

account. Appeals associated with final grades must be received in writing by the Dean of Students within 30 days following the end of the term in which the grade was assigned.

HONORS

At the end of each semester, special recognition is given to students for outstanding academic achievement. Honors are based on grade point averages.

President's List – 4.0

Deans' List – 3.5 or above

Faculty List – 3.0 or above

GRADUATION REQUIREMENTS

Students may pursue courses of study and complete requirements for an Associate in Arts degree, Associate in Applied Science degree, or a Career Certificate.

1. To graduate from the College with an Associate in Arts degree, completion of the basic core of **General Education** courses is required. Students must earn 64 semester hours including

a. Orientation	2 semester hours
English Composition	6 semester hours
Humanities (History, Literature, Philosophy, Religion)	6 semester hours
Fine Arts (Art/Music Appreciation, Art History)	3 semester hours
Social Science (Economics, Geography, History, Political Science, Psychology, Sociology)	9 semester hours
College Algebra or higher lever math	3 semester hours
Laboratory Science (Biology, Botany, Chemistry, Microbiology, Anatomy & Physiology, Physical Science, Physics, Zoology)	8 semester hours
Oral Communication (Public Speaking)	3 semester hours

Electives subject to approval to complete the total hours required. Note that **developmental courses will not count towards graduation requirements.**

- b.** Earn a minimum 2.0 GPA on all work attempted at JCJC. (Quality points earned from another institution will not make up quality point deficiency for graduation).
- c.** Maintain a GPA of 2.0 or above when all transfer courses used to meet degree requirements are averaged with course work completed at Jones County Junior College
- d.** Complete 25 percent of semester credit hours through Jones County Junior College.
- e.** Earn not more than 25 percent of the work for graduation by extension and/or correspondence.*

Exception: Students needing all their hours to meet the course requirements in their chosen fields as set up by the Jones County Junior College Catalog or by senior colleges for the first two years will be allowed to substitute courses in the general education requirements with approval from the Academic Dean or the Vice President of Instructional Affairs. Any deviation from the above-stated requirements must have the approval of the Academic Dean or Vice President of Instructional Affairs.

*Exceptions will be considered by the Vice President of Instructional Affairs for credit through the Mississippi Virtual Community College, and on-line courses from an accredited institution.

2. To graduate from the College with an Associate in Applied Science degree, students must:

- a. Complete requirements from an outlined curriculum stated in a specified catalog not more than three years old which includes **a minimum of 15 semester credit hours of program specified general education core courses.** The general education core will contain core courses from the following:

Orientation	2 semester hours
English Composition	6 semester hours
Humanities (History, Literature, Philosophy, Religion)	6 semester hours
Fine Arts (Art/Music Appreciation, Art History)	3 semester hours
Social Science (Economics, Geography, History, Political Science, Psychology, Sociology)	9 semester hours
College Algebra or higher lever math	3 semester hours
Laboratory Science (Biology, Botany, Chemistry, Microbiology, Anatomy & Physiology, Physical Science, Physics, Zoology)	8 semester hours
Oral Communication (Public Speaking)	3 semester hours

- b. Note that **developmental courses will not count towards graduation requirements.**
- c. Successfully complete LLS 1312 Orientation.
- d. Earn a minimum 2.0 GPA.
- e. Complete one semester residence at Jones County Junior College.
- f. Earn not more than 25 percent of the work for graduation by extension and/or correspondence.*

Credit hours generated by work-based learning experience may be substituted for required courses to meet graduation requirements. The number of hours substituted will be restricted to a maximum equivalent to the hours generated by any two major field technical courses. Substitutions must be approved by the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

*Exceptions will be considered by the Vice President of Instructional Affairs for credit

through the Mississippi Virtual Community College, and on-line courses from an accredited institution.

3. To graduate from the college with a Career Certificate, students must:
 - a. Satisfactorily complete the prescribed certificate program as outlined in a catalog not more than three years old.
 - b. Earn an average grade of 2.0 on all subjects in the curriculum.

One semester of cooperative education work experience may be substituted for required courses. Substitutions must have the approval of the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

APPLICATION FOR GRADUATION

Application for spring graduation must be filed with the Registrar before the close of the fall semester. Application for summer graduation should be filed with the Registrar before the end of the first summer term.

CLASS ATTENDANCE POLICIES

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. There is a policy of no cuts at Jones County Junior College. Since there are times when students must be absent from classes, they should contact instructors prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence. Students who miss an announced test will receive a zero on the test unless the instructor and the Vice President of Student Affairs deem the absence to be of a justifiable nature.

Official Absences

Official absences are those granted students who are representing the school. The College employee responsible for requesting official absences for students must submit the request to the Dean of Students Affairs at least twenty-four hours prior to the absence. A notification of the official absence shall be sent to instructors. However, students are responsible for notifying instructors in advance of any absence and making preparation for assignments.

Excused Absences

Students may obtain an excused absence by providing the Office of Student Affairs with official documentation from a doctor, college nurse, court, military, or funeral home. Official absences for students representing the College will also be excused. All other excuses must be approved by the Vice President of Student Affairs. Students will receive an excuse slip by presenting the Office of Student Affairs with written validation from one of the above listed sources on the day the student returns to school. Excuse slips will not be written after 14 days from the date of the absence. The excuse slip must be signed by all instructors and returned to the Office of Student Affairs to be considered "excused."

Absences Due to Late Registration

Absences occurring from late registrations are charged against the student's total number of absences from classes.