



#### Administrative Policy

<b>Policy Title:</b>	Student Success Guarantee
<b>Policy Number:</b>	2805
<b>Date Adopted:</b>	June 30, 2016
<b>Version:</b>	4.0
<b>Review Cycle:</b>	Biannual Date
<b>Last Reviewed:</b>	09/08/2023.
<b>Office Responsible:</b>	Student Services
<b>Reviewing Committee:</b>	Academic Council Related
<b>Policies:</b>	N/A
<b>Related Laws:</b>	N/A

### **Policy Summary**

Jackson College guarantees that the courses completed in any Associate in Applied Science degree will provide students with the entry-level technical skills necessary for that particular occupation provided the requirements outlined in the policy statement below have been met.

Jackson College (JC) also guarantees that any course which is included on an official transfer guide, the MACRAO/MTA agreement, or the baccalaureate-granting institutional course equivalency guide, shall transfer to the named baccalaureate degree institution, provided the criteria outlined in the Policy Statement are met, as specified.

### **Scope**

All Jackson College Students.

### **Policy Statement regarding Occupational Training**

The Jackson College guarantee is applicable provided the following requirements are met:

- The student followed and completed the official JC program degree audit for course selection and sequencing.
- Student applied for and was approved for graduation (the full program of study must be completed at JC).
- Students were employed full-time in a job related to the JC program completed within one year of graduation.
- Student demonstrated core-competencies for the technical skills required by the program as evidenced by successful completion of required, with a grade point average of 2.0 or higher.
- Students must keep their record current with the Registration and Records Office (including Student Education Plan/JetStream Long Term Plan and Degree Program).

Although some students are employed prior to graduation, the guarantee only applies if the student completes all courses required for graduation prior to becoming employed in their field of study.

If within two years of graduation, the student is subsequently judged, by an employer, to be lacking in a technical job skill normally expected of any entry-level employee, JC will provide up to 16 credits of technical skill training without additional charge for tuition or fees.



To be eligible for retraining:

- The employment must be certified by the Dean of Students/designee, as being directly related to graduate's program of study.
- The employer must certify, in writing, that the employee is lacking the entry-level technical job skills identified at the time of the initial employment and must specify the area(s) of technical skill deficiency within 90 days of the graduate's initial employment.

This guarantee applies only to those skills for which the student received training in his or her program at Jackson College. It does not apply to students who fail to pass licensing, certification, or registration tests required by an external body.

The employer, the graduate, Dean and Student Success Navigator in the program of study will develop a Student Education Plan, which specifies the courses consisting of up to 16 credits of retraining. The graduate must meet all prerequisites, co-requisites, and other admission requirements for retraining courses.

### **Policy Statement regarding Course Transfer**

Any course which is included on an official transfer guide, the MACRAO/MTA agreement, or course equivalency guide, shall transfer to that baccalaureate degree institution named therein provided the criteria outlined are met:

- Student is using a current transfer or course equivalency guide.
- Student has maintained an up-to-date student education plan/JetStream long term plan and active program of study.
- Student earned a minimum grade of 2.0 in the course, or as required by the receiving institution.
- Student met the admission criteria of the baccalaureate degree institution.
- Student transferred to the baccalaureate degree institution within three years of completing the course.

Students are advised to keep their record current with the JC Registration and Records Office so that their program of study (POS) is accurate. Changes in their POS or transfer institution may impact the transferability of courses completed prior to the change. A student's failure to maintain current record information relieves JC from responsibility for this guarantee.

JC does not guarantee the transfer of courses completed at other colleges or universities or courses earned as Credit for Prior Learning or Credit by Examination at JC. JC also does not guarantee the transfer of courses completed via advanced placement, or dual enrollment. JC is not responsible for a course transferring as equivalent credit or as an equivalent course.



If a student meets all of the conditions specified above, and the course does not transfer, JC will provide a tuition waiver to take the specified course(s) that has been confirmed non-transferable by the baccalaureate degree institution.

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
06/30/16	Policy Creation	Zakary McNitt
7/27/2018	Policy reviewed	Nathan Venske
11/12/20`	Policy reviewed	Nathan Venske
2/4/21	Biennial Review	Associate Dean Student Services
9/8/2023	Reviewed/ No Changes	Monica Bouman