



Administrative Policy

Policy Type:	
Policy Title:	Student Educational Plan (SEP) and Program of Study (POS)
Policy Number:	3001
Date Adopted:	10/31/2012
Version:	4
Review Cycle:	Biennial
Date Last Reviewed:	2/20/2019
Office Responsible:	Student Services
Reviewing Committee:	Customer Focused
Related Policies:	Satisfactory Academic Progress
Related Laws:	

Policy Summary: Student Educational Plan (SEP) and Program Study (POS)

Jackson College is dedicated to helping students achieve their personal and professional educational goals. Jackson College's extensive Guided Pathways work ensures students are taking the courses necessary for their declared program of study and that the proper sequence of courses is outlined. Each student's individualized plan will allow the College to assist students in completing in a timely manner, while also reducing potential adverse financial aid implications.

Scope: This policy applies to all degree-seeking students.

Definitions:

Degree-Seeking: Degree-seeking students have a declared POS, which may include a skill set, concentration, certificate, associate degree or bachelor degree program. Degree-seeking for federal financial aid purposes is limited to certificate and associate degree programs.

Program of Study (POS): A POS is the academic major that the student declares, in concert with their Student Success Navigator. It is the student's responsibility to regularly update their POS with their Student Success Navigator.

Policy Statement

All degree-seeking students shall develop, in concert with their Student Success Navigator, a student educational plan (SEP) within their first semester of attendance at Jackson College. Student education plans will be used as a tool to guide students in the course selection process, to assure timely completion of their POS. Student education plans will be documented electronically via JetStream for students, Student Success Navigators, and financial aid staff to access as necessary. Student educational plans shall be updated as needed by the student, in conjunction with and with approval from their Student Success Navigator, based upon student pace, progress and program of study changes.

Date Of Change	Version	Description of Change	Responsible Party
10/31/2012	1.0	Initial release	C. Bosheff
11/05/2014	2.0	Edits	K. Hottenstein
10/11/2016	3.0	Edits	N. Venske
2/20/2019	4.0	Minor Edits	Z. McNitt