years and submit an official copy of the test results to Atlantic Cape.
- Transfer students who have completed college-level mathematics within the last 10 years and/or an English course at another college and have submitted an official transcript to Atlantic Cape.

## Academic English Language Program

Students whose native language is not English are required to take the Academic English Language Placement Test and write an essay. If exempted, students must take the next-generation ACCUPLACER placement test. Exemptions for the Academic English Language Placement Test include an IELTS overall band score of 6, a TOEFL result of 75 iBT, an overall Duolingo English test score of 110, or the required minimum Evidence-Based Reading & Writing SAT score.

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

## ATI TEAS Exam

Nursing and Radiologic Technology program applicants must take the ATI TEAS exam. The test is a general, comprehensive assessment tool that evaluates several areas, including reading comprehension, mathematics, science and English/language usage. Beginning on June 3, 2025, a passing score of 63.0 or higher on the TEAS exam will be required for admission to the Registered Nursing (RN) and LPN to RN programs.

The ATI TEAS is administered to Atlantic Cape students only. Students must have successfully completed two prerequisites required for the Nursing Program before registering for the ATI TEAS. Radiology students must have successfully completed 3 prerequisites (English 101, College Algebra, Anatomy & Physiology I) prior to registering for the ATI TEAS. Candidates may retest once at Atlantic Cape after a 30-day time period has lapsed. This test must be taken within three years of applying to the Nursing Program. Additional information for the ATI TEAS exam is located on the Atlantic Cape website under "Testing".

# Comprehensive Adult Student Assessment Systems (CASAS)

Students taking a Workforce Development program that requires a CASAS test must complete the assessment and obtain the required score prior to registration. See the Continuing Education & Workforce Development Guide for program information. Students may retest once after 30 days. CASAS results are valid for one year.

## Course Exams

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

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

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

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

# Testing Office

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

Testing Locations:

**Mays Landing Campus:**

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

**Worthington Atlantic City Campus:**

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

**Cape May County Campus:**

Room 234, (609) 463-3775

Children are not permitted in the Testing Office.

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

# Text Alerts

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Students are encouraged to sign up for Atlantic Cape TextAlerts to receive up-to-date notifications in case of emergency situations or school closings. Participants can sign up for the text message program at [atlanticcape.edu/student-life/security/text-alerts.php](http://atlanticcape.edu/student-life/security/text-alerts.php). Atlantic Cape TextAlerts is an opt-in, permission-based program. Participant contact information and message preferences are kept private. Students may visit the College website, [www.atlanticcape.edu](http://www.atlanticcape.edu), for information on closings.

# Traffic Regulations

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

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

## Using Campus Walkways and Parking Lots

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

# Transcripts

Transcript requests are only processed online through the National Student Clearinghouse by visiting [this link](#). There is a minimal charge for processing.

# Transfer/Articulation Agreements

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Transfer, articulation, and reverse transfer agreements are partnerships between two-year and four-year colleges that allow the smooth transition of students from community colleges to four-year institutions in specific programs or areas. Atlantic Cape is continually working with other colleges to create new agreements that will aid student transfers. Several of the agreements are unique. For more information visit the College website. Under *Student Life*, see *Transfer Planning* or contact Kristi Collemacine at [kcollema@atlanticcape.edu](mailto:kcollema@atlanticcape.edu) or (609) 463-3993 for more information.

## Transferring to Other Colleges

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

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

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

## Student Transfer Appeals

All student-initiated transfer appeals must be submitted in writing to Kristi Collemacine, Student Services Navigator, [kcollema@atlanticcape.edu](mailto:kcollema@atlanticcape.edu), Cape May County Campus Student Services, within 30 days of receiving an evaluation of transfer credit.

1. Student Services Navigator will refer student-initiated appeal request to appropriate transfer counselor/navigator who will review the appeal and attempt to work out a resolution. Before a final decision is made, the transfer counselor/navigator will be required to contact the college or university on the students' behalf as a final attempt in negotiating a resolution. However, the decision of the receiving school is final. The student will receive a decision to their appeal request within two (2) weeks of submitting their appeal.
2. Once a decision is rendered on an appeal, the student will receive written notification of the outcome of the appeal. Though a student can be notified by email, written notification is also required.

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

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

# Tuition and Fees

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All tuition and fees must be paid in full by the published due date for each semester, unless a payment plan is established and the initial payment made (see \*) or financial aid is pending on your account. The college also accepts vouchers and purchase orders from any person or agency that provides a form or letter authorizing Atlantic Cape to bill them for tuition and fees. Cash, checks, money orders, American Express, Discover, Visa, and MasterCard are accepted forms of payment. Checks and money orders must be made payable to Atlantic Cape Community College. E-checks and the above credit cards are accepted online via Self Service.

\*Payment plans are available for the fall and spring semester. See [payment plans](#) for more information.

A student is considered registered and liable for tuition and fees unless the student withdraws in writing or through Self Service before the semester start date. Making registration changes, failing, or withdrawing from courses may result in the return of financial aid, scholarships, or third party sponsor payments. Any balance becomes the responsibility of the student.

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

# Tutoring

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[Tutoring](#) is free to all current Atlantic Cape students. Atlantic Cape offers a variety of tutoring services including Atlantic Cape employed tutors and a 24/7 outside service. Nearly all subject areas are covered; hours and availability vary. On-campus tutoring is offered in the libraries. Online, remote tutoring is available live by chat, interactive whiteboards and live meetings, and asynchronously. Students can submit papers for review by our tutors by emailing [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu).

Some courses are assigned a designated tutor, accessible only to students enrolled in that course, through Blackboard.

Options for the different formats of tutoring services vary depending on a student's individual needs and circumstances. Students should email [tutoring@atlanticcape.edu](mailto:tutoring@atlanticcape.edu) for more information or to make a request for tutoring assistance or stop by one of the libraries.

# V.A.W.A. Statement

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

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

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

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

You can reach a counselor by calling (609) 343-5667 at the Mays Landing campus.

# Veterans Affairs

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Please see the following steps for applying to the College and taking classes as a military member or veteran.

- Step 1: Apply for admission
  - Get started by visiting [atlanticcape.edu/apply](http://atlanticcape.edu/apply)
- Step 2: Fill out an application for GI Bill benefits online
  - Visit [gibill.va.gov](http://gibill.va.gov) to start your application
  - If you need help, contact Atlantic Cape's Certifying Official Maria Giordano at [mgiordan@atlanticcape.edu](mailto:mgiordan@atlanticcape.edu)
- Step 3: Apply for financial aid
  - Additional financial resources may be available to you, it's free to apply
  - Visit [fafsa.ed.gov](http://fafsa.ed.gov) to complete your FAFSA
- Step 4: See if you're eligible for credits from your military experience
  - Graduate sooner by getting credits for what you've already done. Find out more information at [atlanticcape.edu/priorlearning](http://atlanticcape.edu/priorlearning)
  - or contact [register@atlanticcape.edu](mailto:register@atlanticcape.edu)
- Step 5: Submit Certificate of Eligibility to Atlantic Cape's Certifying official
  - Contact Maria Giordano at [mgiordan@atlanticcape.edu](mailto:mgiordan@atlanticcape.edu) or visit in-person at the Mays Landing Financial Aid office

# Wildlife Feeding Control

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

# Withdrawal

See [Withdraw from a Class](#).

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# Telephone Numbers

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

| Departments                                | Phone Numbers          |
|--|------------------------|
| Academy of Culinary Arts                   | 609-343-4944           |
| Admissions                                 | 609-343-5000           |
| Advisement Centers                         |                        |
| • Mays Landing                             | 609-343-5621           |
| • Atlantic City                            | 609-343-4800 ext. 4895 |
| • Cape May County                          | 609-463-4774           |
| Athletics                                  | 609-343-5043           |
| Atlantic City Campus (WACC)                | 609-343-4800           |
| Bookstore - Follett                        |                        |
| • Mays Landing                             | 609-343-5130           |
| • To place a text direct order             | 609-625-5205           |
| Bursar's Office                            | 609-343-5104           |
| Cape May County Campus (CMCC)              | 609-463-4774           |
| Center for Student Success-Advising (MLC)  | 609-343-5621           |
| Career Center and Career Services          | 609-343-4800 ext. 4867 |
| Center for Student Success-Counseling      | 609-343-5667           |
| Center for Accessibility                   | 609-343-5680           |
| Chargebacks                                | 609-343-5000           |
| Child Care Center/Early Learning Center    | 609-837-0021           |
| Continuing Education                       | 609-343-5655           |
| Cooperative Education                      | 609-343-5085           |
| Distance Education Tech Support            | 800-617-2191           |
| English as a Second Language (ESL)         | 609-343-4878           |
| Enrollment Services                        | 609-343-5005           |
| Educational Opportunity Fund (EOF) Program | 609-343-5098           |
| Faculty Support Office                     |                        |
| • Mays Landing                             | 609-343-5114           |
| • Atlantic City                            | 609-343-4874           |
| • Cape May County                          | 609-463-4520           |
| Financial Aid                              |                        |
| • Mays Landing                             | 609-343-5082           |
| • Atlantic City                            | 609-343-4822           |
| • Cape May County                          | 609-463-4774           |
| ID Cards                                   |                        |
| • Mays Landing                             | 609-343-5005           |

| Departments   | Phone Numbers          |
|---|------------------------|
| • Atlantic City   | 609-343-4895           |
| • Cape May County   | 609-463-4774           |
| Libraries and Academic Support Services                   |                        |
| • Mays Landing  | 609-343-4951           |
| • Atlantic City   | 609-343-4800 ext. 4726 |
| • Cape May County   | 609-463-3713           |
| Lost and Found  |                        |
| • Mays Landing  | 609-343-5010           |
| • Atlantic City   | 609-343-4841           |
| • Cape May County   | 609-463-6390           |
| Course Exams  | See Testing            |
| Math Lab  | See Tutoring           |
| Online Class Tech Support                                 | See Distance Education |
| Parking Decal/Tickets                                     | See Security           |
| Peer Mentor Program                                       | 609-343-5667           |
| Scholarships  | See Financial Aid      |
| Security  |                        |
| • Mays Landing  | 609-343-5125           |
| • Atlantic City   | 609-343-4841           |
| • Cape May County   | 609-463-6390           |
| Student Center/Student Activities                         | 609-343-5010           |
| Student Government  | 609-343-5010           |
| Student Leadership Programs                               | 609-343-5098           |
| Student Support Services Program                          | 609-343-5641           |
| Transcript Evaluator                                      | 609-343-5005           |
| Testing   |                        |
| • Mays Landing  | 609-343-5099           |
| • Atlantic City   | 609-343-4831           |
| • Cape May County   | 609-463-3775           |
| Tutoring  |                        |
| • Mays Landing  | 609-343-4951           |
| • Atlantic City   | 609-343-4951           |
| • Cape May County   | 609-463-3713           |
| Veterans Affairs  | 609-343-5129           |
| Vice President, Student Affairs and Enrollment Management | 609-343-5087           |

# Glossary of Academic Terms

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## Academic Amnesty

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

## Academic Honors

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

## Advisor/Student Navigator

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

## Associate Degree

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

## Audit

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

## Cancelled Course

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

## Career Program

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

## Certificate Program

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

## Chargeback

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

## Closed Course

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

## Commencement

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

## Conflict

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

## Continuing Education Course

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

## Continuing Student

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

## Corequisite

An academic course required to be taken with another course.

## Course Drop

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

## Credit by Assessment

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

## Credit Hour

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

## Cumulative Quality Point Average

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

## Curriculum

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

## Degree Audit

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

## Developmental Courses

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

## Dismissal

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

## Drop/Add

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

## Full Time Status

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

## Grade Point

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

## Grade Point Average (GPA)

See Quality Point Average.

## Incomplete Grade

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

## Major

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

## Matriculate

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

## Matriculated Student

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

## Non-Matriculated Student

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

## Part Time Status

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

## Placement Test

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

## Prerequisite

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

## Priority Registration

Permission given to students to register early.

## Probation

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

## Program Change

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

## Program Requirements

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

## Quality Point Average (Grade Point Average)

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

## Readmission

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

## Registration

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

## Sections

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

## Student Code of Conduct

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

## Syllabus

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

## Transfer Credit

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

## Transfer Program

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

## Transcript

The student's educational record. Official transcripts are sent from institution to institution or to potential employers at the student's request and bear the seal of the College. These requests are processed through the National Student Clearinghouse at [tsorder.studentclearinghouse.org/school/select](https://tsorder.studentclearinghouse.org/school/select).

## Withdrawal from Course

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

## Withdrawal from College

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