

Jones County Junior College has developed a comprehensive advisement process for all entering freshmen. The charge of serving as a faculty advisor is just as vital and as much of a responsibility of JCJC faculty as is classroom instruction. The quality of the college is directly proportional to the quality of the advisement process.

PREFACE

This Advisor Handbook has been prepared to fulfill three specific goals:

1. to provide current, consistent and complete information to advisors;
2. to provide up-to-date lists of resources and referrals for dealing with specific problems;
3. to provide advisement information in a convenient place.

The Advisor Handbook is intended to be used as a reference book for advising, along with such other materials as the College Catalog, the Schedule of Classes, the Student Handbook and the Policy and Procedures Manual. Faculty advisors should familiarize themselves with the format of the Advisor Handbook and use it to trouble-shoot specific student's needs.



Ed Smith
Vice President of Student Affairs
August 1, 2009

Teaching = Instruction + Learning

INTRODUCTION

Academic advising is a service provided by Jones to assist student's progress toward meeting their academic goals and completing their degree requirements. Each student will be assigned an academic advisor by the college according to his/her declared major.

As faculty members, we know the essentials of college survival, such as who to see about changing a major or how to manage study time. We also know, most importantly, the positive force education can be on a life.

Studies of student retention consistently show that the major factor in determining whether a student stays at college is the extent to which the student feels that one person (usually a faculty member) knows him/her and cares what happens. The foundation of the advising process is the relationship between the advisor and the student. The quality of this relationship and the quality of advice the student receives may determine whether or not the student stays in college.

The success of the academic advising process hinges on the extent to which both students and faculty meet their individual responsibilities. Although students are assigned advisors, it is the responsibility of the student to know and follow the regulations of the college and to plan and carry out a program of study consistent with his/her academic and career goals and the degree requirements of the college. Students who do not appear to be making successful academic progress should be referred to the *Counseling Center* for career counseling or to explore other programs.

The most important aspect of the relationship between the student and advisor is communication. This handbook serves as a guide to faculty by offering an overview of the resources and facilities available to support the advisement process and by highlighting the major policies and procedures of the college. The information in this handbook allows the advisor to build upon the student/advisor relationship to help the student develop a plan of study that meets his/her academic and career goals.

ADVISING GOALS

The goal of the Advisee Program is to assist students in adjusting to college life at Jones County Junior College. A further goal is to make sure students are persisters and attend Jones through graduation.

Basic to the development of an effective institutional advising program is determining what should be the goals of the advising process. The following goals statements have been established by the National Academic Advising Association (NACADA):

1. Assisting students in self-understanding and self-acceptance (value clarification, understanding abilities, interests, and limitations).
2. Assisting students in their consideration of life goals by relating interest, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
3. Assisting students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternate career considerations, and selection of courses).
4. Assisting students in developing decision-making skills.
5. Providing accurate information about institutional policies, procedures, resources, and programs.
6. Making referrals to other institutions, colleges, and/or academic departments.
7. Assisting students in evaluation or re-evaluation of progress toward established goals and educational plans.
8. Providing information about students to the institution, colleges, and/or academic departments.

I. RESPONSIBILITIES

Advisor Role and Responsibility

Advisors have the following role and responsibilities:

- Faculty advisors are responsible for posting office hours and for making sure they are available to students during those hours throughout the semester.
- Faculty advisors should be knowledgeable about the program in which he/she advises. Advisors should know and understand requirements, prerequisites, resources and procedures, or know where to find such information. Advisors should be familiar with degree requirements at other colleges and universities where advisees are likely to transfer. In some departments, advisors should make special efforts to keep abreast of changing licensure requirements.
- Advisors should meet with advisees during the first full week of school.
- Advisors should be familiar with JC Portal student login and navigation procedures.
- Advisors should inform advisees of the nature of the student/advisor relationship.
- Advisors should help students define and develop realistic educational career plans and assist students with a program plan consistent with their abilities and interests.
- Advisors should monitor progress towards educational and career goals. Every semester, advisors should check advisee transcripts carefully to be sure that students are meeting respective degree and certificate requirements.
- Advisors should discuss and reinforce linkages and relationships between instructional program and occupation/career.
- Advisors should interpret and provide rationale for instructional policies, procedures, and requirements.
- Advisors should approve all academic transactions (ex. Schedule, drop/adds, etc.)
- Advisors should develop a caring relationship with advisees.
- Advisors should refer students when academic, behavioral, attendance, or personal problems require intervention by other professionals.
- Advisors should assist students in identifying career opportunities.
- Advisors should inform students of special services available to them for remediation, academic assistance, and other needs.
- Advisees have the right to confidentiality in personal and academic matters. An advisor may, however, exchange relevant information with an instructor or college official in a professional and discreet manner.

SECURITY/CONFIDENTIALITY/INTEGRITY OF STUDENT RECORDS

WHAT YOU NEED TO KNOW:

Who Has The Right to Access Student Records?

- Any student enrolled at Jones County Junior College assumes the rights formerly accorded parents unless he/she is a dependent under section 152 of the Internal Revenue Code of 1954.
- Jones County Junior College assumes that all students are independents unless otherwise notified by the student within five (5) calendar days after the completion of the registration process.

When Can Grades Be Discussed with Parents (Third Parties)?

- At no time should student grades and student records (transcripts) be discussed with parents (third parties) over the phone or email. Student grades/records should not be discussed with parents (third parties) in person in the absence of the student.

What Information Can Be Discussed?

- The Family Education Right and Privacy Act of 1974 (FERPA) allows for directory information@ about students to be made public without specific permission. According to the law, directory information@ includes name, address, phone number, date and place of birth, email address, major field of study, weight and height of athletic team members, schedule, class roster, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Students may restrict the school from releasing this information by making a written request in the Office of Student Affairs within five (5) calendar days after the completion of the registration process.

Does FERPA Apply To The Use Of Electronic Data?

With the increase in use of computerized record-keeping systems, faculty staff must be diligent in ensuring that the policies of the institution are enforced. The same guidelines for confidentiality must be applied to electronic data as to paper documents.

Faculty and staff should use extreme caution when allowing others (ex. Work-study students) access to their computers.

LIMITS

There are, of course, reasonable limits to the responsibilities of a faculty advisor:

1. An advisor cannot make decisions for a student.
2. An advisor cannot increase the native ability of a student -- although maximum use of that ability can be encouraged.
3. An advisor should not criticize a colleague, but may take an informal approach to any instructor or staff member involved in a student's problem. Awareness of the expectations and teaching methods of other instructors is very useful.
4. An advisor should not criticize other students to advisees or colleagues. Students have a right to their good names and a reasonable expectation of our good will and good sense.
5. An advisor should not attempt to handle problems which fall outside the normal behavioral pattern of students. When complex financial, physical or emotional problems arise, faculty should refer students to appropriate professional personnel. Such referrals should be handled with sensitivity and discretion.

ADVISEE RESPONSIBILITIES

The student is ultimately responsible for meeting all major and degree requirements and for seeking regular academic advice. Throughout the advising process, the ultimate responsibility of the student should not be forgotten.

To assist the student in meeting those responsibilities, the College provides academic advising through assigned faculty advisors.

Advisees have the following responsibilities:

- 👉 Meet with advisor during the first full week of school.
- 👉 Clarify their personal values, abilities, interests, and goals.
- 👉 Contact and make an appointment with the advisor when required or when in need of assistance. If the student finds it impossible to keep the appointment, the student will notify the advisor.
- 👉 Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- 👉 Follow through on actions identified during each advising session.
- 👉 Evaluate the advising system, when requested, in order to strengthen the advising process.
- 👉 Request re-assignment of a different advisor if necessary.

- ☞ Accept final responsibility for all decisions.

ADVISEMENT PROCEDURES

To meet the stated goal, each advisor should meet with each advisee a minimum of three times during each semester. After the conclusion of registration, please operate within the following framework:

1. The most important contact with the advisee other than scheduling of courses, will be the first contact. This contact should be during the first full week of school. This contact is very important and the advisor needs to be available during this time slot. All advisees should be contacted by the third week of classes if they fail to attend the first meeting. This first session should include some of the following:
 - a. Discussion of advisee compatibility to Jones in a relaxed atmosphere
 - b. Invite the advisee to come by and visit with you if a problem arises in which you may assist the advisee in finding an answer
 - c. Other advisee problems

NOTE: Each advisor will have access on PeopleSoft to class schedules of their. The following items are accessible on the web.

View My Class Schedule	View Advisee Information
View My Weekly Schedule	New/Drop In Advisees
Access Class Roster	ACT Test Result Inquiry
Class Attendance	View Mid Term Grades by Student
View Mid-Term Grades	View Advisee Appointments
Student Attendance	Build Temporary Class Schedule
Student Grade Inquiry	View Course Catalog
Record Grades	View Schedule of Classes
Temporary Class Rosters	Class Inquiry
View Lab Class Rosters-Science Division	

2. The second conference with advisees should occur shortly after mid-semester grades are completed. If the advisee is not doing acceptable work, alternatives such as vocational, technical and academic courses should be pursued. There should be a thorough assessment of advisee's program of study.
3. The third conference with advisees should occur during early registration. The following topics should be discussed:
 - a. Anticipated success of advisee in academic and social areas
 - b. Class schedule for the next semester
 - c. Remove negative service indicator allowing student to self-register through the JCPortal.
 - d. Problems encountered which the advisor might work to eliminate for any future

advisee

- e. If advisee is having problems being successful academically, vocationally or technically, the student should be referred to an assessment referral in another area of study.
- f. Other advisee problems
- g. Advisor should keep a written record on file of the class schedule given to the advisee.

II. EARLY REGISTRATION PROCESS AND REGISTRATION

The following is a step-by-step description of the early registration process and final registration, emphasizing those parts of the process of most immediate concern to faculty advisors.

EARLY REGISTRATION

1. The Academic Dean prepares a master schedule of classes, puts the master schedule in the computer, and publishes and distributes the schedule and registration forms to faculty.
2. Students will schedule meetings with advisors during advisor=s office hours. During these meetings, students pick up and complete their schedule form listing course selections.

Most (but not all) advising of students takes place during these early registration meetings. It is important, therefore, to leave enough time to give each student proper attention.

- a. Advisor checks student's transcript and mid-term grade report on the web to monitor student's progress toward degree.
 - b. Advisor and student discuss course selections for the next semester.
 - c. Advisor removes negative service indicator.
 - d. Advisor and student discuss other student concerns such as current classes, grades, career possibilities, and other problems.
 - e. Student self-registers via JCPortal.
3. Students will then pick up a statement of charges from the Business Office. Final payment must be completed by the date assigned the student.

DROP/ADD

1. The student will go to his/her advisor where he/she will receive guidance in needed schedule changes.
2. The advisor will fill out the Drop/Add Form.
3. Student may drop (or add) via JCPortal until the first day of classes, or
4. The student takes the form to the **Counseling Center for completion and is charged a \$20.00 fee.**

REMINDERS AND SUGGESTIONS

1. Make sure the class numbers are correctly recorded.
2. Check to make sure that there are no overlapping class times. The computer will not schedule

overlapping classes. Instead, it may produce a "partial schedule."

NOTE: Many labs run for two or more periods.

3. Be sure prerequisite requirements have been met.
4. Some courses must be taken in sequence. Pay careful attention to the sequence of courses in science, English, mathematics and skill subjects.

NOTE: It is mandatory that a student complete English Composition I and II before taking SPT 1113 (Speech).

5. Remember that Basic Skills courses such as Intermediate Algebra, Basic English and Essential College Skills do not count toward JCJC graduation.
6. Be sure that students taking a class with a lab have a class code for the appropriate lab.
7. Students enrolling in on-line courses must also register with the Mississippi Virtual Community College through the eLearning Office in the Academic Support Bldg.

III. POLICIES AND PROCEDURES

ATTENDANCE

Regular class attendance is a requisite for students' success in class and in future careers. All students are expected to attend class meetings regularly and promptly. There is a system of "NO CUTS" at Jones. Since there are times when a student must be absent from class(es) he/she should contact the instructor(s) prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence. A student who misses an announced test or examination shall receive a zero on the test or examination unless the instructor and Vice President of Student Affairs deem the absence to be of a justifiable nature.

At the first class meeting of a semester, instructors are expected to explain the attendance policies as they apply to their courses. While attendance itself is not used as a criterion for academic evaluations, grading is frequently based on participation in class discussion, laboratory work, performance, studio practice, field experience or other activities which may take place during class sessions. If these areas for evaluation make class attendance essential, the student may be penalized for failure to perform satisfactorily in the required activities.

ABSENCES

1. OFFICIAL ABSENCES Official absences are those granted to students who are representing the school. The person responsible for requesting official absences for students must submit the request to the Vice President of Student Affairs at least 24 hours prior to the time of the absence. A notification of the official absence shall be sent to the instructors. However, students are responsible for notifying instructors in advance of any absence and making preparation for assignments. Official absences are still charged against the total number of absences from classes.
2. EXCUSED ABSENCES In order to receive an excused absence for a class missed, students must obtain an excuse from Student Affairs upon providing the Dean with an excuse from a doctor, college nurse, or court and present the excuse to their instructors. Although students may receive an excused absence, it is still charged against the total number of absences from classes. An excused absence permits students to complete assignments at a time established by instructors.
3. ABSENCES DUE TO LATE REGISTRATION Absences occurring from late registration are charged against the student's total number of absences from classes.
4. **ABSENTEE APPEAL PROCEDURE FOR EXCESSIVE ABSENCES**
When a student's number of absences equals three times the number of days a course meets per week, the student will be dropped from the course and a grade of AW@ recorded. When a student who exceeds the number of allowed absences presents justifiable causes, he/she may appeal to a dean in Student Affairs for readmission. If necessary, the Student Affairs Committee may hear the appeal. All appeals to re-enter must be made immediately.

5. LPN ABSENCES Due to State Regulations regarding required clinical and classroom hours, absentees in the Practical Nursing Program must be limited to no more than three per semester for a total of no more than nine within the twelve-month program. After two absences within a semester, the student will be placed on probation; after three days absent the student will be dropped from the program. A student may appeal to the Vice President of Student Affairs. Tardies, half-day absences, and leaving class early will contribute to the student=s accumulative absences. The student=s program advisor will monitor and counsel students regarding absences.
6. COSMETOLOGY All cosmetology students must complete a minimum of 1500 clock hours as required by the Mississippi State Board of Cosmetology in order to receive a certificate. The maximum time a student can miss is six days. After three missed days, students will be mailed a letter of probation; after six missed days, students will be dropped from the program. All absences and tardies are deducted from total clock hours.
7. BAND ABSENCES Absentee guidelines for the College band will be issued by the Director of Bands.
8. ATHLETIC ABSENCES Student's participating in athletics at Jones cannot cut practice or meetings without prior permission from the coaches. Students cutting without permission will be removed from the team and will lose their scholarship. The student will also be dropped from Physical Education with a grade of "W".
9. EVENING CLASS ABSENCES After two evening class absences for any cause, the student will be notified by a letter from the Vice President of Student Affairs that these absences are jeopardizing his/her grade and enrollment. After the third absence, the student will be notified that he/she has been dropped from the course with a grade of "W" recorded. Evening students may bring excuses directly to the instructor to receive an excused absence. If problems arise, the Vice President of Student Affairs may be contacted.
10. SUMMER SEMESTER ABSENCES After two absences from a four-week term 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 a eight or nine week course, students are notified by letter that they have been dropped from the course with a grade of "W" recorded. After two evening class absences for any cause, students are notified by a letter from Office 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".
11. ACADEMIC-TECHNICAL PROCEDURE When a student's absences total the number of days the class is scheduled to meet per week, a report of the absences -- including the date, period, course number, and number of absences -- shall be made by the instructor and presented to the Vice President of Student Affairs, who will mail a probationary letter to the student. If the number of absences equals three the number of days the course meets per week -- the student will be dropped from the course and a grade of "W" will be recorded.
12. VOCATIONAL 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 AW@. 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 a minimum of 50 minute intervals. Students missing more than 30 minutes of class time between roll calls will receive an absence.

13. VOCATIONAL RELATED STUDIES CLASS ATTENDANCE POLICY Related instructions in reading and math are provided, as needed, to vocational students as a part of their vocational training. Students are placed on probation after 2 absences in an area and are dropped after 5 absences. **Vocational students should note that being dropped from Related Studies means being dropped from the vocational program as well.**
14. TARDINESS (ACADEMIC DAY) Students missing less than 10 minutes of class time are charged with a Atardy.@ Three tardies constitute one absence. Students missing more than 10 minutes of class time will receive an absence. Students missing less than 30 minutes of class time are charged with a Atardy.@ Three tardies constitute one absence. Students missing more than 30 minutes of an evening class time will receive an absence.

ACADEMIC LOAD

The minimum course load for full-time students is 12 semester hours and the maximum course load is 19 semester hours. Students who wish to enroll in more than 19 semester hours of course work must receive permission from the Vice President of Instructional Affairs or Academic Dean. Permission will be based on ACT scores and/or grade-point-averages on courses previously completed at JCJC.

NOTE: Candidates for graduation will be considered on a separate basis.

CORE CURRICULUM

The following core curriculum is a requirement by colleges and universities for most all courses of study.

English Comp. I & II	6 hrs.	ENG 1113 & ENG 1123
Social Science	9 hrs.	
Humanities	9 hrs.	3 hrs. must be in Fine Arts

Other humanities include any literature course, any language course, philosophy, or religion

Math	3 hrs.	College Algebra or higher
Laboratory Science	8 hrs.	
Speech	3 hrs.	
Orientation	2 hrs.	

Most colleges and universities also require a computer science course. Most colleges and universities suggest 6 hrs. of history.

AUDITING COURSES

Certain persons, for special reasons, may be permitted to audit selected courses provided regular enrollment in the course concerned permits and provided such arrangements are completely agreeable to the instructor concerned. The registration process is the same for auditing a class as it is for regular registration. Fees for auditing are the same as for regular registration. Absentees should not be recorded for audit students.

CREDIT BY CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

Jones County Junior College will allow credit examination to those students who have achieved a scaled score of 500 or above for each subject area. Credit will be restricted to students who have been out of high school for at least three (3) years and have never been enrolled in a college level class for the General Examination area. 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. For further information consult the [College Catalog](#).

ADVANCED PLACEMENT CREDIT

Students from cooperating high schools can earn up to 18 hours with no more than six semester hours, or two courses in one subject-matter area through the College Board's Advanced Placement Program. Credit is to be awarded only for grades of 2 or above. The awarding of credit will be administered by the Admissions and Records Office.

1. Scores of 1: No credit
2. Scores of 2-3: 3 semester hours credit to be awarded for the course which is best represented in the Advanced Placement Course Description.
3. Scores of 4-5: 6 semester hours credit to be awarded for the course which is best represented in the Advanced Placement Course Description, May 1983.

NOTE: Some Advanced Placement tests cover such specific and well-defined areas that only 3 semester hours credit may be awarded despite a score of 5.

DISMISSAL (DISCIPLINARY/SCHOLASTIC PROBATION AND SUSPENSION)

1. Disciplinary probation or other action may be imposed by the Vice President of Student Affairs in lieu of an appearance before a disciplinary committee, provided the student agrees to such action as imposed. The student will sign a statement of acceptance which will be maintained in the confidentiality file in the Vice President of Student Affairs' Office.
2. Disciplinary probation as imposed by the Student Affairs Committee will be accompanied by whatever restrictions the Student Affairs Committee may deem necessary.
3. Separation from the College by the Student Affairs Committee may take any of the following forms:
 - a. Suspension for the remainder of any semester in progress.

- b. Suspension for a longer, but definitely stated period of time.
 - c. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted on by the Committee.
 - d. Recommendation of expulsion which implies permanent separation from the College.
4. The Vice President of Student Affairs or his designee will be present at each meeting to confer with the Chairman at his request about procedure. The Vice President of Student Affairs shall designate the person who will present evidence to the Committee on behalf of the College.
 5. Confidentiality: The details relating to all disciplinary cases are confidential records and are maintained in the Office of the Dean of Students. These files are not available to anyone outside the area of Student Affairs without the approval of the appropriate Dean.
 6. The Student Affairs Committee shall be appointed by the College President. It shall be composed of five members from the faculty and administration. The chairman shall be appointed. Three members of the Committee shall compose a quorum.
 7. A student may appeal the decision to the Student Affairs Committee by presenting a written request to the Vice President of Student Affairs within five days after the decision is reached. The case and evidence will be reviewed through proper appeal channels.

(APPEAL OF) ADMISSIONS COMMITTEE DISMISSAL

A student who received notification of dismissal from the Admissions Committee may appeal the decision. All appeals are considered by the Admissions Committee. A letter will be sent to the student stating the time, place, and date that the Admissions Committee will be in session.

In some cases, the student may wish to provide documented proof of extraordinary circumstances which affected school work. Such circumstances might include, for instance, hospitalization for an extended period, an accident, a serious illness requiring confinement at home, the death of a close family member. In these cases, evidence should include statements from doctors, hospitals or service agencies, or police reports and should accompany the appeal application.

A student whose appeal is granted is eligible to return to Jones the following semester. It is recommended that the student follow a course guideline which is often issued by the Admissions Committee to help avoid a second dismissal.

GRADING POLICY

The semester hour is a basic unit of work with each course offered having credit value in terms of a certain number of semester hours, normally conforming to the number of contact class hours per week. A typical exception occurs in laboratory work, in which two or three hours of class contact have one-credit hour value.

Credit hours for courses will be granted at the completion of each semester. Partial credit will not be granted for any period during the semester. Grade and quality points represent the instructor's final evaluation of the student's performance in a course as follows:

<i>A</i>	<i>Excellent; 4 quality points per semester hour</i>
<i>B</i>	<i>Good; 3 quality points per semester hour</i>
<i>C</i>	<i>Average; 2 quality points per semester hour</i>
<i>D</i>	<i>Below Average; 1 quality point per semester hour</i>
<i>F</i>	<i>Failure without privilege of re-examination; 0 quality points</i>
<i>I</i>	<i>Incomplete which must be removed within six weeks as directed by the instructor or the grade becomes an "F"</i>
<i>W</i>	<i>Withdrawn on or before the designated date listed in the school catalog; 0 quality points</i>
<i>U</i>	<i>Audit course; 0 quality points</i>

The quality point standing represents in numerical terms the grade average of the student, who must present a general grade of not less than two quality points (i.e., an average of "C") to graduate. A report of "I" (incomplete) at the end of any course represents failure to complete some of the requirements in the course. A report of "I" requires the subsequent completion of all requirements in the course by six weeks of the immediate succeeding semester. Otherwise, a grade of "F" is automatically recorded.

It is the student's responsibility to arrange with his/her instructor for completion of course requirements in accordance with this regulation.

GRIEVANCE PROCEDURES

1. Complaints and grievances of a Jones Junior College student should be formally presented to the Vice President of Student Affairs. The complaint should be written and delivered in person or by mail to the grievance officer (Vice President of Student Affairs).
2. Upon receipt of a complaint or grievance, the Vice President of Student Affairs will within two days attempt to alleviate the complaint using an informal process. Steps that may be taken at this point include additional fact-finding, a meeting with the accused party, and a meeting with the complainant and accused separately or together.
3. If the complaint or grievance is not settled to the satisfaction of the student, the student may request a hearing with the Student Affairs Committee to be held within five school days of the request. The Committee hearing will be conducted according to the Conduct of Hearing policy in this handbook.
4. If the Committee hearing is unsatisfactory, the complainant may appeal the decision to the President of the College. All appeals to the President must be written and delivered in person or by mail to the Office of the President within five (5) days of the decision of the Committee. The President will review the written appeal of the complainant and the transcript of the Committee hearing. The President may rule on the appeal or may schedule a meeting with the complainant. The President's ruling will be delivered in writing through the mail to the complainant.
5. These steps shall exhaust the full recourse available to any student at Jones County Junior College relative to a complaint or grievance.

GRADE APPEAL PROCEDURE

Student performance should be evaluated according to academic criteria, not on the basis of opinions or conduct in matters unrelated to academic standards. The instructor has the authority in his class over all matters affecting the conduct of the class, including the assignment of grades.

Appeals associated with final grades must be received by the Vice President of Student Affairs in writing within 30 days after the end of the term in which the grade is assigned. The method of grading by instructors should follow the grading policy for that class. All records on which grades are based should be retained on file for one full semester. The grade appealed shall remain in effect until the appeal process is concluded.

Procedures for hearings will meet requirements of due process. The Student Affairs Committee will make a determination based upon evidence pertinent to the case. A majority vote of the Committee members present will be sufficient for a finding.

The student will be notified in writing of the Committee's determination within seventy-two hours of the hearing.

If the student chooses to appeal a grade he should:

1. Take his complaint to the instructor involved.
2. If the student does not obtain satisfaction, he may follow the procedure for Student Complaints and Grievances.
3. Hearing Procedure: The following guidelines are established for the direction of the Student Affairs Committee conducting formal hearings on academic appeals:
 - a. The instructor and the student shall be informed in writing by the Vice President of Student Affairs of the place and time of the hearing.
 - b. The instructor and the student will be allowed 72 hours to prepare for the hearing. The instructor or student may request additional time by showing cause.
 - c. The majority of the hearing board members shall constitute a quorum.
 - d. The student must appear in person to present his case to the Student Affairs Committee, and he may call witnesses in his behalf. The instructor must be present in order to respond to committee inquiries. If written evidence is permitted against an instructor, he shall be allowed to see the actual signed statements at least 72 hours before the hearing.
 - e. The instructor shall be presumed to have assigned the proper grade until it is proven otherwise. The burden of proof to the contrary rests with the student.
 - f. The instructor and student shall be present during the presentation of all evidence and have the opportunity to challenge the admissibility of any evidence. They shall have the opportunity to question all witnesses. The chairman of the Student Affairs Committee shall supervise any questions which are not relevant to the purpose of the hearing. The Student Affairs Committee may question the instructor, the student, and any witnesses.

- g. The decision in each case shall be made by a majority of Committee members present and voting.
- h. Further appeal by the student will be referred to the President. This appeal must be made within seven business days from knowledge of the Student Affairs Committee's decision. Information on Student Affairs Committee proceedings and recommendations of the Committee will be issued in writing to the President upon appeal.

FAMILY EDUCATION RIGHT AND PRIVACY ACT

Notice is hereby given that Jones County Junior College, through action of the Administration, will implement the following policy concerning the "**Family Education Right and Privacy Act of 1974.**" Copies of the full policy are available in Student Affairs.

1. Any student enrolled in a post-secondary school assumes the rights formerly accorded parents unless he/she is a dependent under section 152 of the Internal Revenue Code of 1954.
Jones County Junior College assumes that all students are independents unless notified otherwise by the student during registration in the Office of Student Affairs. Proper forms must be obtained, completed and returned to Student Affairs no later than five (5) calendar days after the completion of registration. Parents will not be consulted on grades, discipline and absentee matters of independent students.
2. The Jones County Junior College Administration is following the policy of allowing students, upon request, rapid access to their records. Records are in the Student Affairs Office, located upstairs in the Administration Building.
3. Students have the right to inspect and review their educational records to insure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other right of students. Students are also provided with the privilege of requesting correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
4. Students and former students have the right to inspect and review their individual educational records in the presence of a qualified staff member in the area of Student Development. The student may petition the Vice President of Student Affairs to remove information from his/her file or to place information in the file.
5. Students have a right to file a complaint with the U.S. Department of Education regarding problems occurring with records.

6. The law allows "directory information" about students to be made public without specific permission. However, independent students or parents of dependent students may request that all the information about the student be deleted from publications of yearbooks, student directories, honors rosters, athletic contest programs, and graduation programs unless notified in writing to the contrary by the first five days after registration. The administration is allowing the following directory information to be made public through one of more of these publications: the student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, religious preference as indicated, schedule, class roster, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The college may disclose any of these items without prior written consent. Forms for making this request are available in the Office of Student Affairs.

7. Jones County Junior College will not release to any third party, other than parents of dependents, the educational record of students without their written consent other than the following exceptions:
 - a. School officials, including teachers, who have legitimate educational interest
 - b. Officials of other schools after a student has transferred
 - c. State or federal officials for audit purposes or for reporting information required by state statute
 - d. Financial aid officials in connection with a student's application for aid
 - e. Educational agencies for developing, validating, and administering predictive tests if such information will not permit identification of individual students
 - f. Accreditation organizations in order to carry out their functions
 - g. Appropriate persons who need information to protect the health or safety of students

8. Jones County Junior College will maintain a record of individuals having access to the educational records of each student. With the exception of category 6A above, this record will contain the signature, the date, and the reason for needing access.

Inquiries to the above may be directed to Ed Smith, Vice President of Student Affairs, Jones Junior College.

STUDENT CONSUMER INFORMATION

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain consumer information will be made available to any student or prospective student at JCJC. Such information will include a description of all financial aid programs available to students, application procedures,

eligibility requirements, criteria for selection of recipient and the amount of such awards, a statement of the rights and responsibilities of students, means of payment, and any other information on financial aid. Information will also be made available concerning cost of attendance, refund policy, academic program, student retention, the number and percentage of students completing programs if available, and other general information pertaining to JCJC.

The Director of Financial Aid has been designated by JCJC to either provide this information to the student requesting it, or to help such students obtain the information.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act afford qualified individuals with disabilities with certain rights. Disabled individuals desiring accommodations should contact the Counseling Center in the Administration Building. Under the law the individual must request accommodation and provide the college with up-to-date and valid documentation of the disability.

MAJOR (DECLARING OR CHANGING)

A student who wishes to change a major (or a liberal arts student who wishes to declare a major) may request the change on our website at www.jcjc.edu.

NAME CHANGE

To record a name change due to marriage of some other reason, the student should go to the Admissions and Records Office where a staff member will make the necessary changes in the computer.

RELIGIOUS HOLIDAYS

As a matter of policy, religious holidays are not considered when developing the academic calendar. However, excuses will be provided for students whose observance of religious holidays prevents them from attending class. Students are responsible for bringing a statement from a leader in their religion to the Student Affairs office stating that it is necessary for them to participate in a religious holiday or observance.

REPEATING A COURSE

It is the responsibility of the student to notify the Admissions and Records Office after the registration process if a course is being repeated. If course repeats are not designated, all hours attempted will continue to be shown on the transcript. The last grade earned will be considered the current grade in a repeated course unless the student requests a prior grade to be counted toward the total hours complete.

GRADUATION REQUIREMENT

Students may pursue courses of study and complete requirements for an Associate in Arts Degree, Associate in Applied Science Degree, or a Vocational Certificate which are described as follows:

1. To graduate from the college with the degree "Associate in Arts," the student must:

- a. Earn 64 semester hours including Orientation, 2 hours; English Composition, 6 hours; Humanities, 9 hours (at least 3 hours in Fine Arts); Social Science, 9 hours; College Algebra, 3 hours; Laboratory Science, 8 hours; Speech, 3 hours; and electives subject to approval to complete the total hours required.
- b. Earn a minimum 2.0 GPA(Quality points earned from another institution will not make up quality point deficiency for graduation.)
- c. Complete 25 percent of semester credit hours at JCJC.
- d. Earn not more than one fourth of the work for graduation by extension and/or correspondence.
EXCEPTION: Students needing all their hours to meet the course requirements in their chosen field as set up by the Jones Catalog, or the senior college for the first two years, will be allowed to substitute courses in the general education requirements with approval from the Academic Dean or Vice President of Instructional Affairs.

2. To graduate from the college with the degree "Associate in Applied Science," the student must:

- a. Degree requirements must be completed from an outlined curriculum stated in a specified catalog. The specified catalog may not be more than three years old.
- b. Earn a minimum of 2.0 GPA.
- c. Complete one semester residence at Jones County Junior College.
- d. Earn not more than one fourth of the work for graduation by extension and/or correspondence.

Credit hours generated by cooperative education work experience may be substituted for required courses to meet graduation requirements. The number of hours substituted will be restricted to a maximum of those 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.

EXCEPTION: Any deviation from the above stated requirements must have approval of the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

3. To graduate from the college with a Vocational Certificate, the student must: Satisfactorily complete the prescribed certificate program as outlined in the catalog description. The specified catalog may not be more than three years old.

Earn an average grade of 2.0 on all subjects in the curriculum. One semester of cooperative education work experience may be substituted for a required courses. Substitutions must have the approval of the of approval by Instructor and Dean of Vocational-Technical Education.

EXCEPTION: Any deviation from the above stated requirements must have approval of the Dean of Occupational and Career Education or the Vice President of Instructional Affairs.

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

SCHOLASTIC PROBATION AND SUSPENSION

Jones County Junior College seeks to provide an environment suitable for promoting the systematic pursuit of learning. The College requires reasonable academic progress from its students. The retention of those students who repeatedly demonstrate a lack of ability, maturity, and preparation would be inconsistent with this requirement.

1. 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: (1) To indicate that the quality of academic achievement is below the standards required in progressing toward graduation or transfer; (2) To make clear to all concerned the shortcomings of a student's performance; (3) To provide occasion for necessary counseling; and (4) To give the student the opportunity to demonstrate adequate performance.
2. 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. Refer to the College Catalog for policy on Probation and Suspension.

STUDENTS FROM OTHER COLLEGES TAKING JCJC SUMMER COURSES

Transfer students (or guest students) who wish to attend one or both summer sessions at Jones Junior College and then re-enter the college last attended may do so by completing the following:

1. File an application for admission.
2. File an official transcript or Letter of Good Standing.

Should a guest student choose to re-enter Jones after summer enrollment, the student must file an official transcript.

NOTE: An applicant may be allowed provisional acceptance to the institution for four weeks if all required material for admission has not been completed and placed in the Admissions Office file. The provisional student will be notified through the mail by the Admissions Office of additional material needed to complete the requirement. After four weeks, if the admission file is not complete, the provisional student may be removed from all institutional rolls. Interested parties will be notified, and no enrollment refunds will be available.

SUMMER COURSES TAKEN AT OTHER COLLEGES BY JCJC STUDENTS

Students who plan to take summer session courses at another college, or who plan to be concurrently enrolled at another college, must obtain prior permission from the Admissions and Records Office.

WITHDRAWING FROM THE COLLEGE

Every student leaving school should know that his/her permanent record is not complete until he has officially withdrawn from the College in the Counseling Center. The withdrawal will then become a part of the student's permanent record.

If any student withdraws without following the above practice, he shall forfeit his right to any refund. A student must withdraw in person and see that this withdrawal application is signed by the proper officials.

IV. ASSESSMENT REFERRALS

JCJC provides a wide range of services for students who need assistance. The following list of resources includes a brief description of each service. Although most referrals can be made as a matter of course, in some cases advisors should be sensitive and tactful in presenting possibilities of assistance to students.

RELIGIOUS ORGANIZATIONS

Religious organizations on campus include the Baptist Student Union and Wesley Foundation. Several local churches offer transportation to dormitory students to participate in church services on Sundays.

COUNSELING AND CAREER ASSESSMENT

This service helps to clarify career and academic options for students who are undecided about career choice or direction. Most clients are freshmen, although there are a significant number of sophomores. Refer to the Counseling Center.

CAREER INFORMATION

A comprehensive Tech Prep Career Center is located in the Community Services Building. Interest inventories, college catalogs, periodicals, assistance with resumes, and other career information for anyone desiring assistance is available.

FINANCIAL AID

Recipients of financial aid are required to be in good academic standing. For further information on kinds and amount of aid available, and for eligibility requirements of specific aid programs, contact the Financial Aid Office, Administrative Building, 477-4040.

HEALTH SERVICES

Jones County Junior College encourages health services for all the students and faculty. The college operates a clinic located in the Home and Health Building, which serves both dormitory and day students. The clinic is supervised by a nurse practitioner during the school day. For a serious illness such as one that requires hospitalization or surgery, it is necessary for the student to provide for medical care. X-rays are not provided by the college in any case. The clinic is equipped with an observation area with beds so that students who are sick may be monitored by the clinic nurse during the day. Entrance is from the outside in the Northeast quadrant of the building.

LIBRARY ASSISTANCE

Librarians are in the Library to provide reference service for students. Students are encouraged to call upon them whenever they need assistance in research. The Media Center also has assistants available to assist students.

CAMPUS POLICE

For problems involving security or safety, the Campus Police Offices are available 24 hours a day. The office is in the Gameroom, 477-4006.

PERSONAL COUNSELING

The Counseling Center offices provide situational/developmental (short term) counseling. Counselors are available to discuss issues such as homesickness, interpersonal conflicts, test anxiety, time management, stress, feeling inadequate, and poor grades. Dorm students may also contact the Residence Hall Director of their dorm.

STUDENT RIGHT-TO-KNOW ACT

In compliance with the requirement of the Student Right-to-Know Act, Jones County Junior College will provide information regarding the graduation rate of students attending this institution. The first report was available July 1, 1993. This information will be published in the Student Handbook each April following the July release of the report. Handbook information will be based on the previous year's report. Copies of the most current report will be available in Student Affairs. Data will be compiled from a study of a "cohort" of students developed each year and then tracked over several years. The "cohort" students must be full time, certificate or degree seeking students. The report will contain 6 categories of information:

1. the number of students who received athletically related student aid
2. the number of students at the institution
3. the graduation rate of students who received athletically related student aid
4. the graduation rate for all students
5. the average graduate rate for students who receive athletically related student aid
6. the average graduate rate for all students at Jones County Junior College

SEXUAL HARASSMENT POLICY STATEMENT

Jones County Junior College in its efforts to foster an environment of respect for the dignity and worth of all members of the college community, is committed to maintaining a work-learning environment free of sexual harassment. It is the policy of the college that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action. Furthermore, any and all complaints and grievances of sexual harassment will be fully investigated regardless of the nature or consent of the complainant.

DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work-learning environment which is not necessary for the educational process.

PROCEDURES FOR RESOLVING COMPLAINTS

Students will be provided the use of a grievance procedure. All faculty, staff, and administrators will be held accountable for compliance with this policy. Jones has developed a two-step procedure for handling sexual harassment complaints: (1) A mechanism to resolve complaints informally. (2) A procedure to handle formal charges if the first procedure is unsuccessful or if further action is deemed appropriate. Any questions regarding this policy should be addressed to a college administrator, faculty member, or guidance counselor. Students wishing to file a complaint should consult with the Vice President of Student Affairs or the Vice President of Instructional Affairs. No faculty member or administrator other than the Vice President of Student Affairs or the Vice President of Instructional Affairs can initiate the procedure for Sexual Harassment Complaints.

NOTE: The person filing the complaint will be protected against retaliation in any form. Words or behavior that punish a person for filing a complaint of sexual harassment are illegal. False accusations have a damaging effect on innocent people. False accusations are not condoned and may lead to disciplinary action.

SEXUAL ASSAULT

Sexual assault is defined as attempted or actual unwanted sexual activity and includes "forcible" and "nonforcible" sex offenses. An alleged sexual assault should be reported to either the Vice President of Instructional Affairs, the Vice President of Student Affairs, or Jones County Junior College Campus Police. The range of resources and alternatives that are available to him/her shall be discussed. The student will be encouraged to report the incident to law enforcement authorities if it has not previously been reported. Whether or not criminal proceedings are initiated, campus disciplinary proceedings may be started. The college has the authority to discipline a student for sexual assault even though the same student may be tried in the criminal courts. A list of professionally trained on-campus and/or local area resources will be provided to the victim and he/she will be encouraged to seek appropriate assistance from these resources.

STUDENT DEVELOPMENT SERVICES

Student Development Services is responsible for a wide variety of services for students, many of which are listed separately in this section. Among the services are Counseling, Career Services, Intramurals and Recreation, Campus Life, Clubs and Organizations, Residence Life, and Health Services. For referrals and further information, contact Student Affairs, 477-4030.

V. SPECIAL ADVISING SITUATIONS

EVENING STUDENTS

Students who attend only evening courses are among the hardest to reach with services. Because there are fewer evening courses than day courses, these students often need very careful advising. Departments should provide advisement at Evening Registration. Faculty teaching night courses should offer night students advisement opportunities by appointment during the normal college hours. If this cannot be arranged, faculty members should notify Student Affairs so that the Student Affairs personnel can arrange a night advisement time for that student.

LIBERAL ARTS (UNDECLARED) STUDENTS

Students who do not declare a major before entering JCJC as freshmen will be declared as liberal arts majors. Because they are not initially connected with a department, and because they have not yet chosen a concentration of studies or a career direction, these students present special advising problems. Liberal arts students are assigned to faculty advisors who must help them choose both courses and direction. The following are some suggestions for advisors of liberal arts students:

1. Liberal arts students need more time with their advisors than most students who are already committed to a major. Be sure to allow enough time to discuss all of their concerns, and to encourage more frequent contact than with regular . Because these students are at highest risk for dropping out of college, your time and sympathy are especially important to them.
2. Because some areas specify courses their majors must take to meet General Education requirements, special care must be taken in choosing General Education courses.
3. Since their undeclared status suggests a special need for direction, it may be useful to refer liberal arts students to the Counseling Center to arrange an Interest Inventory Survey. It may also be useful to set up appointments for these students to talk with faculty members in the departments they are considering as possible majors.
4. Occasionally some liberal arts students may have unrealistic aspirations to attempt a major which, based on the student's grade point average or ACT score, would be overly difficult for that student's abilities. In such cases, it may be necessary for the advisor to positively persuade them to examine other options, both academic and vocational-technical, in which they have a greater chance of success.

PART-TIME STUDENTS

Some part-time students may take more than two years to complete their program of study, so it is especially important for advisors of such students to see that these students keep on track toward their projected program of study. These students may be in need of close monitoring of their progress toward degrees -- as well as encouragement. Like evening students, they are hard to reach with services and need a department connection and an advisor's phone number.

VETERANS

The Veterans Affairs program provides direct and supplemental services to veterans, military personnel, and dependents of veterans. Efforts are made to help such students obtain all benefits for which they are eligible.

For further information, call VA Counselor, Crystel Hinton, 477-4033.

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