



Career and Community Studies Program Satisfactory Academic Progress Policy

Students enrolled in the Career and Community Studies Program are expected to complete their CCS certificate requirements and register for CCS/TCNJ graduation, following the four-year fall/spring semester, cohort model. In order to accomplish this goal, Career and Community Studies students must meet all components of the program's **Satisfactory Academic Progress Policy (SAP)** as follows:

Program Credits

Eligibility for graduation and TCNJ CCS Certificate requires the successful completion of the following:

- 1) A minimum of 14 Core Curriculum courses (1 unit per class)
- 2) A minimum of 10 Cross Curriculum courses (1 unit per class)
- 3) A minimum of 10 Support Seminars (.25 unit per class)
- 4) A minimum of 4 Field Experience (1 unit per class)
- 5) A minimum of 2 Associated Internships (1.5 units per class)

Maximum Program Credits

It is the policy of The Career and Community Studies Program that students may request permission to take an extra elective course each semester. A course overload form must be completed and submitted to a student's Staff/Faculty Advisor immediately following the advising process for the semester under consideration. Advisors are requested to confer with the CCS Assistant Director and other staff prior to Overload Approval.

Students must meet the following eligibility requirements for consideration:

- (a) Students must be a sophomore (2nd Year) or higher for the semester requesting overload;
- (b) Student must maintain a 3.5 GPA or above;
- (c) Students must present with the motivation and dispositions necessary (as determined by the CCS Administration);
- (d) Student must have demonstrated growth in their level of independence across all program components (ie. Campus Life).

Credit Fulfillment

Students who need to repeat a required course and/or elective, will be offered the opportunity for course overload, upon review and approval of the CCS Administration. This is dependent on the number of courses, the students' status (year) and other considerations regarding dispositions.

Students who receive a grade of D or below in a required course(s) will not receive credit for the course. Students will be permitted to retake the course(s) in question when offered again. If the course is not offered again prior to graduation, summer enrollment or independent study (when appropriate) will be considered.

Students who receive a grade of F in an elective(s) will be permitted to retake the course(s) or an alternate course, after advising review/agreement. If the elective course is not required for graduation, the course may not be reoffered

Transfer Credits

CCS does not accept transfer credits toward the completion of the CCS/TCNJ certificate. The only exception being, students who are accepted under the TCNJ/CCS and Bergen Community College/Turning Point Program (2x2) articulation agreement. Students accepted under this status receive credit completion associated with year one and two of the CCS Program.

Grade Point Average Minimum

Students must earn a minimum 2.0 GPA per semester to meet the requirements for continuing enrollment and graduation as defined by the CCS Program.

Dean's List/Honor Cords

Each semester, students are eligible to be included in the School of Education Academic Achievement List, if they meet all of the following criteria:

- a) Completed all required and elective courses
- b) completed all vocational experiences
- c) have been an active member in at least one TCNJ sanctioned club/service organization on campus (as reported by club E-Board or Administration); and
- d) have earned a minimum GPA of 3.8 (not including pass/fail courses)

Students who satisfactorily complete a CCS Summer Honors program (optional) will receive an honors cord for graduation. Students may earn multiple cords throughout the four-year program sequence.

Academic Probation/Dismissal

Students who do not maintain the minimum grade point average (2.0) each semester, will enter into a probationary and/or dismissal process as noted below:

- Students who have less than a minimum grade point average of 2.0 each semester, will be placed on academic probation starting the following semester.
- Students who do not reach the minimum grade point average at the end of the academic probation period may be entered into a formal academic dismissal process.

If a student is entered into a formal academic dismissal process, the student has the right to appeal this decision in a written request (ccs@tcnj.edu) within 7 business days of notification. An appeal must be based upon some *extenuating* circumstance that prevented a student from passing most of his or her courses, or which necessitated withdrawing from classes.

The situation/condition must have taken place within the semester(s) the student did not meet satisfactory academic progress, as outlined by GPA. Examples of possible situations include documented serious illness, severe injury, or death of a family member.

Students must complete their certificate within the four-year program planner. Students who need to repeat a required course and/or elective, may be offered the opportunity to overload in an agreed upon semester or summer session.

Program Leave of Absence / Withdrawal

Leave of Absence:

Students who experience extenuating circumstances that would impact their continued enrollment in the CCS Program, should request a review by the CCS Administration at least 7-10 days prior to submitting an Official TCNJ Leave of Absence. This will provide the student with possible options that may or may not have a bearing on their decision to submit an Official TCNJ Leave of Absence. If an official TCNJ Leave of Absence is filed but not granted, students have the right to submit an appeal that is based on additional information or extenuating considerations that would prevent completing the semester(s).

Withdrawal:

Any student who completes an official withdrawal from TCNJ, who would like to rejoin the program, would need to complete the formal admission process as a First Year Student.