

## ACADEMIC YEAR

JCC operates on a 16-week semester system. The 16-week Fall semester begins in late August and ends mid-December. The 16-week Winter semester begins in early January and ends mid-May. Commencement follows the Winter semester. The 12-week Spring semester begins in May and ends in early 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 course schedule on the JCC web site or by visiting or calling any JCC location. Arrangements to pay must be made at the time of registration. See page 10.

## STUDENT CLASSIFICATIONS

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

<b>Full-time:</b>	12 or more credits.
<b>Part-time:</b>	Fewer than 12 credits.
<b>Overload:</b>	19 or more credits (requires approval by the Dean of Student Services)
<b>Freshman:</b>	Completion of 23 or fewer semester hours of credit.
<b>Sophomore:</b>	Completion of 24 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.
- 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.
- Student services fee covers costs associated with registration 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 for each billing contact hour.

- Course fees cover costs directly related to the course. This fee is paid on a per course 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 communities.
- 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 before or during the Add/Drop period for your course(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
- Vehicle registration
- Dog license
- Property tax receipt
- Rental/lease agreement

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

## REFUND POLICY

### CANCELED COURSES

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

### REFUND POLICY

To be eligible for a refund, a student must "officially" drop the course(s) either by initiating in person, by letter/fax to any JCC Student Services location, or online through eServices before the end of the Add/Drop period of the course(s). The date the request is made determines the refund. Students receive 100 percent tuition refund for any course(s) dropped on or before the last day of the Add/Drop period for the course(s). No refunds are made after this date. The Add/Drop period is

published in the current semester's Schedule of Courses and on the JCC web site. Students are responsible for knowing the dates of the Add/Drop period for each course. For Drops outside of the Add/Drop period see Withdrawal/Drop Procedure on page 16.

Student Services Fee is not refundable after the start of the semester.

### OPEN ENTRY /OPEN EXIT COURSES

Students are responsible for learning Add/Drop date for their OE/OE course(s) available in the current Schedule of Courses and on the JCC web site.

### 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.)

Students attending JCC as Title IV (Federal Funds) financial aid recipients who withdraw from all of their classes during the first 60% of the semester will be subject to an adjustment of Title IV Funds. This U.S. Department of Education calculation may result in the student owing the College. The return of Federal Title IV Funds will be in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant and Federal SEOG.

Students should consult the Financial Aid Office prior to dropping any classes. Students will be billed for any financial obligation. Contact the Financial Aid Office at (517) 796-8410, for further information.

## ACADEMIC STANDARDS

### GRADING SYSTEM

#### GRADING SCALE

Grade	Honor Points
4.0 - Excellent	4.0
3.5	
3.0 - Superior	3.0
2.5	
2.0 - Average	2.0
1.5	
1.0 - Inferior	1.0
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).
- Repeated courses (Only the highest grade is used for calculation).

- Continuing Education Classes (CED, CEU, CFO, JTI, PDI, CEO).
- Transfer credit or other credit, such as Advance Placement (AP), departmental exam, CLEP, 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.*

## PREREQUISITE REQUIREMENTS

Students must complete prerequisites to ensure they possess a minimum level of skills and knowledge to succeed in their college courses. Prerequisites are met when students successfully complete prerequisite courses with a 2.0 or higher, or achieve sufficient score levels in Course Placement or other assessments.

## ACADEMIC INTERVENTION

JCC is committed to student success. The progress of all certificate and degree-seeking students is monitored each fall and winter semester. If your GPA falls below a 2.0, you will be required to meet with your academic advisor prior to continued enrollment. Refer to requirements listed for specific degrees, second admissions programs, and financial aid for additional GPA and completion stipulations.

## PARTICIPATION REPORTING

Participation in your courses is important to your success. Three times a semester, your instructor will review your progress and provide feedback, accessible via eServices.

- H** - Your instructor feels you would benefit from additional assistance, and has referred you to Foundation Studies for academic tutoring.
- Q** - Your instructor believes that your consistent lack of attendance will prevent your success, and has recommended to the registrar that you be withdrawn from the course.
- V** - Your instructor confirms that you are participating regularly.

It is the instructor's responsibility to verify participation. An instructor initiated drop can occur through the first half (50%) of the course. Following the 50% point of the course it is the your (the student's) responsibility to officially withdraw.

If you are dropped, it is your responsibility to contact your instructor within five business days and request written permission for reinstatement. If permission is granted for re-registration, the written instructor's permission must accompany your new registration request.

## WITHDRAW/DROP PROCEDURE

### DROP, NO GRADE

The Add/Drop period is the first 10 percent (10%) of the course(s). When a student drops a course during this period, no grade is assigned and no entry is made on the student's academic record. The student is responsible for learning the Add/Drop dates for each of their courses. This information is available on our web site.

### ADDING A COURSE

We want each student to be successful. Any student who wants to add a course after the designated Add period, must have the instructor's signature allowing the student into the course.

### W - WITHDRAW

After the Add/Drop period, a student may withdraw from a course in accordance with the dates published in the semester course schedules and online. No refund will be given.

A mark of "W" (withdraw) is recorded on the academic record but is not calculated in the grade point average. After the withdrawal period for the course, 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 Courses and online. Failure to follow proper procedures may result in a 0.0 grade. It is the student's responsibility to visit Registration and Records in the Student Center on main campus to ensure all proper transactions have taken place.

### POLICY FOR W EXCEPTION REFUND

Students who are financial aid recipients must check with the Financial Aid Office before requesting a "W" exception or refund.

- The following criteria must be met for exceptions to Jackson Community College's refund or "W" removal policy. Supporting third party documentation on official letterhead, signed by physician, employer or military (medical, employer, military) must be attached.
  - Death of an immediate family member
  - Return to work/change in working hours
  - Call to active military duty
  - Medical

- A request for a "W" exception, refund or balance forgiven that meets the above criteria must be submitted before the last day to withdraw for full semester courses as indicated in each semester's course schedule book. For shorter length courses, it is the student's responsibility to check with the registrar's office for the last date to withdraw.
- All requests must be submitted in writing, from the student, with the required supporting third party documentation to:  
**Jackson Community College Tuition Review Committee**  
**2111 Emmons Road**  
**Jackson, Michigan 49201**
- Requests with supporting documentation must be submitted during the semester in which the course(s) was taken.

### OTHER MARKS

**I - Incomplete:** The incomplete grade is designed for passing students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next full-length semester or within a shorter period of time as agreed to by the instructor and the student. If the student does not complete the course within the designated time period the "I" grade will be replaced by the grade earned as assigned by the instructor.

The grade 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. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

**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 description at left.

**Y - Audit:** If students wish to attend a course 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 course. 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 course, clearly stating how attendance affects student grades.

### GRADE REPORTS

Grade reports will be made available on e-Services at various times during the semester. The grade report shows all classes for which a grade has been received, withdrawn (W), or 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** is 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 a course:

- 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 granted once and the JCC course 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. The time limit for disputing a grade is one full semester following the semester of the course taken, (i.e. a fall grade dispute must be started by the end of the winter semester).

### TRANSCRIPTS

JCC maintains the permanent record and official transcripts in the Student Center 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.

A transcript issued to a student 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.

Official transcripts 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 at all JCC locations and on the web. Transcript requests must

include the following: name, former names, present address, student ID number, birth date, approximate date of last attendance and signature. We cannot release any student confidential information, including a transcript without the student's legal signature.

Transcript requests are processed in a timely manner, with additional time needed for research of those records dating back five or more years or filed under a former last name(s).

JCC cannot fax transcripts when we cannot be assured that the recipient is the only person at the other end of the fax. Official 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, dates of employment, 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.

As a part of the College's instructional program improvement efforts, and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, the College uses student's Social Security numbers to compile certain data for the purpose of instructional program improvement and Perkins and WIA reporting.

## 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 JCC course.

#### Apply For Graduation By The Following Deadlines:

<u>Anticipated Graduation</u>	<u>Application Deadline</u>
December	October 1
May	March 1
August	June 1

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.

### 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. Fall graduates and current Winter semester candidates who have not participated in a commencement are invited to attend. Spring semester candidates\* may participate before completion of their degree/certificate program 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.*