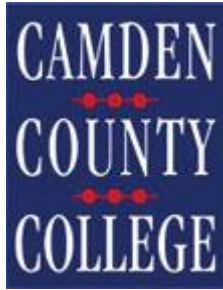


# HOSPITALITY TECHNOLOGY



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## STUDENT HANDBOOK 2017-2018



## **TABLE OF CONTENTS**

<b>Hospitality Technology Program Director's Message .....</b>	<b>2</b>
<b>About the College .....</b>	<b>3</b>
<b>About the Program .....</b>	<b>4</b>
<b>Program Goal .....</b>	<b>4</b>
<b>Program Level Student Learning Outcomes for Assessment .....</b>	<b>4</b>
<b>Program Curriculum .....</b>	<b>5</b>
<b>Rotation Requirements .....</b>	<b>6</b>
<b>Medical Examination and Forms .....</b>	<b>7-12</b>
<b>Criminal Background Checks .....</b>	<b>13</b>
<b>Liability Insurance .....</b>	<b>14</b>
<b>Accidents, Injury or Illness .....</b>	<b>14</b>
<b>Applying to the Program .....</b>	<b>14</b>
<b>Applying for Financial Aid .....</b>	<b>15</b>
<b>Withdrawal and Refund of Tuition and Fees .....</b>	<b>16</b>
<b>Academic Calendar .....</b>	<b>16</b>
<b>Protection of Privacy Information .....</b>	<b>16</b>
<b>Prior Learning Credit .....</b>	<b>17</b>
<b>Access to Student Support Services .....</b>	<b>19</b>
<b>Publicizing Student Events .....</b>	<b>19</b>
<b>General Academic Appeals Procedure .....</b>	<b>20</b>
<b>Graduation Requirements .....</b>	<b>20</b>
<b>Student Handbook Signature Page .....</b>	<b>21</b>

## Hospitality Technology Program Director's Message



**Marsha V. Patrick, MS, RD, FAND**  
**Assistant Professor/Food and Nutrition Science Director**

Welcome to the Hospitality Technology Program at Camden County College. On behalf of the department's faculty and staff, please accept our congratulations on your choice to become a hospitality professional and our commitment to ensuring the quality and continued improvement of your education to meet your career goals

We are proud of the department's accomplishment over the past 4 years providing the educational preparation for students and professionals currently working in the hospitality industry.

This Department Handbook has been developed to inform students about written policies and procedures that protect their rights as a student. This Department Handbook is consistent with current institutional practices. In conjunction with the college Student Handbook it provides valuable information about the department policies, procedures and services.

In addition to this handbook, you may visit the college Web site at [www.camdencc.edu](http://www.camdencc.edu) and search for the Hospitality Technology Program. Here you will find information about the department's mission, goals and details on degree requirements.

Remember that the department's faculty and staff are available to assist you in planning and implementing your educational track towards becoming a successful hospitality professional.

Sincerely,

A handwritten signature in blue ink that reads "Marsha V. Patrick". The signature is written in a cursive, flowing style.

Marsha V. Patrick, MS, RD, FAND  
Assistant Professor/Food and Nutrition Science Director

## **About the College**

Early in 1967 the Salvatorian Fathers, owners of the Mother of the Savior Seminary in Blackwood, sold the school and the 320-acre tract of land surrounding it to Camden County College. By September 25th, the college received its first class of students. The original buildings on the Blackwood Campus included a classroom building, a dining hall, a three-story classroom/laboratory identified as Washington Hall, the Wilson Complex (Wilson Hall West, Wilson Hall East, and Wilson Hall Center), Roosevelt Hall, Jefferson Hall and Lincoln Hall, which contained both the gymnasium and the auditorium.

The presence of the college in the City of Camden began in the spring semester of 1969 with an evening school program, which was offered to 20 students who had not graduated from high school, but who had completed tenth grade.

The purpose of the program was to help students prepare to pass their General Education Development (GED) tests so that they could begin full-time college programs on the Blackwood Campus in September. An innovative new Camden City Campus building opened in 1991. The building houses both Camden County College and junior and senior year programs for Rowan University, allowing students to earn both associate and baccalaureate degrees at the Camden City Campus.

In March 2000, the college opened the William G. Rohrer Center at the intersection of Route 70 and Springdale Road in Cherry Hill Township. The center serves as the college's hub for business and industry training and leads the way in showing how a community college can assist in the workforce development of an entire region.

Camden County College enrolls more than 20,000 credit students annually in over 100 degree and certificate programs, offering state-of-the-art preparation in technology, business and healthcare professions and the liberal arts and sciences. A national leader in technology instruction with programs such as robotics, computer integrated manufacturing and photonics/fiber optics, the college also is recognized as a vital resource for transfer education, customized training for business and industry and community-based cultural arts programming.

### ***Blackwood Campus***

The Blackwood Campus, encompassing more than 300 acres, has grown to include more than 25 buildings.

### ***Camden City Campus***

The Camden City Campus consists of two buildings. The five-story College Hall is the original building and is located at Broadway and Cooper Street. The structure features classrooms, meeting rooms and a childcare center. A second building was opened in 2004. Located across the street from College Hall on the block bordered by Broadway and Cooper, Sixth and Penn streets, the mixed-use facility houses technology rich classrooms and laboratories, state of the art conference rooms, an e-village, student service offices and much more.

### ***William G. Rohrer Center***

The 31,600 square foot, two-story facility includes computer-rich classrooms, collaborative learning labs, a technology intensive library, a bookstore, food services, faculty offices and seminar rooms. The center attracts workers who need new skills for job enhancement or career changes, and professionals interested in technology applications. Individuals seeking associate's degrees also are able to take core courses at this location.

# **Hospitality Technology – AAS degree**

## **HTS.AAS**

### **Program Description:**

The hospitality industry, including hotels, food service establishments, lodging, meeting venues and resorts, is growing faster than most other industries. Hospitality technicians work in many interesting places, such as cruise ships, casinos, corporate offices, hotels, restaurants and other food service venues.

### **Career Opportunities:**

- Food Production Manager
- Dietary Department Supervisor
- Meeting and Event Planner
- Hotel Management
- Resort Management
- Special Event Catering

### **Program graduates will successfully be able to:**

1. Analyze needs of industry using demographics and consumer trends.
2. Demonstrate leadership skills needed in the hospitality industry.
3. Apply core knowledge of hospitality industry including terminology and regulation compliance.
4. Recognize the importance of effective planning and communication in the delivery of services in the hospitality industry.

### **Program Goals:**

- To provide general education courses along with technical courses and experiences that will enable students to work effectively within the hospitality industry.
- To develop the hospitality technology student's competence to seek employment in the various segments of the local hospitality industry.
- To provide a foundation for articulation with four-year institutions for those who wish to further their education.

# Hospitality Technology

Degree: Associate in Applied Science

College Code: HTS.AAS

Code	Course	Credits
<b>First Year/First Semester</b>		
ENG-101	English Composition I	3
CSC-101	Computer Literacy	3
FNS-105	Introduction to Nutrition	3
HTS-101	Introduction to Hospitality	3
MTH.....	Mathematics General Education Elective	<u>3</u>
		<b>15</b>
<b>Second Semester</b>		
ENG-102	English Composition II	3
ACC-104	Financial Accounting	3
HPE-102	Health and Wellness or	
HPE-106	Stress Management	3
MGT-102	Introduction to Management	3
.....	Program Elective1	<u>3</u>
		<b>15</b>
<b>Second Year/First Semester</b>		
BIO-140	The Microbial World	4
MKT-101	Principles of Marketing	3
PSY-101	Basic Psychology	3
SPE-102	Public Speaking	3
.....	Program Elective1	<u>3</u>
		<b>16</b>
<b>Second Semester</b>		
HTS-115	Food Safety Training	1
BUS-201	Business Co-op	
	or	
FNS-230	Culinary Technology Rotation	3
GEO-101	Cultural Geography	3
LAW-104	Hospitality Law	3
.....	Humanities General Education Elective	3
.....	Social Science General Education Elective	<u>3</u>
		<b>16</b>
<b>Total Minimum Credits</b>		<b>62</b>

Note:

Graduates of an approved culinary program may receive up to 12 transfer credits which must be approved by the Program Coordinator.

## **Rotation Requirements:**

### ***Scheduling***

Students must complete a minimum of 150 hours of practicum experience, which is completed in actual work settings. The hours are divided among various practicum areas:

1. Student will become familiar with daily operating procedures of reservations, meeting and event planning, food service, and other areas of operation.
2. The Student will become familiar with and experience hands-on the routines associated with reservations, meeting and event planning, food service, and other areas of operation.
3. Student will become oriented to the human resource policies of the department and facility.
4. Practice daily operating procedures of business and demonstrate orientation to the policies of the department and facility.

Practicum experience is integrated with classroom learning. This allows students to discuss and share their experiences with the instructor and with other students throughout the semester.

Most rotation hours are scheduled for normal work week but students may be required to be at facilities during evenings and weekends. Hours are not normally scheduled during the college's holidays or vacations. A strong effort is made to provide students with ample notice of their practicum schedules, so that work, transportation, and/or childcare can be arranged. If students have questions regarding scheduling, they should contact the Rotation Advisor.

### ***Attendance***

Students are required to complete all practicum hours at the scheduled times and complete the documentation forms for attendance. The documentation forms for attendance must be signed by the site supervisor and Rotation Advisor, and turned in to the Rotation Advisor on the assigned dates.

If an emergency arises, and a student is unable to report to the practicum site, the student must notify the preceptor and Rotation Advisor immediately. If the Rotation Advisor cannot be reached, the student should notify the Program Director and/or the college's division secretary regarding the absence or delay. The Program Director or Division Secretary will notify the Rotation Advisor as soon as possible. It is not acceptable for a student to ask someone else to notify the Rotation Advisor or site supervisor. Failure to give adequate notification will result in a loss of points toward the student's grade.

### ***Professional Dress***

Students will be expected to dress in a neat and clean professional manner. Standards for dress may vary from facility to facility, and vary depending on the job responsibilities during a given day within the specific facility. Specific guidelines regarding proper dress will be covered in the classroom the first two weeks of each practicum course, prior to students beginning their on-site rotations.

### ***Travel***

In order to meet all of the requirements needed to complete the program, it will be necessary for students to report to sites that are located throughout the South Jersey area. Students will be required to provide or arrange for their own transportation to and from these practicum facilities. Students must assume liability for their transportation. Travel time does not count towards practicum hours.

## Medical Examination

A current medical examination, certain tests and immunizations must be completed before students may begin their practicum courses. Costs for the examination, tests, and immunizations are the responsibility of the student. Specific forms must be completed for each of these medical requirements. Students are expected to read and required to print forms from the program website. Forms are on pages 8-11.

Below is a list of the most common requirements:

### ***Health Requirements:***

- Proof of Immunity or Immunization for Varicella, Rubella, Mumps, Measles
- Documentation of annual PPD or, if positive, negative chest x-ray since converting and no symptomatology (TB screening)
- Pre-clinical drug screening

### ***Other Possibilities:***

- Fingerprinting (notify the Consortium Program Director if required at facility)
- Background Checks
- Agency specific information such as:
  - Mission, Vision, Values, Philosophy
  - Respect for Diversity Policies
  - Event Codes
  - HIPPA guidelines



**Camden County College  
Halpern Hall- Room 117  
P.O. Box 200  
College Drive  
Blackwood, NJ 08012  
Phone: 856-227-7200, ext. 4247  
Fax: 856-374-4862  
Food and Nutrition Science Department  
Hospitality Technology Program Health Data Form-1**

**Student's Information:**

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Last Name	First Name	MI	Maiden
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Address	City	State	Zip
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Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID Number \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Other Phone (    ) \_\_\_\_\_

Email \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

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**Person to notify in case of emergency:**

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Full Name	Relationship to Student
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Address	City	State	Zip
---------	------	-------	-----

Phone (    ) \_\_\_\_\_ Other Phone (    ) \_\_\_\_\_

**Food and Nutrition Science Department  
Hospitality Technology Program Health Data Form-2**

**Personal History: (Students enrolled in the Hospitality Technology Program must be able to perform all activities without any restrictions) Personal history is required to facilitate care in the event of an emergency and for disclosure, as requested, by clinical rotation sponsoring agencies.**

**A. Do you have any allergies? Yes \_\_\_\_\_ No \_\_\_\_\_**  
If yes explain

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**B. Describe present or known potential physical or emotional health problems**

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**C. Have you ever been diagnosed with any of the following: (Yes or No)**

Impaired Hearing \_\_\_\_\_ Heart Disease \_\_\_\_\_ High Blood Pressure \_\_\_\_\_

Convulsive Disorder \_\_\_\_\_ Depression \_\_\_\_\_ Drug/Alcohol Addiction \_\_\_\_\_

Tuberculosis \_\_\_\_\_ Physical Limitation \_\_\_\_\_ Diabetes \_\_\_\_\_

Other \_\_\_\_\_

**D. Based on my self-assessed status, I attest that I am currently in good health:**

---

**(Signature)**



**Food and Nutrition Science Department  
Hospitality Technology Program Health Data Form -4**

Drug Screen: Pass \_\_\_\_\_/Initial \_\_\_\_\_  
Fail \_\_\_\_\_/Initial \_\_\_\_\_

Explain: \_\_\_\_\_

**D.**

Are there any abnormalities? If yes, please describe.	NO	YES	DESCRIPTION (use additional sheets, if needed)
Head, ears, nose throat			
Eyes			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary			
Musculoskeletal			
Endocrine/Metabolic			
Neuropsychiatric			
Integumentary			

Based on my assessment of this student's physical and emotional health,  
this patient **IS** \_\_\_\_\_  
**IS NOT** \_\_\_\_\_ able to participate in activities related to a health profession in a clinical setting.

If any problems exist that might prevent this patient from full participation in activities related to being a health care professional, e.g. lifting, bending, pulling, pushing, ambulating ....please explain:

**Based on my examination, I attest that this student is currently in good health.**

Primary Care Provider's  
Signature: \_\_\_\_\_

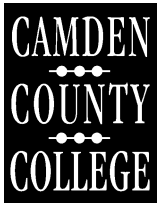
**Primary Care Provider's  
Office Stamp**

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Examination: \_\_\_\_\_



Camden County College  
Halpern Hall- Room-117  
P.O. Box 200  
College Drive  
Blackwood, NJ 08012  
Phone: 856-227-7200, ext. 4247  
Fax: 856-374-4862

Hospitality Technology Program

Dear Prospective Student:

The following institution will provide medical services needed before starting rotations in the Dietetic Technology Program.

**Life Care Occupational Services**

1397 Blackwood-Clementon Rd Glassboro, NJ 08028 Telephone: 856-627-1011 Fax: 856-627-0403	601 North Main Street Swedesboro, NJ 08085 Telephone: 856-881-1330 Fax: 856-881-6982	510 Heron Drive, Suite 113 Clementon, NJ 08021 Telephone: 856-241-2227 Fax: 856-241-2110
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The Following fees are applicable:

Basic Physical Examination	
-including review of childhood immunizations-	\$50.00
2-Step PPD-	\$25.00
-CXR if needed-	\$50.00
Basic Drug Screen	\$45.00

Please be guided accordingly.

Sincerely,

Marsha V. Patrick, MS, RD  
Hospitality Technology Program, Director

## **CRIMINAL BACKGROUND CHECKS**

All students enrolled in Health Care programs of the Math, Science and Health Career Division, that intend as part of the education process to apply for a clinical externship at an affiliated health care facility, must have a criminal background check. This background check must be done within three months of the expected start date of the clinical portion of their program. The Division currently accepts the background check done by [www.mybackgroundcheck.com](http://www.mybackgroundcheck.com). The student is solely responsible for this process. This includes payment for the process and submission of the results to the Program Director within 30 days of the start date of the clinical course. The Program will share with the affiliated clinical site using a system that removes the student's name from the background check and replaces it with a number. The clinical site will make the determination if the student is able to attend that institution. There will be no appeals for students who are not accepted by the clinical affiliate. Once the student is accepted by the clinical affiliate, the student will be required to submit their criminal background check to the clinical site.

By signing below, I acknowledge that I have been provided a copy of this policy and also authorize Camden County College officials and affiliated healthcare facility administrators to review my criminal background check that I will obtain from [Mybackgroundcheck.com](http://Mybackgroundcheck.com).

## Liability Insurance

Liability insurance is required for all students enrolled in the practicum courses, and is covered by the college.

## Accidents, Injury or Illness

Students are responsible for reporting accidents, injury, and/or illness which occurs while they are on campus or at a practicum site to the course instructor, Program Director, and, when applicable, to the site supervisor. The college must be notified and an incident report will be completed by the parties involved. When applicable, the site's policy for accidents and incidents will be followed. ***Students are encouraged to obtain private health insurance.***

It is the student's responsibility to become familiar with the fire, accident, injury and illness policies and procedures of the facilities where they work. If such incidents occur on the college campus, students should ask college personnel for help, and the college Safety Department must be contacted immediately.

In an emergency or in the case of a life-threatening event, supervisory staff will arrange transport to the nearest emergency facility. The student will be liable for medical expenses incurred. In addition, the student is liable for injury occurring while traveling to or from assigned areas.

### ***Evaluation***

Students will be evaluated periodically and at the end of their practicum rotations using a grading rubric. All evaluations will be completed by the site supervisors and the Clinical Coordinator and reviewed with the student. At the end of each rotation, each student will complete a self-evaluation.

## Applying to the Program

### **Step 1**

#### ***Complete an application***

<https://www.applyweb.com/apply/camdencc/menu.html> and return it to the Records and Registration Office.

### **Step 2**

#### ***Take the College Placement Test***

The test is required for degree seeking students before registering for classes. If you have attended another college and have taken college level English and Math and received a grade of "C" or above, at an accredited college you do not need to take the placement test. Please submit to the Records and Registration office an official transcript from every college you have listed on the application. Many questions you have may be answered by viewing the virtual New Student Orientation presentation on the college webpage: [www.camdencc.edu](http://www.camdencc.edu). This link will also guide you to important information about college resources.

### **Step 3**

#### ***Meet with Program Director***

Your advising appointment is arranged for you to:

1. Discuss your placement results with Program Director or bring with you an unofficial copy of your transcripts.
2. Discuss the requirements of your major.
3. Assist with proper course selection.

You will also receive your welcome packet with instructions about Student Support Services, establishing a Web Advisor account and college email service.

#### **Step 4**

##### ***Payment of courses***

The Business Office will inform you of your payment schedule. You may pay for your courses by check, money order, credit card or you can apply your financial aid award.

## **Applying for Financial Aid**

### **How do I apply for financial aid?**

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This allows you to apply for federal and state grants. Paper FAFSA forms for the current year and for the upcoming year (2008-2009) are available now in the Blackwood and Camden City Campus financial aid offices and at the Rohrer Center Information desk. There is no charge for filing the FAFSA either by mail or online. Filing online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) is the fastest, most efficient way to apply for financial aid.

### **How do I get help?**

For your convenience, you can apply for a PIN and /or file online using one of the 'Student Use' computers available at the Blackwood campus, Wilson West 100 (financial aid office lobby), or at the Camden City Campus financial aid office in the Camden Technology Center, room 209.

Online help with the filing process is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). You can also obtain help over the telephone at 1-800-433-3243.

For additional information contact the financial aid office:

Blackwood: (856) 374-4985 or Camden: (856) 968-1340 or email at: [agalgon@camdenc.edu](mailto:agalgon@camdenc.edu).

### **What happens next?**

Approximately 3 to 4 weeks after you have completed your FAFSA, you should receive your Student Aid Report (also known as the SAR) from the Department of Education. The school receives the same information electronically. We will inform you of the status of your application and tell you if we need any additional documentation. Once your file is complete, if you are eligible for aid you should receive an award letter within 2 to 4 weeks.

## **Withdrawal and Refund of Tuition and Fees**

Students who register for courses at Camden County College are entering into a contract with the college to pay the cost of associated tuition and fees. Students may receive a 100% refund of tuition and fees paid after registration for courses at Camden County College, if courses are officially dropped prior to **the first day of the start date of the session** in which the courses are scheduled.

Students may receive a **50% refund** of tuition and fees paid after registration if courses are officially dropped **on or after the first day of the start date of the session** in which the courses are scheduled **AND by the end date of the schedule adjustment period** for the session in which the courses are scheduled. These refund deadline dates are published in the *Credit Schedule of Classes* tabloid each semester.

**After these refund deadline dates, students are not entitled to a refund.** If students wish to appeal this policy due to mitigating circumstances, they may do so by following the appropriate tuition refund appeal.



## Academic Calendar

Students are to visit the college web site at [www.camdencc.edu](http://www.camdencc.edu) or follow the scheduling and calendar, including vacation and holidays published in the *Credit Schedule of Classes* tabloid each semester.

## Protection of Privacy Information

### Student Records and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students attending Camden County College certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate College official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Director of Student System records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e. directory information). One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Trustees; a person or company with whom the College has contracted to perform a special task (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Camden County College protects the privacy of students. Consequently, except as outlined in this policy, the College will release information to a third party, only when the student has granted express, written permission for such information to be released.

Directory information is generally available without consent of the student, provided the requester submits the request for the information in writing, along with the purpose for the

request. Directory information includes: student's name, address, email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, most recent prior institution attended. No information (including directory information) will be released by Camden County College for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Camden County College may disclose any directory information items without written consent, unless the student has restricted the distribution. Students have the right to restrict the distribution and/or publication of personal information such as address and telephone number. Students must notify the Records and Registration Office in writing if they wish to restrict disclosure of any information.

Disclosure Without Student Consent

The College will disclose information to government agencies entitled to such information by law. The College will disclose information in response to a lawfully issued subpoena. The College will disclose information when necessary to determine the student's eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.

### **Nondiscrimination Policy**

Camden County College complies with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of the 1972, Section 504 of the Rehabilitation Act of 1973, and the Older Americans Act of 1975. These laws prohibit discrimination on the basis of race, sex, handicap, and age in all educational programs and activities. Decisions on admission are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Executive Director of Institutional Compliance, Steve Carter, Camden County College, P.O. Box 200, Blackwood, NJ 08012, (856) 227-7200, extension 4245 or to the Secretary, Department of Education, Washington, DC 20201.

## **Prior Learning Credit**

### ***Methods of Earning Credit for Prior Learning***

Students attending Camden County College may earn college credit for a variety of learning experiences that were achieved outside of the traditional college setting. For example, students who can document knowledge acquired while in the military, workplace, advanced courses in high school, or non-traditional course work may submit official documentation for an evaluation or request a test that demonstrates college level knowledge in a particular area.

Students who wish to achieve credit this way should look closely at the credits needed to finish their degree, and how their prior learning experiences may satisfy some of the courses they are required to take.

Listed below are the different methods that can be used to earn college credit. Detailed information on each of the items listed here is available in the Testing Center, Records and Registration Offices, School and Community Program Office, and the CCC Testing web site. Students should review the detailed guidelines for each of the specific methods by which they intend to earn credit.

**CLEP** (College Level Examination Program) – CLEP tests are available in the CCC Test Center, ext. 4710.

**Fee:** \$65 Test + \$15 administration fee = \$75

[Clep Exam List](#)

[www.collegeboard.com/clep](http://www.collegeboard.com/clep)

[Test Center Information Form](#)

**DSST** (DANTES Subject Standardized Tests) – DSST tests are available in the CCC Test Center, ext. 4710

**Fee:** \$70 Test + 15 Administration fee = \$85

[Dantes Exam List](#)   [DSST Registration Form](#)   [www.getcollegecredit.com](http://www.getcollegecredit.com)   [Test Center Information Form](#)

**Advanced Placement (AP)** – Students who have taken an AP course and passed the test with a 4 or higher in English and a 3 or higher in the other approved subject areas may submit official documentation for credit. Official documentation must be submitted to the CCC Test Center, ext. 4710.

**Fee:** No CCC fee.

### ***Credit by Assessment***

**Credit by Exam** – Tests are available through the following Camden County College academic divisions:

- Math, Science and Health Careers, ext. 4468
- Arts, Humanities and Social Sciences, ext. 4486
- Business, Computers and Technical Studies, ext. 4420

Final results should be submitted to Records and Registration.

**Fee:** \$40 per exam + 10 per credit

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center), Test Center (LRC 200), Math, Science and Health Careers Office (Taft 104B), Arts, Humanities and Social Sciences Office (Jefferson 114) and Business, Computers and Technical Studies Office (CIM 301).

**Student Portfolio** – Portfolio reviews will be assigned to a faculty member from the following divisions:

- Math, Science and Health Careers, ext. 4468
- Arts, Humanities and Social Sciences, ext. 4486
- Business, Computers and Technical Studies, ext. 4420

Final results should be submitted to Records and Registration.

**Fee:** \$40 for evaluation + \$10 per credit granted.

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center), Test Center (LRC 200), Math, Science and Health Careers Office (Taft 104B), Arts, Humanities and Social Sciences Office (Jefferson 114) and Business, Computers and Technical Studies Office (CIM 301).

### ***Credit for Military Experience***

Students must submit an official transcript to the Records and Registration, ext. 4230. Credits will be granted according to the American Council on Education (ACE) guidelines. Please see Credit for Military Guidelines form for information on how to request official transcripts online, [www.acenet.edu](http://www.acenet.edu).

**Fee:** \$40 for evaluation + \$10 per credit granted.

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center) and the Test Center (LRC 200).

**ACE** (American Council on Education) and **PONSI** (Program on Non-collegiate Sponsored Instruction) – Students may submit documentation for learning experiences outside of the college setting. Any credit awarded will be in accordance with recommendations by ACE and PONSI. Students must submit an official ACE transcript to Records and Registration, ext. 4230. [www.acenet.edu](http://www.acenet.edu)   [www.nationalponsi.org](http://www.nationalponsi.org)

**Fee:** \$40 for evaluation + \$10 per credit granted.

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center) and the Test Center (LRC 200).

## Access to Student Support Services

Camden County College is committed to offering a comprehensive array of support services to meet the needs of a diverse student population. To compliment the teaching and learning processes, we provide programs and activities that enrich students' overall college experience, offer opportunities for them to develop leadership skills, and facilitate their pursuit of personal and academic goals. Most services are available at the Blackwood and Camden campuses, as well as the Rohrer Center.

The following services are available to the students:

- Advisement
- Bookstore
- Child Care
- Public Safety
- Scholarships
- Special Needs
- Student Employment
- Testing Services
- Transfer Services
- Tutoring
- Student Email <http://www.camdencc.edu/oit/studentemailnew.htm>

The details of all student services can be found on the college web site at [www.camdencc.edu](http://www.camdencc.edu)

## Publicizing Student Events

Specific bulletin boards have been set aside for the purpose of advertising student activities and events. Student groups may advertise their meetings and special events on these bulletin boards. Posters and/or flyers announcing student-sponsored events must be approved by the Dean of Students. To obtain approval, students should follow these guidelines:

- Poster size should not exceed 16" x 24."
- Wording must be directed toward the specific date and activity concerned.
- Each poster must be neat and in good taste.
- The name of the sponsoring organization must be included, and the Camden County College logo also must appear on the flyer.
- Each displayed poster/flyer must carry a stamp of approval by the Director of Student Life and Activities.
- No notice or poster may be placed on walls, doors or windows of public areas.
- No notice or poster may be placed on cars.
- Posters/flyers must be submitted to the Director of Student Life and Activities for approval at least 24 hours before the expected posting date, but they will be posted no more than two weeks in advance of the event itself.
- The sponsoring club or organization is responsible for placing posters in designated areas after they have been approved.
- The club or organization is also responsible for removing posters after the event or activity has concluded.
- For posters/flyers that advertise functions not directly related to Camden County College students, space will be granted on bulletin boards if there is no interference with the promotion of college-sponsored activities.
- The Office of Student Life and Activities reserves the right to remove any poster that does not comply with these guidelines.

## General Academic Appeals Procedure

Under due process entitlement, students may register their concerns regarding the academic experience through the academic appeals process. Appeals should be initiated within two weeks (ten class days) of the occurrence of the occasion for the concern in accordance with the following procedure:

**Step 1.** The student must make an appointment and meet with the instructor/faculty member involved to attempt to resolve the matter, bringing such relevant materials as course outline, originals or copies of papers, lab reports and examination grades.

**Step 2.** If the matter is not resolved with the instructor/faculty member, the student should write a statement describing the exact nature of the appeal and make an appointment to meet with the chairperson/coordinator/director of the department/ program in which the course is offered. The chairperson/ coordinator/ director of the department/program shall make every attempt to resolve the matter. Once the chairperson or coordinator has had an opportunity to research the matter, the student will be informed of the findings. The research process may take up to two weeks before a decision is rendered.

**Step 3.** If the student does not agree with the findings, he or she should meet with the academic dean of the division in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the academic dean. Students must submit their concern in writing to the dean prior to making the appointment. Once the academic dean has had an opportunity to research the matter, the student will be informed of the findings. The research process may take up to two weeks before a decision is rendered.

**Step 4.** If the student does not agree with the findings, he/she should meet with the Acting Vice President for Academic Affairs, who shall conduct a review with the purpose of determining whether the student was provided an adequate opportunity to present his/her case to substantiate the appeal. A decision will be rendered within two weeks. The decision of the Acting Vice President for Academic Affairs shall be final.

**Step 5.** Students who initiate the appeal process with someone other than the instructor/faculty member must be referred to the instructor/ faculty member and start at step 1 (above) in the process.

## Graduation Requirements

Students maintaining continuous enrollment at Camden County College may graduate according to the requirements of the catalog in effect at the time *of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.* [See College Handbook for full details]

I have read and understand the policies and procedures, described in the **2017-2018 Hospitality Technology Program Student Handbook** required in the student laboratory on the College campus. I have a full understanding of the policies for progression in the Hospitality Technology Program and completion of the program applied associate degree.

Name:

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Date:

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Student ID:

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Students are responsible for signing and submitting this page for permanent placement in the student's file.