

INSTRUCTIONAL AFFAIRS

COURSE LOAD

The minimum course load for full-time students is 12 semester hours, and the maximum course load is 19 semester hours. Students wishing to enroll in more than 19 semester hours must receive approval from the Vice President of Instructional Affairs. In determining their course loads, students should be aware that each hour of class usually demands two hours of outside preparation.

COURSE CHANGES

Changes in schedules include withdrawal from a course(s) or addition of a new course(s). Students may withdraw/add classes free of charge via the JC Portal anytime between pre-registration and the beginning of classes. Students processing course changes through the Counseling Center will be charged a \$20.00 fee for each schedule change. Beginning the first day of class, students wanting to make course changes must meet with their advisor, complete a drop/add form, and bring the form to the Counseling Center to process the transaction. Students will be charged a \$20 drop/add fee per transaction for making schedule changes once classes begin.

WITHDRAWAL FROM COLLEGE

The permanent record of a student withdrawing from the College is not complete until they have officially withdrawn. The correct procedure is to consult with the Counseling Center to secure and complete an official withdrawal form. The withdrawal will then become part of the student's permanent record. Students who leave school without following this procedure will be subject to all applicable tuition and fees. Students should withdraw in person and see that their withdrawal forms are signed by the proper officials. However, in extenuating circumstances, students may withdraw via email.

COURSE REPEATS

Students may repeat courses at Jones County Junior College to improve their GPAs. The best grade earned in a course will be the official grade, unless otherwise requested. Students repeating a class taken prior to 1985 should be contact the Admissions and Records Office to insure the best grade earned will be the official grade. Students should be aware that senior institutions develop their own acceptance policies on repeats.

AUDITING COURSES

Students may be permitted to audit courses depending upon available space. Fees for auditing a course are the same as for regular registration for a course. Students interested in auditing a course should contact the Vice President of Instructional Affairs.

CREDIT FOR COURSE WORK

TRANSFER CREDIT

All course work transcribed at a regionally accredited institution will be placed on a student's permanent record as maintained by this college. The Admissions and Records Office will notify

transfer students of the amount of the credit which will transfer prior to the end of the first term in which they are enrolled. All grades of “D” or above will be accepted as hours attempted and passed. Developmental course work (classes considered below college level) transferred from outside institutions cannot be applied as hours passed toward a degree. Credit earned at a non-regionally accredited institution will not be recognized for transfer credit.

Students with less than a “C” average (2.0 GPA) on transfer work as determined by the current JCJC method of computing grade point averages must remove this deficiency by earning compensating grades above “C” on courses at this institution in order to graduate. Excessive quality points from another institution cannot be used to raise a deficient grade point average on courses taken at this institution.

CREDIT BY EXAMINATION

Jones County Junior College will allow students to earn credit by examination under one or more of the following programs for up to a total of 30 semester hours:

1. College Level Examination Program - General Examination

Jones County Junior College will allow credit examination to those students who have achieved a scaled score of 500 or above each subject area. A student of any age who has not earned college level credit may take a CLEP General Examination. The Admissions and Records Office will determine a person’s eligibility to receive credit. A student who has earned over 30 semester hours of college credit may not earn additional credit through the use of this examination. Credit will be granted for successful completion of the examination in the following manner:

<u>General Examination</u>	<u>Semester Hours</u>	<u>Course Equivalent</u>
English Composition	6	ENG 1113 and ENG 1123 (Essay component must be completed)
Social Science-History	6	Select two courses from the following: PSC 1113, HIS 1113, HIS 2213
Natural Science	8	BIO 1134 and PHY 2244
Humanities	6	Select one of the following: ENG 2333 or ENG 2413 and select one of the following: ART 1113 or MUS 1113
Mathematics	6	Select two courses after consultation with the Academic Dean or Dean of Career and Technical Education: MAT 1233, MAT 1313, MAT 1323, BAD 1113

2. College Level Examination Program – Subject Area Examination