



**New Jersey Institute of Technology
University Policies and Procedures**

Date of Issue: October, 2016

Subject: Student Enrollment in the Center for Pre-College Programs

A. OVERVIEW

Established in 1978, the Center for Pre-College Programs (CPCP) is designed to:

- (1) Increase access to science, technology, engineering and mathematics (STEM) fields among traditionally underrepresented and underserved school-aged youth; and
- (2) Improve the teaching of science and mathematics in secondary and elementary schools.

During the regular academic year and summer semester, CPCP offers a variety of programs and services to students (grades 4 - 12), teachers, and schools/districts through: Talent Search (TS); Upward Bound (UB); Upward Bound for English Language Learners (UBELLs); Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)/College Bound; Early College Preparatory Programs (ECPP); student competitions; teacher professional development; and partnerships with internal and external stakeholders. In addition, CPCP's Options for Advanced Academic Achievement and Academy College Courses for High School Students programs afford students the opportunity to enroll in college credit-bearing courses at NJIT.

B. PURPOSE

Student programs sponsored by CPCP are designed to cultivate and sustain interest in STEM fields, encourage college enrollment, and support the development of life-long skills. This policy provides information that is critical to student success in these programs during the regular academic year and summer semester.

CPCP staff is charged with applying all NJIT and CPCP policies and procedures to students in CPCP sponsored programs. By signing a program application, students and parents/guardians are agreeing to abide by NJIT's and CPCP's policies and procedures.

C. NON-DISCRIMINATION POLICY IN PROGRAMS

New Jersey Institute of Technology and the Center for Pre-College Programs do not discriminate on the basis of race, sex, sexual orientation, gender identity or gender expression, color, religion, age, national or ethnic origin, disability, veteran or military status,

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marital status, citizenship status, or any other legally protected basis, in school administered programs, policies and procedures. NJIT will accept the gender identity asserted by each applicant and/or student.

D. ENROLLMENT REQUIREMENTS

Application - Program applications are available on CPCP's website at njit.edu/precollege. Parents/guardians must submit completed applications for each student for consideration by the specified deadline for the program. Incomplete applications and/or application forms that are submitted after the deadline will not be considered.

Documentation - All requested documentation including, but not limited to, the medical form and proof of United States residency, must be provided when the application is submitted. The student's application will be considered incomplete without the medical form.

Medical Form - In order to be eligible or continue eligibility for the program, the student's health history with the signature of a licensed medical practitioner is required for enrollment consideration. Enrollment in CPCP programs will be considered incomplete without the medical form.

Tuition and Fees - Parents/guardians are expected to pay all tuition and fees associated with the programs in which students are enrolled except for special funding provisions made possible by grant programs. NJIT employees are also required to pay full tuition and fees for the enrollment of students in CPCP's fee-based programs and services.

Active Participation - Students are expected to be actively engaged in all activities and to complete all assigned work related to the program in which they are enrolled. Students who do not meet this requirement will be subject to exclusion from the program.

Cross-Program Enrollment - Students may not receive a duplication of services due to their simultaneous enrollment in federal- and state-funded programs. Applications will be screened during the registration process to ensure compliance.

Exclusion - Students may be excluded from participating in CPCP programs if they do not comply with the enrollment requirements provided in this policy and other applicable NJIT and/or CPCP policies and procedures.

Parent Involvement - Parent/guardian participation in CPCP's programs and services is important to student success. Attendance is mandated for all program orientation sessions. Select federal and state-funded programs such as GEAR UP/College Bound and Talent Search require parent/guardian participation in program activities at least twice a year. CPCP

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staff must maintain records of participation for these programs as a condition of federal and state funding.

E. PARENT/GUARDIAN CONTACT

Parents/guardians will be contacted by CPCP staff for a variety of reasons that may include, but not be limited to: emergency situations in which the health, safety and welfare of the student participants are at risk; sharing invitations to special program activities; and providing alerts on student performance related to conduct, absences/lateness, and completion of work.

In the event of an emergency, CPCP staff will take the following actions:

- Call for immediate assistance from trained and designated personnel as dictated by the emergency situation (medical and/or law enforcement);
- Call the parent/guardian using contact information provided in the application; and
- Prepare an incident report for NJIT and CPCP records.

F. STUDENT ABSENCE

Students must be present for all program-related activities to ensure the full benefit of the educational experience. In the event that a student is not able to attend a session, the program regulations provided below apply.

- ***Summer ECPP*** - Students are allowed up to two (2) absences without prior verbal or written notice; however, a medical excuse must be presented to the instructor after two (2) consecutive absences.
- ***GEAR UP/College Bound and UBELL*** -
 - Fall Semester - Students are allowed up to three (3) absences without prior verbal or written notice;
 - Spring Semester - Students are allowed up to three (3) absences without prior verbal or written notice; and
 - Summer Semester - Students are allowed up to three (3) absences without prior verbal or written notice.
- ***Talent Search and Upward Bound*** -
 - Fall Semester - Students are allowed up to three (3) absences without prior verbal or written notice;
 - Spring Semester - Students are allowed up to three (3) absences without prior verbal or written notice; and
 - Summer Semester - Students are allowed up to two (2) absences without prior verbal or written notice.

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At the Director's discretion, exceptions for extended absences will be made on a case by case basis upon presentation of appropriate documentation.

G. USE OF CELL PHONES AND/OR SOCIAL MEDIA

The use of cell phones and/or social media is not permitted, except under the supervision of program staff to facilitate instructional goals and activities.

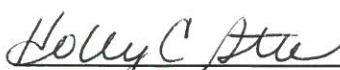
H. STUDENT CONDUCT AND DEPARTMENT

CPCP sponsored programs are designed to expose students to STEM education in a higher education setting that is challenging, engaging and diverse. Enrollment in these programs is a privilege and requires students to demonstrate respect and appreciation for self and others, for the environment, and for the NJIT community at large.

Students are expected to abide by the Codes of Conduct that are established for the program in which they are enrolled. Failure to do so may result in exclusion from the program, in which case tuition and fees will not be refunded.


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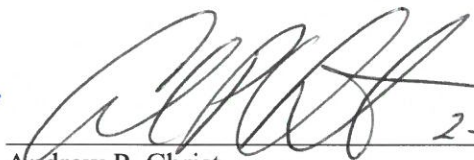
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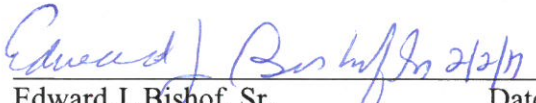
 2/6/17
Date
Holly C. Stern, Esq.
General Counsel
Vice President for Legal Affairs

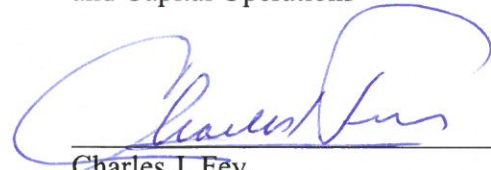
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Date
Joel S. Bloom
President


APPROVAL:

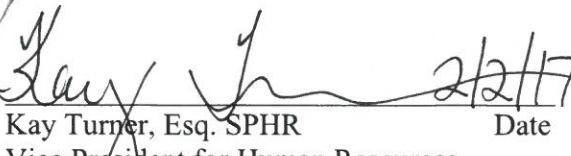
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Date
Fadi P. Deek
Provost and
Senior Executive Vice President

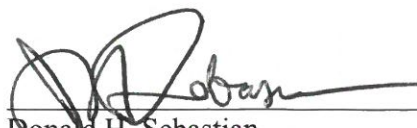
 2-2-17
Date
Andrew P. Christ
Vice President for Real Estate Development
and Capital Operations

 2/2/17
Date
Edward J. Bishof, Sr.
Senior Vice President for Finance and
Chief Financial Officer

 2/2/2017
Date
Charles J. Fey,
Vice President for Academic Support
and Student Affairs

 2/7/17
Date
Charles R. Dees, Jr.
Senior Vice President for University
Advancement

 2/2/17
Date
Kay Turner, Esq. SPHR
Vice President for Human Resources

 2/6/17
Date
Donald H. Sebastian
Senior Vice President for
Technology and Business Development
President and CEO of NJII