



Academic

Policy Type: Registration Restrictions

Policy Number: 3117

Date Adopted: 02/20/2020

Version: 2.0

Reviewed Cycle: Bi-Annual

Date Last Reviewed: 02/20/2020

Office Responsible: Student Services - Registrar

Reviewing Committee: Academic council

Related Policies:

Related Laws: NA

Policy Summary: Jackson College holds the responsibility for determining and upholding standards related to ensuring our students' academic success. At Jackson College, a credit hour represents at least a minimum level of student achievement of specific learning outcomes, as verified by an assessment of student work. The parameters below are structured in a way to ensure that students are put in the best possible position to be successful in their academic endeavors at Jackson College.

Scope: This policy applies to the college, students, and administrators.

Definitions (if applicable): Class Load – The number of credits that a student is registered for in a semester. CEP– Corrections Education Program. Competency Based Education (CBE) – refers to systems of instruction, assessment, grading, and academic reporting that are based on students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their education.

Policy Statement: Any student enrolled for 12 or more credit hours is considered a full-time student. Students may take up to 17 credit hours without restrictions. Students who wish to take 18 or more credit hours must petition the Registrar for approval prior to registration. Students can take at a maximum 21 credit-hours per term. Students may not register for more than 3 seven-week courses in one seven-week period. Students who wish to take more than 3 seven-week courses in one seven-week period must have approval from the Registrar prior to registration.

Students receiving Jackson College scholarships/grants must carry at least 12 credit hours in most cases to maintain eligibility. To receive state and federal student aid, students must carry at least six (6) hours, though benefits are prorated for fewer than 12 hours.

For students participating in our CEP program, thirteen (13) registered credits is the allowed maximum when using federal student aid. Students who wish to take more than the allotted 13 credits may do so with permission from the Registrar. Also, students will be required to have a payment plan setup prior the start of their courses. Students not using federal student aid participating in the CEP program may take up to 17 credit hours unrestricted. Students who wish to take 18 or more credit hours must petition the Registrar for approval prior to registration. Students can take at a maximum 21 credit-hours per term.

Students participating one of our CBE programs may take up to 17 credit hours unrestricted. Students who wish to take 18 or more credit hours must petition the Vice President of Student



Services for approval prior to registration. Students can take at a maximum 21 credit-hours per term. Students receiving Jackson College scholarships/grants must carry at least 12 credit hours in most cases to maintain eligibility. To receive state and federal student aid, students must carry at least six (6) hours, though benefits are prorated for fewer than 12 hours.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
1-21-19	Policy Drafted	Z. McNitt
12-9-19	Update Language to Reflect 7 week terms	Z. McNitt