

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.

LIBERAL ARTS/TECHNICAL ATTENDANCE POLICY**Day Class Absences**

When a student's absences total the number of days the class is scheduled to meet per week, the Vice President of Student Affairs will mail a probationary letter to the student. If the number of absences equals three times the number of times the course meets per week (including **all** types of absences) the student will be dropped from the course, and a grade of "W" will be recorded. Students in on-line courses will be placed on probation after two absences and will be dropped from the class after three absences.

Evening Class Absences

After two evening class absences for any cause, students are notified by a letter from the Vice President of Student Affairs that absences are jeopardizing their grades and enrollment. After the third absence, students are notified that they have been dropped from the course with a grade of "W."

Summer Class Absences

After two absences from a four-week summer course or four absences from an eight or nine-week course, students are notified by a letter from the Vice President of Student Affairs that absences are jeopardizing their grades and enrollment. After four absences from a four-week summer course or eight absences from an eight or nine-week course, students are notified by letter that they have been dropped from the course with a grade of "W" recorded.

Day Class Tardies

Students missing less than 10 minutes of class time are charged with a tardy. Three tardies constitute one absence. Students missing more than 10 minutes of class time will receive an absence.

Evening Class Tardies

Students missing less than 30 minutes of class time are charged with a tardy. Three tardies constitute one absence. Students missing more than 30 minutes of class time will receive an absence.

CAREER ATTENDANCE POLICY**Absences**

Absentee reports are made per six week term rather than per semester. The Vice President of Student Affairs will mail a probationary letter to the student who has accumulated 2 absences during a six week term. If the student accumulates 5 absences, excused and unexcused, during a six week term, the student will be dropped from class with a grade of "W."

Tardies

Students missing less than 10 minutes of class time are charged with a tardy. Three tardies constitute one absence. The class roll will be called a minimum of three times during the class day at minimum of 50 minute intervals. Students missing more than 30 minutes of class time between roll calls will receive an absence.

Related Studies Absences

Related instructions in reading and math are provided, as needed, to career students as a part of their career training. Students are placed on probation after 2 absences in an area and are dropped after 5 absences. Three tardies constitute one absence. Students should note that being dropped from Related Studies means being dropped from the career programs as well.

APPEAL PROCEDURE FOR EXCESSIVE ABSENCES

When a student's number of absences equals three times the number of days a course meets per week, including all types of absences, the student will be dropped from the course and a grade of "W" recorded. Students who exceed the number of absences allowed for justifiable causes may appeal to the Vice President of Students Affairs for readmission or withdrawal. If necessary, the Student Affairs Committee may hear the appeal. All appeals to re-enter must be made immediately.

SCHOLASTIC PROBATION AND SUSPENSION

Jones County Junior College seeks to provide an environment suitable for promoting the systematic pursuit of learning. The College requires of its students reasonable academic progress. The retention of those students who repeatedly demonstrate a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement. An individual's stage of progress is determined on the basis of the number of semesters hours attempted, including those transferred from other institutions. If a course is repeated, only the hours and the best grade earned are used in computing the grade point average. Students who have completed 1 to 32 semester hours must achieve a minimum grade point average of 1.5. Students who have completed 33 to 64 hours must achieve a minimum grade point average of 1.9.

Scholastic probation and suspension regulations apply equally to academic, technical, and career students. Suspensions may be appealed to the Admissions Committee, the President, and the Board of Trustees. Appeals of Admissions Committee decisions must be made in writing within seventy-two hours for a conference with the President. Appeals of the President's decision must be made in writing within seventy-two hours for a hearing before the Board of Trustees.

SCHOLASTIC PROBATION

Scholastic probation officially recognizes that a student is making unsatisfactory progress and is in need of help. Scholastic probation is designed to serve a four-fold purpose: to indicate that the quality of academic achievement is below the standards required in progressing satisfactorily toward graduation or transfer, to make clear to all concerned of the shortcomings of a student's performance, to provide occasion for necessary counseling, and to give students opportunity to demonstrate adequate performance.

Scholastic Probation Regulations

The following students may be placed on scholastic probation:

1. Entering freshmen pursuing an associate degree who score a composite of less than 16 or equivalent on the American College Test (ACT).
2. Entering career students who are pursuing a certificate and who are functioning below the 10th grade level in reading and/or mathematics.
3. Students whose grade point average at the end of any semester falls below that