

### ACADEMIC YEAR

JCC operates on a semester system. The Fall semester begins in late August or early September and ends mid-December. The Winter semester begins in early January and ends mid-May. Commencement follows the Winter semester. The Spring/Summer semester begins in May and ends in early 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

It's easy to register for classes at JCC!

Register for courses in person at any JCC location, or by mail, fax, or online. 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.

- After completing the JCC application and completing the Course Placement requirements, new students should meet with an academic advisor at any JCC location to register.
- Guest students and high school students may register at any JCC location.
- Returning students can register at the Student Center on the Jackson campus, at any JCC location, by mail or by fax. Online registration is available for students who meet course prerequisites and who have active JCC e-Services accounts.
- The registration period normally begins one month prior to each semester/session. View the schedule online by visiting e-Services on our web site.

#### POINTS TO REMEMBER

- It is the student's responsibility to satisfy all prerequisites prior to enrolling in a course. The College reserves the right to drop students from courses for which they do not meet these requirements.
- Payment arrangements must be made at time of registration. Holds are placed on the student's registration, records and transcripts until financial obligations are met.

### CREDIT FOR PRIOR LEARNING

You may be able to get college credit demonstrating college-level competencies by using prior learning options or credit by examination. Credits awarded for prior learning are applicable for degree and certificate requirements and may be earned by the following options:

#### PRIOR LEARNING OPTIONS

Jackson Community College recognizes that some students enter college with proficiencies that warrant college credit. Prior learning credit for waiver or substitution of a degree requirement may be granted to students through the College Level Examination Program (CLEP), Advanced Placement (AP) and credit by examination administered by JCC faculty.

#### CREDIT BY EXAMINATION

Students may request credit by examination to demonstrate skills and knowledge in many courses offered by the College. The examination may be a comprehensive written exam, oral, portfolio review, lab projects, computer

programs, timed writings or any combination depending on the subject area and the policy of the academic department.

Credit by examination is designed to grant credit at JCC and may or may not transfer to other colleges or universities. Credit by examination forms are available from the appropriate department chair's office or the JCC web site. Students should discuss with the chairperson the feasibility of completing the examination. If the application for credit by examination is approved, it is assigned to a faculty member who contacts the student and provides more information about the examination.

#### Be aware of the following:

1. One attempt at credit by examination per course is allowed. A maximum of 30 credits is allowed via credit by examination.
2. Credit by examination may not be used as a method for repeating a course.
3. Credit earned as a result of the exam will not be applied to the graduation minimum of 12 JCC credit hours.
4. To receive credit by examination, a grade of 2.0 or better must be earned. Before the credit is posted to your transcript, payment must be made to the cashier at any JCC location.
5. Complete the process by paying 50 percent of the current in-district per credit hour rate.
6. Transcripts show credit only for the course as a result of the exam, not a grade.

### ARTICULATION AGREEMENTS

JCC has developed a number of program articulation agreements with area career centers, high schools, and other colleges. To learn if you have taken courses that are part of an articulation agreement, be sure to ask your JCC advisor before registering for classes.

### TUITION & FEES

Total cost of attending JCC is determined by the number of billing contact hours, student fee and course fees. Please refer to the current JCC schedule of classes for tuition and fee rates in effect.

- Tuition is paid by billing contact hour. Billing contact hours are determined by instructional time spent in class, lab or clinical.
- Student Fee: This universal charge provides for facility maintenance and student support. This fee is calculated for all students by 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.*

### RESIDENCY

Residency is based on the student's permanent address at the time of registration. A Jackson County resident is defined as student whose permanent address is within the boundaries of Jackson County. Jackson County rates are also given to:

- 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 provide documentation of a change in residency before or during the Add/Drop period for your course(s), you will 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 statement
- Rental/lease agreement

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

**REFUNDS**

**CANCELED COURSES**

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

**REFUNDS WHEN DROPPING CLASSES**

To be eligible for a refund, a student must officially drop the course(s) either by completing a drop form and delivering it in person, by letter, or by fax to any JCC Student Services location, or online through e-Services 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) and 80 percent of the student fee. No refunds are made after this date. No exceptions are made for students who start classes late. The Add/Drop dates are on the JCC web site. Go to e-Services, “Drop Sections.” Drop dates also appear on the Registration Schedule Bill. Students are responsible for knowing the the Add/Drop dates for course(s). For assistance, call the Student Services office at 517.796.8425. For drops outside of the Add/Drop dates see Withdrawal Procedure on page 14.

**W (WITHDRAWAL) EXCEPTION REFUNDS**

The following criteria must be met for refunds with a “W-exception” grade.

- Death of an immediate family member (spouse, child, parent, or legal guardian of the student.)
- Return to work/change in working hours that occurred after the semester began and substantially interferes with your ability to attend class. We will make every effort to find options for you to complete the semester before considering a refund.
- Medical: Provide a doctor’s letter that states your condition or injury prevents you from completing classes. The statement must include the start and expected end dates of the medical condition. The doctor must verify in the statement that the student cannot attend any class as the medical condition is very serious and prevents the student from participation in employment, education, and other major life activities for the duration of the semester.
- Call to active military duty.

Supporting third party documentation on official letterhead, signed by physician, employer or military must be attached.

Students who are financial aid recipients may not be eligible for a refund. Students receiving federal aid who withdraw completely, should contact the Financial Aid office for details of the Return of Funds policy that is in place for all recipients of federal financial aid. Call 517.796.8410 for assistance.

- A request for a “W-exception” grade refund or balance forgiven that meets the above criteria must be submitted before the last day of the course.
- Refunds are limited to the amount of tuition and fees.
- 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**

**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 percent 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, Academic Competitiveness 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	4.0
3.5	
3.0	3.0
2.5	
2.0	2.0
1.5	
1.0	1.0
0.5	
0.0	0.0

At JCC, 2.0 or higher is considered a passing grade.

**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, CEO, CEU, CFO, CSS, JTI, LTL, PDI).
- 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. "C" is a passing grade. Only courses with passing grades count toward graduation. Most other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline which requires this course as a prerequisite. If you attempt to register for the next course sequence and have not passed the prerequisite course, you may be dropped from that class.

## 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. Up to three times a semester, your instructor will review your progress and provide feedback, accessible via e-Services.

- 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 participation may 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 58 percent of the course. Following the 58 percent point of the course it is your 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.

## REGISTRATION PROCESSES

### 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. In most cases, Financial Aid will not cover the cost of the course after the designated Add period.

### W - WITHDRAW (WITHDRAWAL PROCEDURE)

After the Add/Drop period, a student may withdraw from a course in accordance with the dates published 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 online. Failure to follow proper procedures may result in a 0.0 grade. It is the student's responsibility to visit Student Services to ensure all proper transactions have taken place. Please verify that you have been withdrawn. Do not assume that an instructor has withdrawn you or that you have been dropped for not paying.

- Failure to pay does not constitute an automatic drop.
- Failure to attend class does not constitute an automatic drop.

### 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 year or within the time 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 re-register for the course, nor redo work that had already been graded.

**P/F - Pass/Fail:** JCC may assign this option to some courses. 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.

**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. A change from audit to credit may be requested up to the last day of the withdrawal period. Students are responsible for informing their instructors of this change. Students may not change a graded course to an audit after the Add/Drop period.

**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 (Y).

## 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 others' 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.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The dean can administer consequences up to and including suspension.

**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 Faculty Master Agreement.

## GRADE POLICY FOR REPEAT COURSES

- Students may repeat a JCC course up to three times, 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 at the Jackson 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 JCC web site. 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.

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  
**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.

### 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, National Clearinghouse, and Federal, Perkins and WIA reporting.

## GRADUATION & COMMENCEMENT

An application for graduation needs to be filed for each degree or certificate. When applying for graduation, follow these 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.

*Note: 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:

Anticipated Graduation	Application Deadline
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. Only courses with a 2.0 or higher grade will count toward the degree completion.

**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.