

# *Registration & Records Services*

---

---

## **ACADEMIC YEAR**

---

JCC operates on a semester system. The 16-week Fall semester begins in late August and ends before Christmas. The 16-week Winter semester begins in early January and ends in May. Commencement follows the Winter semester. The 12-week Spring semester begins in May and ends in August and includes two six-week sessions available May-June and July-August. In all three semesters, classes may run for various lengths of time. Continuous enrollment/attendance means a student must attend at least one semester during an academic year which is defined as August 1 through July 31.

## **REGISTRATION PROCEDURE**

---

Register for classes in person at any JCC location, by mail, fax, or online, according to instructions published each semester in the Schedule of Classes. You may obtain a current class schedule online or by visiting or calling any JCC location. Arrangements to pay must be made at the time of registration. See page 12.

## **STUDENT CLASSIFICATIONS**

---

The following student definitions are used by JCC. Other schools, agencies, government organizations and financial aid sources may use different definitions.

- Full-time:** 12 or more credits.  
**Part-time:** Fewer than 12 credits.  
**Overload:** 19 or more credits (requires approval by the dean of student development)
- Freshman:** Completion of 25 or fewer semester hours of credit.  
**Sophomore:** Completion of 26 or more semester hours of credit.

## **TUITION & FEES**

---

Total costs of attending JCC are determined by the number of billing contact hours, course fees, and other fees listed here. Please refer to the current JCC Schedule of Classes for tuition and fee rates currently in effect.

**Tuition** covers the actual cost of instruction. Tuition is paid by billing contact hour. Most classes carry from one to five billing contacts.

**Billing Contact Hours** and credit hours may vary with each course. Billing contact hours are determined by the amount of time the student spends with an instructor in the classroom.

**Credit Hours** are the number of credits that are applied to a student's academic record.

**Student Services Fee** covers costs associated with registration, grade reports and transcripts. This fee is paid by all students each registration period.

**Technology Fee** covers the cost of computers, networks and related technology for use on campus, such as walk-in computer labs. This fee is paid by all students enrolled in more than one credit hour each registration period.

**Course Fees** cover costs directly related to the course. This fee is paid on a per class basis.

Tuition and fees are subject to change at any time by action of the Board of Trustees.

## **RESIDENCY**

---

Residency is based on the student's permanent address 30 days before the beginning of the semester.

Jackson County resident: A student whose permanent address is within the boundaries of Jackson County. The Board of Trustees also extends the Jackson tuition rate to:

- Permanent residents of Albion, Chelsea, Grass Lake, Homer, Leslie, Manchester and Stockbridge school districts.
- Students whose Jackson County employers are paying tuition and fees.
- Students who own property in Jackson County but keep their permanent address elsewhere.

### **Change of Residency**

If you receive approval for a residency change by the end of the ADD/DROP period for your class(es), you receive a refund for the difference between tuition rates. You need a driver's license or state ID and one of the following documents as proof of residency:

- Voter registration card
- Utility bill
- Vehicle registration
- Dog license
- Property tax receipt
- Rental/lease agreement

JCC reserves the right to make the final decision about residency.

## REFUND POLICY

---

### Canceled classes

A 100 percent refund is given for any class canceled by JCC.

### Refund Policy

To be eligible for a refund, an Add/Drop form must be initiated in person, by letter or fax through the Student Center of main campus. The date the request is made determines the refund. The student must “officially” drop the course by completing the Add/Drop form. Students receive 100 percent tuition refund for any course(s) dropped on or before the last day of the add/drop period for the semester or session. No refunds are made after this date. The add/drop period is published in the current semester’s Schedule of Classes. Students are responsible for knowing the dates of the add/drop period.

### Drops

Students receive a 100 percent tuition refund for any class(es) dropped on or before the last day of the add/drop period for the semester or session. No refunds are made after this date.

**Student service fee is not refundable.**

### OE/OE Courses

Students are responsible for learning “their individual” drop date determined by the first day of their OE/OE classes. For RTI and technology courses, these are available in the RTI labs and in the Technology and Learning Center on main campus. In general, the refund policy is the same as the regular 16-week semester. Students receive 100 percent tuition refund for any course(s) dropped on or before the last day of their individual add/drop period. Students are responsible for obtaining these dates upon registering for these RTI and/or technology courses. Contact the Technology and Learning Center, (517) 796-8435.

### Financial Aid Recipients

If tuition and fees are paid from a financial aid source, the refund is returned directly to that source. (The refund cannot be greater than the amount actually received from that source.)

If a student is attending JCC for the first time as a financial aid recipient, the refund will be prorated provided the student drops all classes during the first 60 percent of the first semester. Contact the Financial Aid Office, (517) 796-8410, for more information. An exception to any of the above requires a letter of request outlining why the student dropped the class(es). The student also needs a supporting letter from a third party (doctor, lawyer, employer, other college, etc.) documenting extenuating circumstances. JCC reserves the right to approve or deny requests.

Mail to: Registrar’s Office, Tuition Refund, Jackson Community College, 2111 Emmons Rd., Jackson, MI 49201-8399.

## GRADING SYSTEM

---

### Grading Scale

<u>Grade</u>	<u>Honor Points</u>
4.0 – Excellent	4.0
3.5	3.5
3.0 – Superior	3.0
2.5	2.5
2.0 – Average	2.0
1.5	1.5
1.0 – Inferior	1.0
0.5	0.5
0.0 – Not passing	0.0

### Grade Point Average (GPA)

GPA is a weighted average of grades for courses taken at JCC. It does not include the following:

- Grades of W (withdrawn), I (incomplete), Y (audit), P (pass), F (fail).
- Continuing Education Classes (CED, CEU, CFO, JTI, PDI, CEO)
- Transfer credit or other credit, such as Advance Placement (AP), departmental exam, CLEP, DANTES, military service, articulation credit and experiential learning.

### To Calculate a GPA:

1. Multiply the grade in each course by the corresponding credits to calculate honor points.
2. Divide the total number of honor points by the number of credits to figure your GPA.

GPA’s are calculated by semester and are cumulative on the transcript.

## WITHDRAW / DROP PROCEDURE

---

### Drop, No Grade

The drop/add period is normally the first 10 days of a regular 16-week semester. When a student drops a course during this period, no grade is assigned and no entry is made on the student’s academic record.

### Adding a Course

We want each student to be successful. Any student who wants to add a class after the drop/add period, must have the instructor’s signature allowing the student into the class as well as either the dean of students or Center directors’ signatures.

### W – Withdraw

After the drop/add period, a student may withdraw from a course in accordance with the dates published in the semester class schedules.

A mark of “W” (withdraw) is recorded on the academic record but is not calculated in the grade point average. After the withdraw period for the semester ends, a request to withdraw cannot be honored and the instructor is required to assign a grade, which is used in calculating grade point average.

Students should be careful to drop or withdraw according to instructions published each semester in the Schedule of Classes. Failure to follow proper procedures may result in a 0.0 grade. It is the student’s responsibility to visit the Registration and Records Services in the Student Center on main campus to ensure all proper transactions have taken place.

### **Instructor-Initiated Withdraw**

At any time from the first day of class to the last day to withdraw, an instructor may exercise the right to withdraw a student from class. The mark issued will follow the withdraw procedure stated on Page 18. If the instructor requests a withdraw, you will be notified by the Registration and Records Office on main campus and given five calendar days to dispute the action. It is your responsibility to contact your instructor to request reinstatement. If the student doesn’t respond within the five-day time limit, the withdrawal action stands.

### **Other Marks**

**I - Incomplete:** The incomplete is designed for passing students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. You may receive an “I” if, in the opinion of the instructor, the student’s work is sufficient in quality but is lacking in quantity to meet the course objectives specified in the course syllabus. The course objectives must be satisfactorily completed during the next full-length semester or within a shorter period of time as designated by the instructor. **If the student does not finish the course within the designated time period, the “I” remains permanently on the transcript.** Students must register and repeat the course to receive a grade and credit for degree purposes.

The mark of “I” is not awarded to students who did not attend or seldom attended, or to those who simply are not pleased with their final grades. An “I” mark may be changed only upon the written request of the instructor who awarded the Incomplete.

**P/ F - Pass/ Fail:** JCC may assign this option to some classes. Students cannot elect the option for any other classes. No honor points are awarded and the credits are not used in computing the GPA. Students are limited to two classes with a grade of P for graduation purposes. Grades of P rarely transfer to other colleges.

**W - Withdraw:** see above.

**Y - Audit:** If students wish to attend class without receiving a grade or credit, the student must register for an audit. The audit option must be selected at registration or before the end of the add/drop period and the student must pay tuition and fees for the class. The student’s transcript will reflect the audited courses with a mark of Y. The Y mark is not calculated into the grade

point average. Credit for audit classes is not granted at a later date.

**Other - E and N** were used in a previous grading system and may appear on transcripts of returning students.

### **Attendance Policy**

Instructors may grade on attendance. Each instructor includes in the course syllabus a specific attendance policy for the class, clearly stating how attendance affects student grades.

### **Grade Reports**

Grade reports are mailed at various times during the semester. The grade report shows all classes for which a grade has been received, withdrawn (W) audited.

### **Academic Honesty**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others’ work as their own, either by plagiarism, by cheating or by helping others to do so.

**Plagiarism:** is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting other’s work as your own
- Exhibiting other behaviors generally considered unethical

**Cheating:** means obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others’ work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

**Collaboration:** While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

**Consequences/Procedures:** Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors should document instances of academic dishonesty in writing to the academic dean.

**Student Appeal Process:** In the event of a dispute, both students and faculty should follow the conflict resolution policy. This policy is presented in Student Rights and Responsibilities handbook and the Master Agreement.

## Grade Policy for Repeat Classes

You may repeat any class:

- Students may repeat a JCC course, but credit is given only once. The highest grade is used to calculate semester and cumulative GPAs. All final grades are a permanent part of the transcript.
- If the student repeats a course that transferred from another source, credit is only be granted once and the JCC class will be used regardless of grade received. (Credit granted from another source that is repeated at JCC with a grade of 0.0, for example, is counted as a 0.0 for the GPA.) All entries remain a permanent part of the transcript and repeats not used in calculations are marked.

**NOTE:** Repeated classes at JCC may be calculated differently by other colleges, so be sure to check the policy of the institution under consideration.

## Grade Change Requests

The student or the instructor may initiate a Request for Change of Grade, which must be approved by the instructor, academic dean and registrar. Questions regarding grades should be discussed with your instructor.

## TRANSCRIPTS

JCC maintains the permanent record and official transcripts in the Student Development Office on main campus. All final course grades are recorded on a student's academic record. Transcripts are classified as either "official" or "issued to student."

An official transcript is stamped with the College seal and signed by the registrar. An official transcript never passes through the hands of the student. Official transcripts are sent directly to the recipient, such as another institution or employer. Official transcripts cannot be carried or mailed by the student as the recipient will not accept them as official. JCC does not release official transcripts to students.

An issued to student transcript does not include the registrar's signature or college seal. The transcript is marked "issued to student." These transcripts are recommended for the student's reference, advising and planning purposes only.

Both types of transcripts, official and issued to student, are printed on security paper. JCC's policy on transcripts protects the integrity of the student's record and ensures its accuracy.

## Transcript Requests

Transcripts are only released and issued upon the student's written request. Transcript request forms are available in the Student Center of main campus and all Centers. Transcript requests must include the following: name, former names, present address, social security number, birth date, approximate date of last attendance and signature. We cannot release a transcript without the student's signature.

Transcript requests are processed in a timely manner, normally within one week. However, additional time may be needed for research for those records dating back five or more years or filed under a former last name. In these cases, the request is normally processed within ten business days.

JCC cannot fax transcripts because we cannot be assured that the recipient is the only person at the other end of the fax. Transcripts are printed on security paper, which does not allow for faxing of these documents.

There is no fee for processing transcript requests. We can overnight transcripts for a delivery fee. If overnight delivery is requested, payment arrangements need to be made prior to our releasing the record. If there is a business office hold on the record for tuition, fees or repayment of student loans, JCC does not release the official transcript until the hold is released or cleared.

Registration and Records	(517) 796-8405
Transcript request recording	(517) 796-8602
Records office fax	(517) 796-8446

## STUDENT RECORDS ACCESS & PRIVACY

Release and disclosure of student records maintained by JCC is governed by state and federal laws, which provide reasonable definitions of privacy and are subject to change. JCC accords all rights under the law to students and has an accepted practice of not releasing any records without the written consent of the student, regardless of age or class standing.

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides:

1. The right to inspect and review the student's educational records within 45 days from the day the College receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not maintained by JCC, the registrar will advise the student.
2. The right to request an amendment to the student's educational records that the student believes is inaccurate or misleading. The requested amendment to the educational record must be made in writing citing specifically what portion of the record they want changed and specify why it is inaccurate or misleading. The College makes the decision to amend the requested educational record and the student is notified.
3. The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint 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 is:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4605

The following exceptions are permitted under the law:

- Employees of JCC within the limitations of their need to know.
- Accrediting agencies carrying out their accreditation functions.
- Persons in compliance with a judicial order (subpoena); however, the College makes a "reasonable effort" to notify the student prior to complying with the court order.
- A person or company with whom the College has contracted (attorney, auditory, collection agency).
- In an emergency situation, in order to protect the health and safety of other students or persons.

As stated above, JCC does not release any student information without the student's written consent, except in the circumstances permitted under the law. However, the College does verify student "directory" information. Under the law, directory information may include: student name, address, e-mail address, date of birth, place of birth, area of study, dates of enrollment, degrees and awards received, previous educational institutions attended and participation in officially recognized activities, clubs and sports.

A student may request, in writing, that JCC withhold all directory information. This request should be made as close to the beginning of the semester as possible, within the first 10 days of the semester. To remove this request for withholding of directory information, the student must also do so in writing.

## GRADUATION & COMMENCEMENT

An application for graduation needs to be filed for each degree or certificate. When applying for graduation, follow one of the following guidelines:



### Currently enrolled students

1. Complete degree or certificate requirements from the current catalog (year of graduation), or
2. Complete degree or certificate requirements from the catalog in effect the year a student first entered JCC (the catalog

of entry) or any subsequent catalog provided that the student has maintained continuous enrollment at JCC.

3. Continuous enrollment/attendance means a student must attend at least one semester during an academic year which is defined as August 1 through July 31.

### Previously Enrolled Students

Students have five academic years to apply for graduation from the time they complete their last course at JCC or complete a course at another institution that they are transferring to JCC for degree completion.

### Apply For Graduation By The Following Deadlines:

<u>Anticipated Graduation</u>	<u>Application Deadline</u>
December	October
May	March
August	June

The minimum number of credits that must be taken at JCC for any degree or certificate program is 12. A minimum of 12 additional credits must be taken at JCC for a second degree while a minimum of six additional credits must be taken at JCC for a second certificate.

Graduation applications are maintained for two semesters. After two semesters, students must reapply for graduation.

### Catalog of Entry

A new College catalog takes effect at the beginning of the academic year, the beginning of the Fall semester.

Graduation requirements apply in their entirety (e.g., students cannot select specific elements of a degree/certificate program from one catalog, with other elements from another catalog).

Degree/certificate requirements may be changed during a catalog year only when the program is regulated or licensed by a government agency or other external accreditation agency, and that agency has mandated those changes. In order for JCC to provide the most current degree/certificate credentials possible, degree and certificate course requirements in a later catalog may be substituted if deemed appropriate and beneficial to the student. Any course substitutions must be approved by the department chair of the course affected and the academic dean.

### Graduation with Honors

Honors are conferred at graduation to associate degree and certificate students who have achieved the following GPAs:

- 3.80 to 4.0 High honors**
- 3.5 to 3.79 Honors**
- 3.0 to 3.49 Recognition**

Honors are noted on your diploma and transcript.

### Commencement

Commencement is the graduation ceremony, held annually in early May. Previous Spring, Fall and Winter graduates who have not participated in a commencement are invited to attend. Spring semester graduates\* may participate before graduation if they:

- Apply by the March deadline.
- Are within 10 credits of graduation and the required courses are offered in the Spring semester.

*\*Student must meet with an academic advisor and must agree there is reasonable expectation that all graduation requirements will have been met.*