

**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 10<sup>th</sup> grade level in reading and/or mathematics.
3. Students whose grade point average at the end of any semester falls below that

indicated for their appropriate stage of progress.

Probation may be lifted as a result of the student achieving the minimum grade point average applicable to their stage of progress.

### **SCHOLASTIC SUSPENSION**

Scholastic suspension is a penalty imposed only after a student has been allowed every reasonable opportunity to make satisfactory progress. Once students have clearly demonstrated the inability to achieve during the period of enrollment, scholastic suspension may be imposed. The scholastic suspension period will provide an opportunity for students to reconsider their approaches to a college career or to make necessary adjustments in attitudes concerning the academic demands of college life.

### **SCHOLASTIC SUSPENSION REGULATIONS**

The following students may be placed on scholastic suspension:

1. Freshman students whose grades point averages fall below 1.0 while they are on scholastic probation.
2. Sophomore students whose grade point averages fall below 1.5 while they are on scholastic probation.
3. Students who remain on scholastic probation for three consecutive semesters.
  - a. A first suspension will be for one semester.
  - b. The second suspension will be for one year.

Students suspended under these regulations may elect to enroll in the immediately succeeding summer session. Summer work may be used to raise a student's grade point average to the minimum level required by the appropriate stage of progress. However, the summer session counts as a suspension period for a student under suspension.

Additional Regulations for Career and Technical Students.

In addition to the above regulations, career and technical students are subject to the following: Projects or laboratory experiences are assigned to enhance classroom and lecture knowledge. In some areas it is necessary for more than one student to work on a project or laboratory experience. Each student participating in a group assignment is expected to work on assigned projects or lab experiences throughout the work periods. After reasonable attempts by the instructor to motivate the student, failure to work on assigned projects will cause the student to be dismissed from class. A dismissed student must have a written permit issued from the Office of Student Affairs to re-enter the class. The student may be required to meet the Student Affairs Committee should the Vice President of Student Affairs deem it necessary. Should committee action be taken, it is subject to due process as outlined in the Policy and Procedure Manual, Student Handbook, and other college publications.

### **READMISSION PROCEDURES**

1. Readmission following any period of suspension is never automatic.
2. Following a first suspension, readmission on probation may be granted by the Vice President of Instructional Affairs, Admissions Committee, Academic Dean, Dean of Career and Technical Education, or director of the program in which the student was enrolled at the time of suspension.

3. Readmission on probation following a second suspension may be granted by the Admissions Committee for unusual and compelling reasons with the concurrence of the appropriate dean or the director of the program in which the student was enrolled at the time of suspension.
4. A student readmitted on probation will be subject to the same rules as any other student on probation.

### **POLICIES RELATING TO VETERANS**

The following minimum standards of progress and attendance will apply to all veterans under chapters 30, 32, 34, 35, 1606, and 1607 of Title 38, United States Code. The policies are in compliance with directives outlined by the State Veterans Affairs Approving Agency, dated February 26, 1976, and further amended. To be eligible for VA educational benefits, the veteran must meet the requirements and adhere to the policies established by the Veterans Administration and the State Approving Agency. These requirements may differ somewhat from the policies established by Jones County Junior College; however, the veteran must adhere to policies established for all Jones County Junior College students.

I. All school records and accounts pertaining to veterans and eligible persons will be readily available for examination by state and federal officials.

II. The Director of Veterans Affairs will serve as the certifying official of the school. No student will be certified until all entrance requirements established by Jones County Junior College have been met. The Director of Admissions and Records will be responsible for insuring that veterans have met all entrance requirements. When veterans are admitted to Jones County Junior College, they must declare their intended educational objective with the Director of Veterans Affairs.

III. A written record will be maintained by the Director of Admissions and Records and will indicate the previous education and training of veterans or eligible persons. The amount of credit that is being allowed for previous education and training will be clearly indicated on the student's transcript. The Director of Veterans Affairs will not certify the veteran for VA educational assistance until the Director of Admissions and Records determines the amount of credit that will be allowed for all the veteran's previous training. The remaining training period will be adjusted proportionately, and the student and Veterans Administration will be so notified.

IV. The Director of Veterans Affairs will certify to the Veterans Administration only those courses in which the veteran enrolls that are applicable to the veteran's educational objective stated on the Veterans Administration's certification form. Career students will not be certified for any cooperative education course.

V. Veterans may enroll in a Career Certificate program, and Associate in Applied Science degree program, or an academic degree program. Veterans who enroll in an academic degree program may enroll in a general Associate in Arts degree program and will follow the curriculum outlined in the general graduation requirements.

VI. A permanent record will be maintained to show the veteran's progress or lack of progress for each semester attempted. Veterans whose progress is determined to be unsatisfactory will be placed on VA academic probation for one semester.

1. Satisfactory progress is defined as follows:
  - a. Each semester that a veteran is enrolled and has a cumulative total of 1 to 32 hours, the minimum grade point average must be a 1.5 (4.0 scale) for