

Jones County Junior College

2011-2012
Student Handbook &
Planner





Student Handbook and Planner 2011-2012

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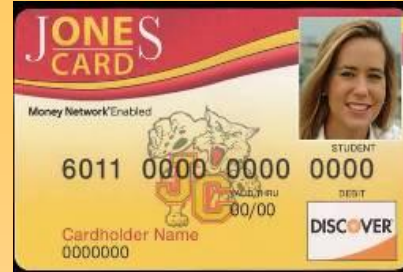
Phone #: _____

In case of emergency, please notify:

Name: _____ Phone#: _____

One Card Services

Your OneCard is your key to campus life.



- 🔑 Identification – Identifies you as a privileged member of the JCJC Community.
- 🔑 Access – Your free access pass to the Bobcat Fitness Center, Health Services, Library Services, Athletic Events and more.
- 🔑 Meal Plans – Fast access to pre-paid meal plans at the JCJC Cafeteria.
- 🔑 Housing – Dormitory access for female residents.
- 🔑 Bobcat Bucks – Flexible, prepaid spending account for campus. Swipe and Go convenience when you're ready to pay for your fees, books, printing, on-campus dining and vending. Bobcat Bucks is also accepted by many Ellisville merchants for food, snacks, medicine and gas!
- 🔑 Refunds and Student Payroll – Optional electronic disbursement onto pre-paid Discover debit with faster, safer, free access to funds.

Learn more about your OneCard at www.jcjc.edu/onecard.

Stay current on OneCard events on [facebook](#) at JCJC OneCard Services.

Questions? Email us at onecard@jcjc.edu.

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WELCOME FROM THE COLLEGE PRESIDENT

Welcome to Jones County Junior College, and congratulations on your choice of colleges! You will find that Jones has student welfare as its top priority, that our faculty is committed to student success, and that no college is better at embracing the student as an individual. I like to tell students that the choices they make those first four years out of high school will greatly impact the way they live the rest of their lives. Good, informed decisions concerning one's major, career, work ethic, and friends are vital to future successes, both professionally and personally. You who are non-traditional students returning to Jones from the workforce can especially relate to these words; you know what the world has to offer and are now back in school, determined to improve your lives and to make the world a better place in which to live.



This student handbook is one way of communicating what we expect of you as a Jones student and what you may expect from the College. We want you to know firsthand that our expectations of you are quite high; and while many of our rules and methods of operation are explained to you in this handbook, there are other publications of this college that give further vital information, such as the College Catalogue, course syllabi, email memoranda, and the JC Portal. We hope you will avail yourselves of all of these publications in order to stay abreast of campus information and policies.

On a more personal note, I want you to be rest assured that I, along with all of the employees of Jones County Junior College, see you as the most important element of our institution and that we intend to treat you with the dignity and courtesy that you deserve, and conversely, we expect you to treat others in like manner. During your tenure here at Jones, I hope you get to experience some of the wonderful improvements planned for the College. I also hope that you earn the best education possible here at Jones, that you make many new friendships, that you have a positive experience, and that you, like most of us here, gain a lifelong love for Jones County Junior College.

Warmest regards,

Dr. Jesse Smith, President

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Dear Student,

On behalf of the entire student body and the Student Government Association, I want to welcome you to Jones County Junior College. To those of you joining us for the first time, it is my privilege to welcome you to our campus. The next few years of your life will be filled with excitement, adventure, learning, and growth, and Jones is a great place to experience all of these things.

Jones offers students an opportunity to achieve their dreams. Not only will you have the chance to receive a quality education at Jones, but you will also experience a true college atmosphere around campus.

As President of the Student Government Association (SGA), I lead the executive body of the Student Association (all students) and serve as a voice of the students of JCJC, allowing students the opportunity of participating in the institutional decision making process of the college through the SGA.



You are joining the JCJC family at a very memorable time, as we are celebrating our one hundredth year anniversary this year. This will be a very exciting time at Jones.

I want to encourage you to get involved in one of the many organizations when you get to college. Going to College is more than just going to class. Staying involved will make your college experience a more rewarding one.

If the SGA can assist you in making your time at Jones more beneficial, please feel free to let us know.

I wish you the best of luck. Go Bobcats!

Sincerely,
Katie Folkes
JCJC SGA President
2011-2012



Inspiring Greatness

ALMA MATER

Alma Mater, noble mother,
In our hearts we cherish thee
For ideals that thou hast given;
All we are and hope to be;
Truth and courage, strength and valor
Found in thee throughout the years;
You have held aloft our standards
Mid our hopes and darkest fears.

Alma Mater, loving mother,
Heed us while we truly ask
That our lives be not unworthy
Of a great and noble task;
Hold with us our lofty banner,
Fill our hearts with burning zeal
To conquer worlds that lie before us
And show to thee the love we feel.

Miriam Collins Leggett
Class of 1930

BOARD OF TRUSTEES

David Garner, Chair
Charles Ray Ashley
William Boone
Lynn Buckhaults
Billy Burnette
Robert Dean
Scott Dearman
Winston Duckworth
Mike Evans
Richard Fleming
Bennie Hales

Raleigh
Laurel
Quitman
Ellisville
Laurel
Waynesboro
New Augusta
Mount Olive
Waynesboro
Leakesville
Heidelberg

Jimmy Dale Hancock
David Huff
Sammy McDonald
Carolyn Harper McLaurin
Dan Ready
Ike Sanford
Carolyn Smith
Steve Thrash
Ann Tucker
Bob Sullivan, Board Attorney

Raleigh
Leakesville
Stringer
Laurel
Richton
Collins
Quitman
Ellisville
Laurel
Laurel

WHO TO CONTACT

Academic Dean

Phone: 601-477-4022

Email: shannon.campbell@jcc.edu

Admissions & Records

Phone: 601-477-4189

Email: tara.dupree@jcc.edu

Athletics

Phone: 601-477-4089

Email: katie.herrington@jcc.edu

Baptist Student Union (BSU)

Phone: 601-477-3973

Email: jccbsu@gmail.com

Bobcat Fitness Center

Phone: 601-477-5416

Email: dolores.deasley@jcc.edu

Bookstore

Phone: 601-477-4108

Email: kevin.kuhn@jcc.edu

Business Office - Student Accounts

Phone: 601-477-4225

Email: amanda.gwin@jcc.edu

Campus Clinic

Phone: 601-477-4104

Email: dianne.spruill@jcc.edu

Campus Housing

Phone: 601-477-5406

Email: carmen.sumrall@jcc.edu

Campus Police

Phone: 601-477-4006

Email: stan.livingston@jcc.edu

Career & Technical Dean

Phone: 601-477-4140

Email: candace.weaver@jcc.edu

eLearning

Phone: 601-477-5454

Email: jennifer.powell@jcc.edu

Financial Aid

Phone: 601-477-4040

Email: jennifer.suber@jcc.edu

Fine Arts

Phone: 601-477-4094

Email: susan.smith@jcc.edu

Honor's College

Phone: 601-477-4029

Email: mark.taylor@jcc.edu

Information Technology Helpdesk

Phone: 601-477-4160

Email: helpdesk@jcc.edu

OneCard Services

Phone: 601-477-4035

Email: onecard@jcc.edu

Services for Students with Disabilities

Phone: 601-477-4028

Email: jacquelyne.barnett@jcc.edu

Student Services

Phone: 601-477-4030

Email: bonnie.warren@jcc.edu

Student Government Association

Phone: 601-477-4229

Email: sonya.davis@jcc.edu

Student Publications

Phone: 601-477-4109

Email: kelly.atwood@jcc.edu

Student Success Center

Phone: 601-477-4257

Email: sherry.chancellor@jcc.edu

Veteran Affairs/Work Study

Phone: 601-477-4033

Email: crystal.hinton@jcc.edu

Wesley Campus Ministry

Phone: 601-477-8776

Email: jccwesley@gmail.com

STUDENT PLANNER 2011-2012





GENERAL INFORMATION

Mission Statement
JC Portal Information
JCJC Email Information
Faculty Advisement
Access to Student's Records
Complaints and Grievances
Academic Appeal Procedure
Class Attendance Policies

MISSION STATEMENT

Jones County Junior College will inspire greatness by providing educational opportunities for its students, employees, and surrounding communities.

In order that this be accomplished, the school has established a number of goals:

- Human, financial, and physical resources necessary for quality programming.
- Educational programs to meet the interests and needs of students.
- Resources to work with agencies and industries to enhance economic development.
- Educational support services to meet the needs of students and educational programs.
- Educational improvement through continuous planning and assessment.

JC PORTAL INFORMATION

The JC Portal is a web-based information system that allows students to enroll in classes, print schedules, view grades, view absences, view financial accounts, request a change of major, and more. The JC Portal may be accessed from on or off campus through the web at www.jcjc.edu and clicking on Dashboard then JC Portal.

A User ID and password must be entered to access the system. Students are given a User ID and initial password upon enrollment at Jones. The password should be changed to a personal password by the student when logging on for the first time to ensure proper security.

Students needing help logging in to the JC Portal should contact the Information Technology HelpDesk at 601-477-4160 or through email at helpdesk@jcjc.edu. Students are responsible for complying with the Jones Electronic Usage Policy.

JCJC EMAIL INFORMATION

Every student is provided with a free e-mail account. Access may be obtained through the Jones Web Page. Upon accessing the account for the first time, students should protect their privacy by changing passwords and protecting the privacy of their password. Official communication for absences, Student Services, and Instructional Affairs will be through the JCJC Email system. The College notifies students of important information such as mid-term grades, final grades, school events and policies and procedures through e-mail. Students are expected and encouraged to check e-mail regularly for pertinent communications. Information on accessing your Jones email can be found at <http://www.jcjc.edu> and clicking on Dashboard and then E-Mail. As with all computer use, students are responsible for compliance with the Electronics Use Policy. The policy is available through the Web page and in the Student Affairs office.

FACULTY ADVISEMENT

All students have faculty advisors with whom they meet periodically. Advisors assist students by helping to plan a schedule, providing career information, referring students to proper sources for information, and encouraging academic endeavors. Students retain their advisors for the duration of enrollment at Jones. Students wishing to change majors should do so online at www.jcjc.edu then clicking on Current Students and Request Change of Major.

ACCESS TO STUDENT'S RECORDS

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 Administration is following the policy of allowing students, upon request, rapid access to their records. Records are in the Student Records Office, located on the 1st floor of the Administration Building.
3. Students have the right and are encouraged 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 Records. 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, address, telephone number, date and place of birth, e-mail address, 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, 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 studentJones will maintain a record of individuals having access to the educational records of each student. With the exception of category 7A above, this record will contain the signature, the date, and the reason for needing access.

Inquiries to the above may be directed to the Vice President of Student Affairs.

COMPLAINTS AND GRIEVANCES

1. Complaints and grievances of a Jones County 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.

ACADEMIC APPEAL PROCEDURE

Student Affairs

Administration Bldg. Room 210

601-477-4030

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 school days after the end of the term in which the grade was 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 also found in this handbook.
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. A majority of the Student Affairs Committee 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 questioning of this nature, and, at his discretion strike 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 five 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.

CLASS ATTENDANCE POLICIES

Student Affairs

Administration Bldg. Room 210

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 class, 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 deems 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 Office of Student Affairs at least twenty-four hours prior to the absence. A notification of the official absence will be posted. However, students are responsible for notifying instructors in advance of any absence and making preparation for assignments.

With the exception of Official Absences, no absences are considered "**Excused**". Students who miss announced work or tests will be subject to syllabus policy and must justify the absence to the instructor. Absences due to extended hospitalization, military deployment, or other reasons determined by the Office of Student Affairs to be justifiable, will be handled by the Dean on a case-by-case basis.

Absences Due to Late Registration

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

Liberal Arts Attendance Policy**Day Class Absences**

When a student's absences total the number of days the class is scheduled to meet per week, the Office of Student Affairs will notify 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.

On-Line Absences

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 the 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".

Summer Class Absences

After two absences from a four-week term summer course or four absences from a eight or nine week course, students are notified by the Office 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 that they have been dropped from the course with a grade of "W" recorded.

Day Class Tardies

Students who arrive after class begins 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 who arrive after class begins are charged with a tardy. Students missing more than 30 minutes of class time will be counted absent.

Career/Technical Attendance Policy

Career and Technical Programs have program specific policies on absences and tardies. Policies on Absences and tardies will be detailed in the program handbook or course syllabus.

Appeal Procedure for Excessive Absences

Students who exceed the number of allowed absences may appeal to the Dean of Student Affairs for readmission. The student may be re-entered if the absences are deemed to be justifiable. If necessary, the Student Affairs Committee may hear the appeal. All appeals to re-enter must be made immediately. Appeals should not occur during class times. Absences occurring during the appeal process will be counted against the student.

AD Nursing Absences

The Associate Degree Nursing Division abides by the College policies with one exception: AD Nursing students are withdrawn at the 6th absence, with classroom and clinical combined.

Athletic Absences

Students 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 lose their scholarship. The student will also be dropped from Physical Education with a grade of "W". The cheerleaders have an absence policy which has been adopted for them.

Band Absences

College Band members must not cut rehearsals or performances without prior permission from the Director of Bands. Failing to follow this procedure could result in loss of membership, course credit, and scholarship.

Cosmetology Absences

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 six absences students will be dropped from the program with a grade of "W". All absences and tardies are deducted from total clock hours.

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 with a grade of "W." A student may appeal to the Office 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. If a student reaches a total of nine (9) days, he/she will be withdrawn regardless of the number of days missed in the current semester.



GENERAL POLICIES & DISCIPLINE

Alcohol/Drug Abuse Policy
Campus Safety
Motor Vehicle Parking Regulations
College Standards
Due Process
Code of Conduct
Hearing Procedures
Disciplinary Actions
Misconduct
Disciplinary Records
Audio & Video Classroom Policy
Cell Phone Policy
Electronic Information Systems Usage
Excessive Noise
False Fire Alarm
Fighting
Severe Weather & Emergency Procedures
Sexual Assault
Sexual Harassment Policy
Procedures for Resolving Complaints
Tobacco Policy
Weapons Policy

ALCOHOL/DRUG ABUSE POLICY

Approved 7-18-90

Revised 6-19-91, 1-21-97, 4-9-09

In keeping with its educational mission, Jones County Junior College utilizes primarily educational strategies as the major approach to addressing problems related to the abuse of alcohol and other drugs by any member of the College community (students, faculty and staff). However, any member of the College community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities and to disciplinary procedures of the College.

The Board of Trustees of Jones County Junior College adopted this policy to accomplish the following:

1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts;
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who need their assistance with alcohol and other drug related problems; and
3. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

A copy of the State and Federal Trafficking Penalties, Sexual Harassment Policy and the Sex Offense Policy are available in the Office of Student Affairs.

Educational Efforts

Jones provides educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the academic community and includes information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Jones County Junior College; the health hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

Counseling and Re-habilitation Services

Those students, faculty, or staff who seek assistance through the College for an alcohol or drug related problem shall be provided with information about counseling and rehabilitation services available through both college and community resources. Professional standards of confidentiality shall be observed at all times. Individuals are encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status.

Disciplinary Actions

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Section 41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described.

Sanctions Governing Illegal Drugs:

1. Trafficking in Illegal Drugs
 - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, (including, but not limited to heroin, cannabis, mescaline, lysergic acid diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
 - b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, Section 41-29-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or staff employee shall be discharged.
2. Illegal Possession of Drugs
 - a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, the minimum penalty shall be suspension from enrollment or from employment.
 - b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V or Section 41-29-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing and accept such other conditions and restrictions as the appropriate college official deems appropriate.

- c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of student and discharge of faculty members, administrators or employees.
3. Possession, Sale, or Consumption of Alcoholic Beverages
- a. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college sponsored activities is prohibited. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
 - b. State Laws are outlined as follows:
 - (1) Drinking Age
 - The legal drinking age in Mississippi is 21.
 - Selling, giving or serving alcoholic beverages to persons under 21 is unlawful.
 - In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21.
 - It is unlawful for any person to misrepresent or misstate his or her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification. Any person who violates any of these stated provisions shall be fined a maximum of \$500 and/or serve up to 30 days community service.
 - Section 67-3-70.
 - (2) D.U.I. (Driving while under the influence of alcohol or other drugs)
 - Section 63-11-30 (2) provides:
 - A mandatory suspension of license for a period of not less than 90 days.
 - Fines of up to \$1,000 and/or 48 hours in jail.
 - Mandatory attendance and completion of an alcohol safety education program.
 - Subsequent offenses warrant larger fines, imprisonment, license suspension, and seizure of vehicle. Commercial driving privileges will be suspended.
 - (3) Under Mississippi's "zero tolerance for minors" code section, if a person under the age of 21 has a Blood Alcohol Concentration (BAC) of two one hundredths of a percent (0.02%) or more, but lower than eight one hundredths of a percent (0.08%), then that person shall be in violation of section 63-11-30 (3) (a).
 - Upon conviction of any person under the age of 21, such person shall have his driver's license suspended for 90 days and shall be fined \$250 and completion of alcohol and drug program.

- c. In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct.

Faculty and staff in violation of this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures. Mandatory participation in rehabilitation and educational programs will be regulated by State and Federal statutes.

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of the charges, the responsible authority concludes that the person's continued presence within the College community would constitute clear and immediate danger to the health or welfare of other members of the College community. An immediate suspension and subsequent hearing will be in accordance with college disciplinary procedures.

Civil Conviction for Drug and Alcohol Offenses

If employees of Jones in performance of college duties within the scope of their employment convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on college property or at a college sponsored event. The term "conviction" means a finding of guilt (including a plea of solo contendere) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of Federal or State criminal drug statutes. The individual involved is required to notify the College of the conviction or incident within five (5) working days following said conviction or incident.

The abuse of alcohol and/or drugs is harmful to the individual's health and may cause serious health problems, breakdowns the family structure, decreases productivity in the workplace, and impairs the education and learning process.

Health Risks

Drug and alcohol counseling and referral services are available to the College community through the various Guidance and Counseling Programs and the School Nurse. A complete listing of drug or alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to employees and students of the College through these programs.

The College will impose disciplinary sanctions on students and employees as outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program.

A biennial review of the Drug and Alcohol Abuse Prevention Program will be conducted to:

1. Determine its effectiveness and implement changes to the program as needed; and
2. To ensure that disciplinary sanctions described in the policy are consistently enforced.

A list of counseling centers is available in Student Affairs.

More details and precise information on state penalties for illegal use and possession of alcohol are available in Student Affairs. The Crime and Punishment Chart for Mississippi and the Controlled Substances Uses & Effects are also found in Student Affairs.

CAMPUS SAFETY

Jones is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Jones has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect individuals on campus. Although we have not experienced a significant number of serious crimes, it would not be honest to state that such incidents have not taken place. To decrease the possibility of such incidents, the department strongly advocates adherence to all college, local, state and federal laws and rules of conduct.

1. Between the hours of 7 a.m. and 10 p.m., Monday through Friday during the regularly scheduled school year, individuals are encouraged to report a crime or other emergency in person at the Jones Campus Police Department Office located at the Gameroom or by calling 477-4006 or 477-4000. Between the hours of 10 p.m. and 7 a.m., all calls should be directed to 477-4006.
2. Campus facilities are accessible to faculty, staff, and students during regular college hours. Guests also have access to campus facilities during scheduled events, tours, and meetings. Classroom buildings are locked at the end of each day's utilization. Limited access residence halls are locked between 2 a.m. and 6 a.m.
3. The Jones Campus Police Department is a team of professionals working to provide a safe environment for students, faculty, staff, and guests. The department is service-oriented and committed to the safety and well-being of Jones County Junior College. Officers are commissioned by Jones and the State of Mississippi and are authorized to make arrests and issue traffic citations for all types of violations of state laws, city of Ellisville ordinances, and college regulations. The department provides crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, the maintenance of public order and other related services. The officers of the department are responsible for the

enforcement of state and local laws. They also work closely with the Vice President of Student Affairs to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the College's students, faculty, and staff. The department functions as an independent law enforcement agency in situations requiring police assistance while still maintaining the autonomy of the College.

4. Sidewalks are provided for pedestrians and those in wheel chairs. Inappropriate use is forbidden.
5. Students, faculty, and staff representing the College off-campus, or attending college-sponsored events off-campus, are expected to adhere to all the rules and regulations of the College, as well as to local, state, and federal laws.
6. For policies concerning alcohol and drug use, see the Alcohol/Drug Abuse Policy.

Campus Police Crime Report

OFFENSE	2008	2009	2010
Homicide	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Arson	0	0	0
Burglary	11	25	31
Drug and Narcotic Offenses	0	6	7
Driving Under the Influence	0	0	0
Larceny/Theft	0	0	0
Liquor Law Violations	0	0	15
Motor Vehicle Theft or Motor Cycle	1	1	0
Bicycle	0	0	0
Robbery B AArmed@	0	0	0
* Sex Offense, Forcible	0	0	0
* Sex Offense, Non-Forcible	0	0	0
Vandalism	0	0	0
Weapons Violations	0	0	2
ARRESTS	2008	2009	2010
Liquor Law Violations	9	2	0
Drug Abuse Violations	3	7	4
Weapons Possessions	0	0	2

* Sex offender information can be accessed on-line. The web site for registered sex offenders for Mississippi is www.sor.mdps.state.ms.us

MOTOR VEHICLE PARKING REGULATIONS

1. Jones reserves the right to remove, impound or immobilize any illegally parked abandoned vehicle, or any vehicle found on campus without a decal, with an unauthorized or altered decal, with no license plate, or parked in such a way as to constitute a serious hazard. The registered owner shall be responsible for cost involved. Jones Junior College shall not be liable for any damage to vehicle occurring during removal, impounding, or immobilization thereof.
2. The responsibility for finding legal parking places rests with the vehicle operator. Lack of space is not a valid excuse for violation of parking regulations.
3. The registered owner of a vehicle, regardless of who was driving, is at all times responsible for the vehicle.
4. No person, unless otherwise authorized by the Chief of Campus Police, shall park any vehicle on the JONES campus:
 - 4.1 On side of any roadway
 - 4.2 On or adjacent to any yellow curb
 - 4.3 On any sidewalk
 - 4.4 On any lawn or grassed area
 - 4.5 In any driveway
 - 4.6 In any loading zone
 - 4.7 In any "No parking" zone
 - 4.8 In any restricted zoned area
 - 4.9 In a manner that obstructs traffic
 - 4.10 In a double or multiple manner
 - 4.11 In a manner that obstructs any sidewalk
 - 4.12 Blocking a fire hydrant or fire lane
 - 4.13 In any area of the campus which has been closed off by the use of barricades, signs, yellow lines, or other traffic control devices
5. The Chief of Campus Police may; however, upon special occasions or under unusual circumstances, order or permit vehicles to park in areas not customarily used for parking.
6. Persons with serious physical handicaps may be given special parking considerations upon making application with the Chief of Campus Police.
7. Vehicles, motorcycles, motor scooters, motorbikes, and bicycles are not to be parked in buildings, near doorways or entrances to buildings, on sidewalks, at places where sidewalks intersect streets, on grassed areas, or at other places where signs indicate parking restrictions.

Parking Violation Penalties

1. When any violation of preceding regulations has been clearly established, the violator shall be subject to an administrative penalty for the following: parking violation, moving violation, parking where traffic is obstructed with the possibility of the vehicle being towed at the owners expense, parking in a fire lane, and parking in a handicapped space. Fees are printed on the front of the ticket. A citation must be paid within three school days at the Business Office before the student may re-register or receive a transcript.
2. Any violator of parking and/or traffic regulations occurring four or more violations in one semester may have his motor vehicle banned from use on the Jones campus for a period of from one to two semesters, not to exceed one full year.
3. Any person accused of violating any of the preceding regulations shall be entitled to one hearing before the Office of Student Affairs. A traffic ticket issued by the Jones Campus Police Department shall be deemed as an official notice of the hearing. The failure to appear shall be considered a waiver to his right to a hearing. The findings of the Vice President of Student Affairs shall be final unless an appeal of his ruling is made to the President of Jones.
4. A traffic ticket will be delinquent if not paid or satisfactorily resolved within three school days after issuance.
5. All motor vehicle traffic accidents occurring on Jones property must be reported immediately to the Jones Campus Police Department.

Motor Vehicle Rules and Regulations

Approved: September 1, 1981

Pursuant to the provision of Chapter 105, section 37-105-1, Mississippi Code, 1972. The Board of Trustees of State Institutions of Higher Learning hereby enact the rules and regulations of traffic of vehicles, motorcycles, and bicycles on the campus and grounds of Jones, Ellisville, Mississippi.

1. General
 - 1.1 Jones assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on the campus or grounds of Jones.
 - 1.2 All faculty, staff and students wishing to operate or park a motor vehicle, motorcycle, or bicycle on Jones campus grounds or roads must register their vehicle with the Campus Police Department within 48 hours of first bringing the vehicle on college property.
 - 1.3 Automobile decals shall be displayed on the rear view mirror and are transferable to any other vehicle. Any other location will void decal. A \$25 fee will be charged for failure to properly display your decal.
 - 1.4 All student decals expire the last day of summer session.
 - 1.5 If a student loses the decal issued him, he will be required to re-register and pay the full fee.
 - 1.6 Lost or stolen decals will need to be reported immediately to Campus Police.

- 1.7 The registration fee for each vehicle is \$20.00, and falsifying information may result in disciplinary action.
- 1.8 The Campus Police officers are commissioned by Jones and the State of Mississippi and authorized to make arrests and issue traffic citations for all types of violations of state laws, city of Ellisville ordinances, and college regulations.

COLLEGE STANDARDS

1. Student Obligation: Since the founding of Jones County Junior College, high standards of conduct have characterized Jones students. A student enrolling in the College assumes the obligation to become acquainted with the rules and regulations, and while on the campus of Jones, is expected to conform to the standards of conduct herein specified. Violators of these standards of conduct will be subject to disciplinary action.
2. Purpose of Discipline: The broad purpose underlying student discipline is to order college living in such a way that the interests of the College community as a whole and of the individual members are best served. The College's responsibility extends to the conduct of all students enrolled in the College. Students apprehended and proven guilty of serious or repeated violations of college standards may receive a maximum penalty of dismissal from the College.
3. Responsibility: Students who register at the College agree to conform to its regulations and policies. A student is subject to the laws of the community and state and enrollment as a student in no way relieves him of this responsibility. The fact that civil authorities have imposed punishment will not prevent the College from protecting its own educational purposes and community by taking suitable action against the student under college regulations.
4. Authority: The ultimate authority to administer discipline is vested in the President, if the President deems needed or necessary. The Vice President of Student Affairs or his designee is responsible for referring disciplinary cases to the Student Affairs Committee for determination of the facts. The Vice President of Student Affairs will also convey the Committee's findings and recommendations to the President for final action when a case is appealed.
5. Disciplinary Action: Prompt and decisive disciplinary action may be taken by the President or his designee in extreme cases before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus constitutes an immediate threat or injury to the well-being or property of the orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against them.
6. Admissions Committee. The Admissions Committee shall be appointed by the President. It will meet on call of the Vice President of Instructional Affairs to afford academic and

vocational students who have been suspended an opportunity to appeal the suspension. The Admissions Committee will consist of five (5) faculty and administrators of which one will be Chairman. A secretary shall record a digest of the proceedings. The Admissions Committee also determines the eligibility for entrance of questionable applications. The Committee may request to meet with applicants who have failed to meet all admissions requirements to determine eligibility to complete a program of study.

7. Student Affairs Committee. The College works with the Student Affairs Committee to afford fair and reasonable consideration to every student who is accused of violating one or more of the regulations of the College.

DUE PROCESS

A student charged with violation of the regulations and policies of the College is guaranteed by the Student Affairs Committee to:

1. Have the case heard by the Student Affairs Committee
2. Be notified in writing 72 hours in advance of:
 - a. The charges against him/her
 - b. The time and place that any disciplinary proceedings against him/her will occur
 - c. Access to the testimony against him/her
3. Appear alone or with another person to advise and assist him/her before the Student Affairs Committee
4. Be present during all phases of the hearing except during the Committee's deliberations
5. Present evidence in his/her own behalf including witnesses
6. Have reasonable cross-examination of the testimony against him/her

CODE OF CONDUCT

Although not all inclusive, these statements concerning conduct apply to all students. Violation of this code would cause students to be subject to disciplinary actions. Students who register at the College agree to conform to its regulations and policies. The Student Affairs Committee may take action they deem appropriate for any violation of college regulations. The following actions are violations of college regulations:

1. The manufacture, use, sale, possession, consumption, distribution, or abuse of mind altering or controlled substances, or evidence of consumption of controlled substances while on

- campus or a college approved activity on or off campus. Any student convicted of illegal use, possession, or sale of a drug may be suspended from the residence halls of Jones Junior College for one calendar year regardless of whether or not the illegal act that gave rise to the conviction was committed on the College campus.
2. The possession, consumption or evidence of consumption of alcoholic beverages while on campus, or a college approved activity on or off campus. Evidence of consumption includes the possession of an empty container on campus or at a college approved activity on or off campus.
 3. Physical abuse, verbal threats of physical abuse, or hazing of any person including self on campus or at college-sponsored or supervised functions or conduct of any type which threatens or endangers the health or safety of any person (including self). Hazing is defined as the subjection of any student to any embarrassing, ridiculous, humbling, or abusive act willingly or unwillingly.
 4. Participation in gambling activities of any form.
 5. Intentionally issuing bad checks, ignoring legally binding financial obligations, or failure to pay indebtedness to the College.
 6. Plagiarism, cheating, or knowingly furnishing false information to the College with intent to deceive or other forms of dishonesty in college related affairs.
 7. Disruptive activity, which is any action by an individual, group, or organization to impede, interrupt, interfere with, or disturb the holding of classes, the conduct of college business, or unauthorized events and activities of any and all segments of the College.
 8. Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties or to identify oneself to these officers when requested to do so. For this purpose, all students are required to have their identification cards on their person at all times when outside the residence hall to which they have been assigned by the institution. The same regulations apply to students who are domiciled elsewhere. ID cards are used for identification of students in case of accidents, emergencies, or cases where students are suspected of involvement of violations.
 9. Forgery, alteration, or misuse of college documents, records, or ID cards. Students falsifying admission records may be denied admission to the College.
 10. Failure to adhere to notices read by instructors and notices on bulletin boards. Ignorance of notices will not be accepted as an excuse.
 11. Disorderly conduct or breach of the peace including rioting, inciting a riot, assembling to riot, inciting to raid, and assembling to raid college units.
 12. Possession of firearms, explosives (including fireworks), swords, daggers, straight razors, illegal knives, dangerous chemicals or other weapon on campus or in automobiles in campus parking areas.

13. Obstruction of the free flow of traffic, both pedestrian and vehicular, on college-owned or college-controlled property.
14. Disorderly conduct, sexual assault, lewd, indecent, or obscene conduct, or public profanity on campus or at a college function.
15. Refusing to report to an administrative office when requested to appear.
16. Vandalism or malicious destruction, damage, or misuse of public or private property, including library materials.
17. Theft, larceny, embezzlement, or the temporary taking of the property of another.
18. Violation of campus curfew. (2:00 am unless notified by Housing Office of earlier time).
19. Unauthorized entry into or use of college facilities, including both buildings and grounds.
20. Violations of college established policies or regulations, including regulations in the Student Handbook and other college publications pertaining to student organizations, students, faculty, administrative staff, non-academic employees, or procedures concerning the time, place, and manner of public expression.
21. Violation of rules governing residence on college- owned or college-controlled property.
22. Violation of state, local, or federal laws.
23. Student conduct which shows disrespect and significantly interferes with college teaching, research, administration, disciplinary procedures, or other activities, including public service functions or other authorized activities on college premises.

In addition to these rules and regulations, all state laws pertaining to any act which, if committed within the State of Mississippi, would be criminal and punishable will also be criminal and punishable on the Jones campus, as authorized by Chapter 105, Section 35-105-9, Mississippi Code 1972. This Code of Conduct is not and does not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the highest ideals of themselves and Jones County Junior College.

HEARING PROCEDURES

1. The College promises to all students access to due process.
2. Hearings will not be open to the public.
3. Records of the disciplinary hearings of the Student Affairs Committee will be made on tape and a secretary will be provided to keep a written digest of the proceedings. Both records will be kept by the Vice President of Student Affairs in a locked file. Only those persons directly involved in a case may have access to the records pertaining thereto.
4. The hearing will be conducted in an orderly manner.
5. The accused will have an opportunity to be heard in his own defense. All recommendations of action shall be based upon the evidence presented which are determined to be in compliance of policies, rules, and regulations.

6. The accused will have the opportunity to hear and refute all testimony against him/her. The accused may present any evidence in his own behalf, may reply to charges in his own words, and may present testimony in his behalf or have others present to testify in his behalf.
7. All matters upon which the decision is based must be introduced during the hearing.
8. The committee will consider the case in private and deliver the verdict directly to the accused.

DISCIPLINARY ACTIONS

The Vice President of Student Affairs by delegated authority is assigned the responsibility of dealing with all disciplinary matters concerning the behavior of individuals, groups and/or student organizations. Disciplinary probation or other action may be imposed by the Vice President of Student Affairs when involving minor infractions 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 Office of Student Affairs. Disciplinary probation as imposed by the Vice President of Student Affairs may be accompanied by whatever restrictions the Vice President of Student Affairs deems necessary to impose.

If disciplinary procedures are referred to the Student Affairs Committee, the committee may follow several courses of actions. Disciplinary probation, provided the student agrees to such action, may be imposed. Separation from the College may be imposed, which may take any of the following forms:

1. Suspension for the remainder of any semester in progress
2. Suspension for a longer, but definitely stated period of time
3. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted upon by the Committee
4. To recommend expulsion which implies permanent separation from the College

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 in behalf of the College.

Confidentiality: The details relating to all disciplinary cases are confidential records and are maintained in the Office of Student Affairs. These files are not available to anyone outside the area of Student Affairs without the approval of the appropriate Dean.

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 will constitute a quorum.

A student may appeal the decision of 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.

MISCONDUCT

In order to protect the College's educational purposes and the College community, a student may be referred to the Student Affairs Committee for action for conduct wherever it occurs when as a result of such conduct:

1. He/she is convicted of a felony.
2. He/she is formally charged by civil authorities with the commissions of a felony of such a nature that his/her continued presence at the College is potentially dangerous to the health and safety of the College community.
3. There is strong and convincing evidence that he/she has committed a felony on such a nature that his/her continued presence at the College is potentially dangerous to the health and safety of the College community but civil authorities have not brought charges or imposed penalties.
4. Students who have been charged or convicted of a felony may be asked not to live in the residence halls at Jones County Junior College.
5. Interim Suspension: The Vice President of Student Affairs may request permission from the President to suspend a student until due process is provided if it is determined that a student presents a clear and present danger to the institution by remaining in the College as a student before the Student Affairs Committee may meet.
6. The College reserves the right to search lockers, automobiles, rooms, individual persons and their possessions, by the appropriate personnel upon the request and approval of the Vice President of Student Affairs. PROBABLE CAUSE must be written and presented to the Vice President of Student Affairs when there is a strong possibility that an individual or individuals are harboring stolen, dangerous, or illegal substances on or within the above stated group. Appropriate personnel will include the Chief of Campus Police, the Director of Campus Safety, and Directors of Men's and Women's Housing. Campus Police personnel may follow local, county, and state laws dealing with search and seizure when appropriate.

DISCIPLINARY RECORDS

A record of all Student Affairs Committee hearings concerning discipline will be recorded. A secretary will be provided to make a written digest of the proceedings. Recordings will be erased at the termination of each fiscal year. The written digest will be kept until the student graduates or transfers to another institution. The Office of Student Affairs maintains permanent records concerning the conduct of college students. These records are kept under strict security. Whenever a student requests an official transcript of his college record to support an application for transfer to another institution of higher learning or in support of an application for employment, the Vice President of Student Affairs will decide if a record of disciplinary action should be included as a part of the official transcript. If there is disciplinary record, the decision is made in terms of two objectives: to protect the interests of the student while at the same time observing ethical standards in working with agencies, individuals, or

corporations receiving college transcripts. A letter will be sent to the student when the decision of the Student Affairs Committee has been reached.

AUDIO & VIDEO CLASSROOM POLICY

All audio or image recordings are prohibited in the classroom unless expressly permitted by the classroom instructor. Cell phones, pagers, tape recorders, cameras, and similar devices are specifically prohibited.

CELL PHONE POLICY

Cell phones are prohibited in the classroom. Cell phones, as well as all other audio and image recording devices, must be out of sight and in the **OFF** position. Any student failing to adhere to this policy may be asked to leave the classroom and receive an unexcused absence.

ELECTRONIC INFORMATION SYSTEMS USAGE

The College encourages students to use electronic information systems provided by Jones. The electronics information environment is provided to support College business and its mission of education and service. All other uses are secondary and inappropriate uses are forbidden. Users of electronic information systems are urged in their own interest to review and understand the “Electronic Use Policy.” By using college electronic information systems, the student assumes personal responsibility for his appropriate use and agrees to comply with this policy as well as other applicable policies and State and Federal laws and regulations. The Electronics Use Policy is available through the Jones Web page and in the Office of Student Affairs.

EXCESSIVE NOISE

The primary purpose of college is the educational process and any excessive noise which adversely affects the classroom learning environment is prohibited. Individuals cited for creating a noise which disturbs the educational process will be ticketed and referred to the Vice President of Student Affairs for disciplinary action. This includes loud music or other noise from automobiles.

FALSE FIRE ALARM

It is unlawful for any person to knowingly make a false report of fire including activating fire alarms. Any violation of this section is punishable by imprisonment in the county jail not to exceed one year or by a fine not to exceed \$500, or both. The College also reserves the right to take disciplinary action.

FIGHTING

Jones is committed to providing a safe environment for the College community. Physical abuse of any kind will not be tolerated. Any student involved in a physical altercation will be subject to suspension from the college.

SEVERE WEATHER WARNING SYSTEM EMERGENCY PROCEDURES

Jones County Junior College strives to insure a safe, secure and pleasant atmosphere, conducive to a positive educational process, in our efforts to protect the College community. Safety at Jones is a shared responsibility for all students, faculty and staff and visitors. The college's comprehensive emergency safety plan is available online.

Emergency Text Messaging

Jones County Junior College strives to provide a safe learning environment for our students, employees, and visitors. As a part of this effort, JONES is equipped with a text-message and email emergency alert system. To enroll in the system, students must go to <http://jcjc.ssalert.com/> and create an account. The account password must be at least 7 characters.

Students may enter two cell phone numbers and two email addresses. (we suggest using parents or spouse as second phone number and email)

A test message will arrive shortly after completing the enrollment. The system will be used only for school closings, emergency situations, monthly tests and important registration messages. We urge students to take advantage of this service.

Severe Weather Conditions

Two weather sirens are located on the campus for detecting severe weather. During clear and sunny weather, the sirens will be tested on the 1st Tuesday in each month at 11:00a.m. The following storm warnings are used by the Weather Bureau.

1. SEVERE WEATHER WATCH - Means that weather conditions are such that severe thunderstorms may develop.
2. SEVERE WEATHER WARNING - Means that a severe thunderstorm has developed and probably will affect those areas stated in the weather bulletin.
3. TORNADO WATCH--A tornado watch is a forecast of the possibility of developing tornadoes in a large area.
- 4. TORNADO WARNING--Means that a tornado has been sighted and is approaching the area in the warning.**

Recommended Action

1. Tornado Watch--The Campus Police will review tornado plan and notify each building supervisor by phone of impending weather condition. If the building is not designated as a storm shelter, the building supervisor will evacuate the building of all persons to the designated storm shelter. Continue normal activities but watch for tornadoes.

2. Tornado Warning-- The building supervisors will relocate faculty/staff/students to areas offering the greatest resistance to tornadoes, preferably lowest levels in each building in the hall areas away from windows, glass, etc...SKETCHES OF BEST AREAS OF PROTECTION ARE POSTED ON THE BUILDINGS SAFETY BULLETIN BOARD. Follow sketches for best area of protection to relocate students to safest area in building.

Tornado Safety Rules

1. Students should be moved from upper floors to first floor.
2. Get into the innermost portions of the building with the shortest span.
3. Avoid windows and glass doorways.
4. Do not use elevators.
5. Do not open windows.
6. Get into the inside hallways and close the doors to the outside rooms.

Fire Emergencies

1. Evacuate the building. Occupants are to be at least 300 feet from the structure and out of the way of the Fire Officials.
 2. Sound fire alarm nearest location of the fire.
 3. Confine the fire by closing the door of the area involved.
 4. Notify campus police at 4006 or 4169.
- Absolutely no one should return to the building until fire department officials declare the area safe.

Bomb Threats

Report threat immediately to Campus Police. If it is determined that the report has merit, evacuation of buildings will be directed by Campus Police.

1. Do not touch any suspicious objects.
2. Report anything out of the ordinary to Campus Police.
3. Evacuation should be to a minimum of 300 feet.

Violent Intruder

In the event of a school shooting or other violent threat, immediately notify Campus Police. Officers in charge will evacuate all persons not directly involved.

If the intruder is inside the building with you

1. Evacuate if possible to do so safely.
2. If evacuation is not possible, lock door and stay away from the door and windows.
3. If the door cannot be locked consider barricading the door or determine if you can safely get to a room that can be locked.
4. Dial Campus Police or 911 and advise of what is taking place and your location. Remain on the line to give any other needed information.
5. Remain in the room until the police or administrator give the "ALL CLEAR" code.

Assault Prevention

1. Lock the doors to rooms at all time
2. Refrain from propping doors or entrances open
3. Refrain from allowing strangers to enter rooms or floors
4. Call Campus Police, building supervisor, instructors or resident hall staff for assistance when needed.
5. Walk with others while on campus
6. Report suspicious person/activities to residence hall staff or Campus Police immediately
7. Report crimes immediately to Campus Police

Earthquakes

1. When you feel an earthquake, get under a desk or sturdy table. Stay under cover until the shaking stops.
2. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants and other heavy objects that may fall.
- 3 Do not use elevators.
4. If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

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 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 the victim and he/she will be encouraged to seek appropriate assistance from these resources.

SEXUAL HARASSMENT POLICY

Jones 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 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.

TOBACCO POLICY

Jones supports a tobacco free environment. The tobacco policy prohibits smoking in all places on the Jones campus with the exception of "parking lots". Sidewalks, streets, arbors, vending areas, benches, etc. are all considered prohibited areas. Campus police and other college officials will issue citations to violators. Repeat offenders will be subject to disciplinary actions.

The use of all tobacco products is prohibited inside buildings.

WEAPONS POLICY

Weapons are prohibited from college campuses by Mississippi state law and by college policy. Students are prohibited from bringing firearms on campus. Handguns are expressly forbidden from the campus. Any student found to be in possession of a handgun will be arrested and due process procedures will also be instituted by the College.



INSTRUCTIONAL AFFAIRS

CLEP General Examinations

Course Changes

Course Load

Course Repeats

Examinations

Grade Point Average

Grade Reports

Online Classes

Grading System

Graduation Requirements

Auditing Classes

CLEP GENERAL EXAMINATIONS

Jones 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.

College Level Examination Program General Examination CLEP)

Jones will allow credit examination to those students who have achieved a scaled score of 500 or above for each subject 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 by examination may not earn additional credit through the use of this examination. For further information consult the [College Catalog](#).

Subject Area Examination (CLEP)

A student of any age who has not earned college level credit in the subject area in which he/she seeks credit may take a CLEP subject-area examination for college credit. The student will not be given credit if he/she has enrolled in the subject area class and withdrawn. Credit will be awarded for a scaled score of 50 or above. Under this program, students are restricted to a maximum of 30 semester hours, with not more than 6 hours or 2 courses in one subject-matter area. The 30-hour total includes all credit earned by examination. Please consult the [College Catalog](#) for further information.

COURSE CHANGES

Students may withdraw/add classes free of charge via the JC Portal anytime between pre-registration and the beginning of classes. Students who process course changes through the Student Success Center will be charged a \$20 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 Student Success Center to process the transaction. Students will be charged a \$20 drop/add fee per transaction for making schedule changes once classes begin.

COURSE LOAD

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

COURSE REPEATS

Students may repeat courses at Jones to improve their GPA's. The best grade earned in a course will be the official grade, unless otherwise requested. Students repeating a class taken prior to 1985 should 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.

EXAMINATIONS

The final examination schedule is published at the end of each semester, and students will be given a comprehensive final examination based on course objectives.

GRADE POINT AVERAGE

For the purpose of graduation and transfer to other educational institutions, students must obtain a “C” average, which according to the grade point system adopted, would be a 2.0 average. This average is figured on the total quality points earned divided by the total number of semester hours attempted. Grades of “W,” “WP,” or “U” do not count in the grade-point average. Grades of “W” and “WF” were awarded prior to Fall 2007. All other courses attempted are included in the average. If a course is repeated, only the best grade will be used in GPA computation unless other arrangements are approved by the Vice President of Instructional Affairs.

GRADE REPORTS

Students have access through the JC Portal to view their academic status at mid-term of each semester. Faculty advisors also have access to view mid-term grade reports and are available to advisees to discuss academic performance. At the end of each semester, grade reports are made available to students through their online account on the JC Portal. Appeals associated with final grades must be received in writing by the Vice President of Student Affairs within 30 days following the end of the term in which the grade was assigned.

ONLINE CLASSES

The hybrid classes are provided 75% online and 25% in the classroom and are taught by Jones instructors. The student will communicate frequently with the instructor by email. The online portion of the course is delivered through the Jones Blackboard server. Classroom time is frequently used for labs, instruction, and testing.

The fully-online classes are offered through the Mississippi Virtual Community College (MSVCC). This is a consortium of the fifteen accredited community and junior colleges of the state. Each school contributes courses and instructors to curriculum. Jones offers courses taught by Jones instructors and those from the other MSVCC colleges. All credits earned are recorded on the student's Jones transcript. The MSVCC semester is approximately fifteen weeks long, normally beginning about one week after traditional classes. For each class there are no class meetings and two proctored exams (as determined by the instructor.) Proctored exams require the student to go to a community/junior college testing center and provide proof of identification in order to take the exam. Classes are not self-paced and students can be withdrawn for failure to participate in a timely manner. For more information concerning hybrid and fully-online classes at Jones, see the Jones web site at <http://www.jcjc.edu/elearning/index.php>

GRADING SYSTEM

Credit for each course is awarded in terms of semester hours. The number of credit hours awarded for each course normally conforms to the number of contact class hours per week. A typical exception occurs in laboratory work, where two or three hours of class contact have a 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. The following possible grades and corresponding quality points represent the instructor's final evaluation of a student's performance in a course:

A--Excellent; 4 quality points per semester hour

B--Good; 3 quality points per semester hour

C--Average; 2 quality points per semester hour

D--Below Average; 1 quality point per semester hour

F--Failure without privilege of re-examination; 0 quality points

***U--Audit; 0 quality points**

I--Incomplete

***W--Withdrawal; 0 quality points**

"I" Incomplete must be removed within six weeks as directed by the instructor or grade becomes an "F". A grade report of "I" (incomplete) at the end of any course represents failure to complete some of the requirements of the course. An "I" requires the subsequent completion of all requirements in the course within six weeks following the end of the semester in which the course was taken; 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.

Divisions within the College must establish standards of performance expressed in percentages and inform students of grading procedures for each class.

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, students must:
 - a. Earn 64 semester hours including orientation or honors forum, 2 hours; English composition, 6 hours; humanities, 9 hours (at least 3 hours in fine arts); social science, 9 hours; college algebra or higher level math, 3 hours; laboratory science, 8 hours; public speaking, 3 hours; and 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 Jones. (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.
 - d. Complete 25 percent of semester credit hours at Jones.

- f. 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 field as set up by the Jones 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 Vice President of Instructional Affairs or Academic Dean. 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. **Note that developmental courses will not count towards graduation requirements.**
 - b. Successfully complete LLS 1312 Orientation.
 - c. Earn a minimum 2.0 GPA.
 - d. Complete one semester residence at Jones.
 - e. 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. Exception: Any deviation from the above-stated requirements must have the approval of the Dean of Career and Technical Education or the Vice President of Instructional Affairs.

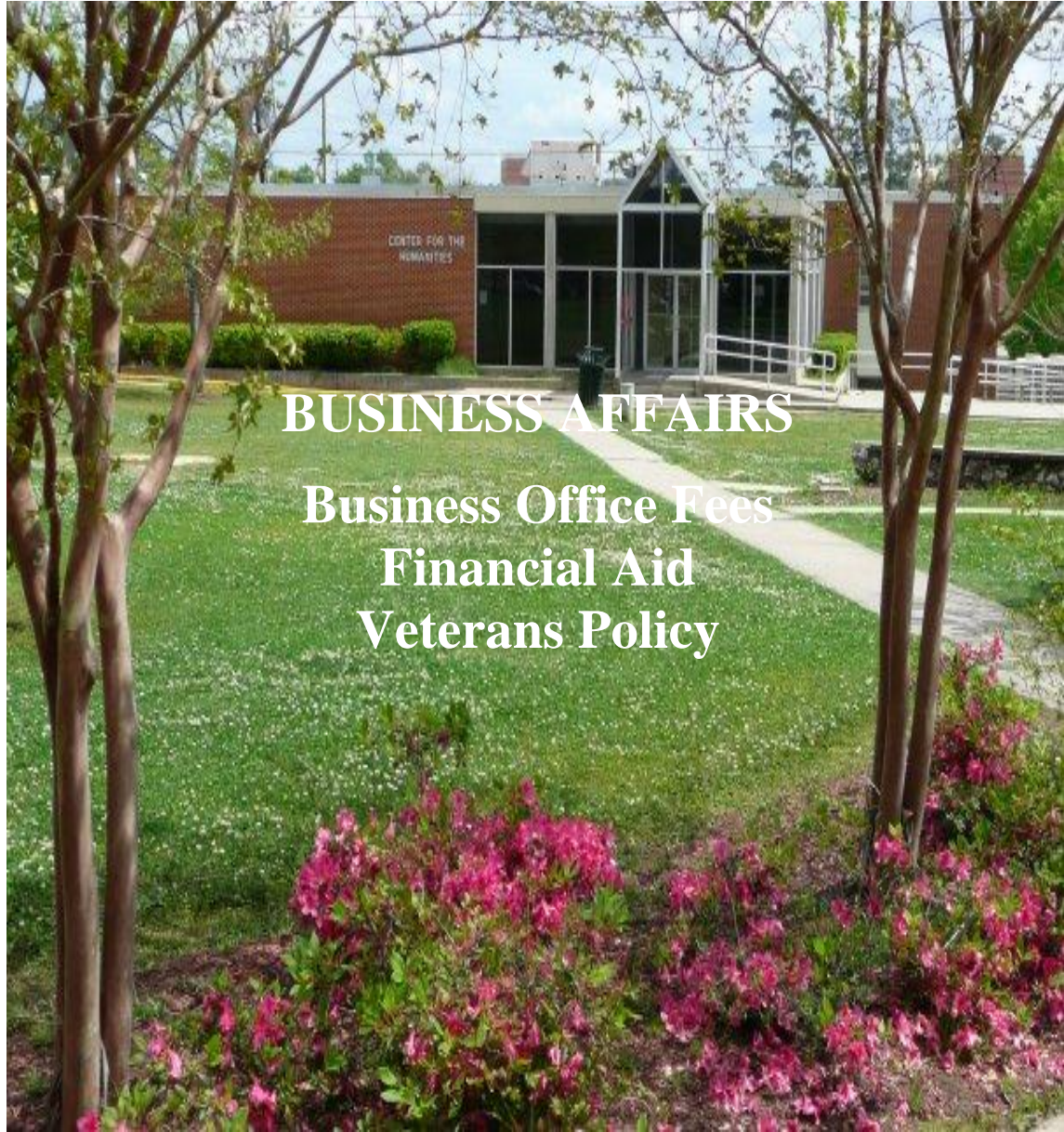
* Exceptions will be considered by the Vice President of Instructional Affairs for credit through the Mississippi Virtual Community College, and on-line courses from an accredited institution.

- 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.

AUDITING CLASSES

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.



BUSINESS AFFAIRS

Business Office Fees

Financial Aid

Veterans Policy

BUSINESS OFFICE FEES

Administration Bldg. Room 242

601-477-4010

The Business Office is located on the second floor of the Administration Building. Normal hours of operation are 8:00 a.m. until 5:00 p.m. Prompt and accurate settlement of all accounts is expected of all students.

General Fees

Full-time students are those enrolled in 12 or more hours in a semester.

Part-time students are those enrolled in less than 12 hours in a semester.

Fees: The Board of Trustees reserves the right to change any or all fees without notice. For the most recent fee structure, visit our website at: www.jcjc.edu/businessoffice/

Refund Policy

It is the student's responsibility to withdraw officially. Refunds of fees are computed according to the date the student personally contacts the Student Success Center to complete the withdrawal process, not the last day of class attendance. Requests for exceptions because of extenuating circumstances must be submitted in writing to the Business Office. An administrative committee will review the request, and the student will be notified as to whether or not an exception to the refund policy can be made. The college will not refund fees originally paid by check until the check has successfully cleared the student's bank.

Registration Fee. This fee is not refundable.

General Fee, Technology Fee, Part-time Fee, and Non-Resident Tuition.

Students who officially withdraw from school before the end of the term are entitled to partial refunds under certain conditions. These fees will be refunded as follows:

College Property

A charge will be made to anyone using school equipment and failing to return it. Periodic inspections of residence hall rooms will be made, and the occupants of the room must pay for any missing or damaged property.

Personal Property Possessions

Even though precaution is taken to maintain adequate security, the College cannot assume responsibility for loss or damage to student possessions. Students are encouraged to carry appropriate insurance to cover such losses.

Receipts for Payment of Fees

The Business Office issues a receipt to the student for each payment made to the College. It is the student's responsibility to keep the receipt in safekeeping. The College cannot assume responsibility for a claim of remittance on account unless the claim is attested by a receipt.

Unpaid Fees

Students cannot receive an official transcript of credit earned and cannot register for other classes until fees are paid. A student who is requesting a transcript of credit, but has unpaid fees, must pay the full amount owed in cash to the Business Office before the transcript can be released. All unpaid fees are subject to collection.

Personal Checks

Students, faculty and staff may not cash personal checks.

Statements of Account

Students are responsible for paying all fees, including room and board, on published due dates. Students needing itemized statements of charges and fees must notify the Business Office and such statements will be provided.

Refunds on Account

Refunds on student accounts are issued on Wednesdays and Fridays. The Business Office will hold issued refunds for two days in the office, after two days, those refunds will be mailed to the students main address in the admissions office. Any student who has not paid all fees due must apply any refunds to his account.

Bobcat Bucks

Bobcat Bucks is an optional account linked to the JCJC OneCard, giving students the ability to Swipe and Go. This pre-paid, declining balance account is accepted all over campus and at many locations in Ellisville. Use it to pay fees in the Business Office, eat lunch, buy books, grab a snack from the vending machines, plus much more. There are no fees and no minimum balance. You can manage your account online by logging into Blackboard. There you can purchase Bobcat Bucks, view your transaction history, or use Bobcat Bucks to pay your fees online. Bobcat Bucks are 100% refundable at the end of each term. To learn more, visit the Jones webpage at <http://www.jcjc.edu/onecard/bobcatbucks.php>.

FINANCIAL AID

Administration Bldg. Room 126

The Financial Aid Office works with students through counseling, resource referral, and resource administration to develop a financial aid package that best meets the needs of each student. Financial aid is available to Jones students from a wide variety of sources. Pell Grants, SEOG, MTAG, Work-Study, and Student Loans are available to students who qualify. Refer to www.jcjc.edu to view additional information regarding financial aid.

VETERANS POLICY

Administration Bldg. Room 113

601-477-4033

The Office of Veterans Affairs will adhere to all minimum standards of progress and attendance that apply to veterans and dependents who are attending Jones under Chapters 30, 32, 33, 34, 35, 1606, and 1607 of Title 38, United States Code. All college policies apply to veterans, as well as non-veterans, and will be equally enforced. Detailed information concerning policies is available in the College Catalog.



STUDENT AFFAIRS

- Honors
- Scholastic Probation & Suspension
- Disposal of Student Records
- Student Information on Transcript
- Transfer of Credit
- Withdrawal From College
- Student Activity Policies
- Dead Week
- Student Consumer Information
- Student Right To Know Act
- Organizations & Clubs
- Electics
- Student Program Procedures

HONORS

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

President's List - 4.00

Dean's List - 3.50 - 3.99

Faculty List - 3.00 - 3.49

Gold Key Awards. Each year Jones presents eight gold key awards, four to men and four to ladies. The awards are made for the following categories: Honor, Leadership, Sports, and Academic. The recipients of the first three categories are selected by graduating sophomores at the Sophomore Breakfast. The nominees for these awards are selected by a five member committee composed of students and faculty members. The Academic Awards are based on grade point averages for the two year period at Jones. In case of a tie, duplicate awards are given. A student must have applied for Spring graduation and be a full-time student during the Spring semester in order to be included in the selection process.

Letter "J" Certificate. The "J" Certificate will be awarded to those students who are enrolled full-time during the Fall and Spring semesters and who maintain a 3.2 GPA for both the Fall semester and the Spring semester. The two semesters will not be averaged together to determine eligibility.

Additional recognition will be given on their certificates to those students who meet the quality point average requirements and achieve an honor such as Who's Who, State, Regional, and National Contest Winners, All-State Athletics, Class Officers, Student Association Officers, Club Officers, Hall of Fame; and to the students who have made outstanding contributions in other extra-curricular activities. All recommendations for additional recognition must come through sponsors, divisions, or Student Affairs. All information should be in the Admissions and Records Office by April 15.

Academic Excellence Banquet. Each Spring semester, approximately 40 students are selected to be guests at a banquet in their honor. Selection of these students is coordinated through the Office of Student Affairs and is made on the basis of outstanding scholarship with the remainder being selected from students who have made outstanding contributions to Jones. All students selected must be eligible for graduation by the termination of the succeeding semester.

Who's Who Among Students in American Junior Colleges and the Jones County Junior College Hall of Fame

Each fall Jones selects students to Who's Who Among Students in American Junior Colleges. The selection process follows:

1. Members of the Student Council are requested to solicit recommendations from the academic and technical divisions. Student council members may make nominations.
2. Students who have a minimum 3.5 GPA with 24 hours credit are automatically nominated by the College.

3. Nominees must be eligible for graduation in May or August of the current year. The committee who selects “Who’s Who” is comprised of faculty members representing the various divisions, personnel with direct student contact, and the Vice President of Student Affairs. A list of nominees is provided to the committee members that includes the name of the nominee, major course of study, grade point average, graduation eligibility, and known activities in which the nominee participates.

The Hall of Fame recipients are selected from Who’s Who nominees and includes the students who have made major contributions to Jones, while maintaining excellent grade point averages. The student representative on the committee will be excused when the delegates to the Hall of Fame are selected.

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 the 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. If a course is repeated, only the hours and the best grade are used in computing the grade point average.

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 to 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

1. Students whose term grade point average at the end of any semester is below a 1.75.
2. Students currently on probation whose term grade point average is below a 2.0 will remain on scholastic probation.

Students placed on scholastic probation will be required to meet the Admissions Committee for

academic counseling at the beginning of the subsequent semester. Probation may be lifted by achieving a 2.0 term GPA the subsequent semester.

Scholastic Suspension

Scholastic suspension is a penalty imposed after a student has been allowed every reasonable opportunity to make satisfactory progress. 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

1. Students whose term grade point average is below 1.5 while they are on scholastic probation.
2. Students who remain on scholastic probation for three consecutive semesters.
 - a. A first suspension will be for one semester. (Does not include summer)
 - b. The second suspension will be for one calendar year.

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, College Catalog, 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 or the Dean of the program into which the student is re-enrolling.
3. Following a second suspension, readmission on probation may be granted for unusual and compelling reasons by the Vice President of Instructional Affairs or the Dean of the program into which the student is re-enrolling.
4. A student who is readmitted on probation will be subject to the same rules as any other student on probation.

DISPOSAL OF STUDENT RECORDS

The Office of Admissions shall be responsible for establishing students' records. These records shall include applications for admission, high school transcript or GED scores, and transcripts from other post-secondary institutions. Records will be purged in the following manner:

- a. Two years after a student leaves the College, applications and post-secondary transcripts will be discarded.
- b. Five years after a student leaves the College, high school transcripts and GED scores will be discarded.

The Admissions and Records shall be responsible for establishing and maintaining student transcripts, which contain dates of attendance, grades, graduation date, and demographic data. These records remain on permanent file.

STUDENT INFORMATION ON TRANSCRIPT

Jones will record any or all of the following information on the transcript of each student: directory information, social security number, course title and prefix, grade received in each course, grading system, transfer work from another institution, experiential learning, date of graduation and degree or certificate earned from Jones County Junior College.

TRANSFER OF 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 credit which will transfer prior to the end of the first academic term in which they are enrolled. Remedial course work (classes considered below college level) transferred from outside institutions cannot be applied as hours passed toward a degree. All grades "D" or above will be accepted as hours attempted and passed. 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 Jones 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.

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 Student Success Center to secure and complete an official withdrawal form. The withdrawal will then become a 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, they may withdraw via email.

STUDENT ACTIVITY POLICIES

1. Scheduling and Planning
 - a. All college connected student activities conducted by a student organization function at Jones Junior College must be scheduled by the Vice President of Student Affairs. The Vice President of Student Affairs reserves the right to schedule or not schedule any activity. Where the activity is not scheduled, the sponsoring organization may request a hearing before the Student Affairs Committee. Only approved student organizations may conduct student activities on or off the campus.
 - b. Permission for student activities may be obtained by completing the "Activity/Speaker Application Form" available in Student Affairs. All request are due in the office of the Student Affairs five days preceding the activity. All student activities will be scheduled on the activities calendar in the Office of Student Affairs by the designated advisor.
 - c. In the event that any organization may desire to appeal the decision of the Vice President of Student Affairs on any matter, this may be done by making a request in writing to the Vice President of Student Affairs within two days after said decision is rendered. The Student Affairs Committee will act on the appeal no sooner than two days after the appeal is received by the Vice President of Student Affairs.
 - d. The administration holds the officers of organizations responsible for the planning, scheduling, and overall conduct of the activities of their organizations. The President of the organization has primary responsibility in seeing that these activities are in accord with college regulations.
 - e. The College forbids the possession and/or consumption of alcoholic beverages (including beer) on campus and/or at any activity off campus sponsored by a student organization functioning at the College. The College will cooperate fully with State, County, and City laws dealing with alcohol in any age determinants listed in the laws.
 - f. Sponsoring organizations are expected to maintain certain standards or discreetness with respect to dress and behavior.
 - g. Infractions of the student activity policies will be referred to the Student Affairs Committee.
2. Assemblies Regulations
 - a. Any student parade, serenade, demonstration, rally, and/or other meeting or gathering for any purpose, conducted on the campus of the institution must be

scheduled with the President or Vice President of Student Affairs at least 72 hours in advance of the event. (Forms available in Student Affairs) Names of the responsible leaders of the groups must be submitted to the institution at the time of scheduling. Organizations which meet at regular times and places may, at the beginning of each year, schedule such meetings with the Office of Student Affairs.

- b. Students assembling for any meeting not authorized in accordance with paragraph one are subject to proper disciplinary action. Students present at such unauthorized meetings are considered to be participants.
- c. Any student found guilty at any time of a violation of the law including, but not limited to, destroying or damaging property on the institution campus under any circumstances will be subject to disciplinary action which may result in dismissal from the institution.
- d. All students are required to have their ID cards on their person at all times when outside the residence hall to which they have been assigned by the institution. The same regulations apply to other students who are domiciled elsewhere. Failure to have the ID card on one's person may result in disciplinary action. Giving of false information concerning identification of oneself or anyone else will be grounds for disciplinary action.
- e. Any non-student parade, serenade, demonstration, rally, and/or other meeting or gathering for any purpose, conducted on the campus of the institution must be scheduled with the President or Vice President of Student Affairs at least 14 days in advance of the event. Names of responsible leaders of the group must be submitted at the time of scheduling. The terms and conditions of all authorizations for such assemblies will be determined by the institution.
- f. Persons who assemble for any such meetings and who fail to comply with the requirements of Section 5 shall be deemed guilty of trespass and subject to arrest under Section 6724, Mississippi Code of 1942 as amended.

3. Speakers Regulations - Inviting Procedure

- a. Request - Prior approval of speakers must be obtained by completing the "Activity/Speaker Application Form" (available in Student Affairs) 14 days prior to the date of proposed speaking engagement. The request shall include:
 - 1. Name and address of speaker
 - 2. Name of sponsoring organization
 - 3. Proposed date
 - 4. Time of meeting
 - 5. Expected size of audience
 - 6. Topic of speech

Decision Scheduled

1. The invitation may be issued.
2. If accepted, inform the Office of Student Affairs in writing of the acceptance.

Not Scheduled

1. Appeal to Student Affairs Committee.

DEAD WEEK

The week and weekend preceding final exams will be dead week when no activities will be held unless authorized by the Vice President of Student Affairs.

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

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 made available July 1, 1993. This information will be published in the Student Handbook with each new printing 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

Graduation rate within 150% of normal time to completion	21%
Graduation Rates by Gender	
Men	17%
Women	24%
Graduation Rates by Race/Ethnicity	
White, non-Hispanic	23%
Black, non-Hispanic	16%
Other	30%

ORGANIZATIONS AND CLUBS

The students of Jones are afforded the opportunity of participation in the institution decision making via the Student Government. The Student Government Association serves as an effective and responsible link between the student body and the school administration in changing student policies when the need for such becomes apparent. Recommendations proposed by the Student Government are forwarded to the Vice President of Student Affairs for consideration. The Vice President of Student Affairs then forwards the recommendations to the President of the College for his decision.

Jones County Junior College is committed to the ideal that total education involves more than the pursuit of an outlined college course of study. Therefore, the College provides a variety of extra-curricular activities to supplement the course of study. There is a diversity of student organizations and clubs provided to students on the Jones campus. These organizations and clubs offer students an opportunity to train in the process of democracy and in personal relationships. The principle vehicle of student activity at Jones is the student organizations that may avail themselves of all the privileges relating thereto. Student organizations are characterized by a written constitution and by-laws, officers, an advisor, and a program of projects and activities through which they attempt to carry out their objective. Copies of the Constitution and Policy Steps for chartering new organizations may be obtained in the Student Affairs Office.

Students are urged to become an active member of one or more clubs. By doing so, they contribute more to themselves as well as to the total college program. A calendar of student activities will be kept by the Vice President of Student Affairs. The material on the calendar will be listed on the College calendar which includes all public, student and faculty activities that require permission for the use of the junior college facilities.

A list of clubs and sponsors can be obtained online.

ELECTIONS

Student elections are conducted regularly during the fall and spring semesters. The Homecoming Court, Freshman Class President, Freshmen and Sophomore Class Favorites, and Mr. and Miss JCJC are chosen in the fall. Student Government Officers and Sophomore Class President are chosen in the spring. The Student Government Association notifies students of elections. A copy of the Election Code may be obtained in the Student Affairs Office.

STUDENT PROGRAM PROCEDURES

1. Recommendations for changes or additions may be initiated by the administration, a faculty member, or a member of the Student Government Association.
2. A written proposal of any change or addition should be submitted for review to the Vice President of Student Affairs. This proposal should include the following information:
 - a. Identification or explanation of the proposed change
 - b. Budget information
 - c. Sponsorship information (if needed)
3. Upon decision of approval or disapproval by the administration, the Vice President of Student Affairs will inform the submitting parties of the decision.

Chaperons

Any activity given in the name of a Jones student organization is subject to be required to have chaperons. Student organizations may consult with the Vice President of Student Affairs at any time to determine if certain activities require chaperons.

Conduct

The College regulations governing students and visitors will be maintained at all college sponsored activities.

Enforcement

The responsibility of interpretation and enforcement of college regulations rests with the President and advisor of the organization sponsoring the event and with the official chaperons. Organizations' officers assume full responsibility for the conduct of their members and guests.

Hours

Beginning and ending times for activities, and their duration, will be under the general supervision of the Vice President of Student Affairs. Organizations should specify their desired times when seeking activity approval. Ending times shall be at 10:30 p.m. on the date of the activity unless specified by the Vice President of Student Affairs.

Organization President and Advisors are Responsible for:

1. Keeping the Vice President of Student Affairs informed on any changes in officers of the organization

2. Seeing that the organization complies with the Student Activities Policies in carrying out their activities
3. Attending or having a responsible person attend all meetings called by the Vice President of Student Affairs
4. Returning Activity Evaluation Sheets following each activity

Places

Off-Campus--The sponsoring organizations should check with the Office of Student Affairs to make certain that the place it desires to use is approved.

On-Campus---On campus places are reserved with the area department of the College having jurisdiction over said facility. Policies governing the place will differ from place to place, and care should be taken to become aware of this. The Vice President of Student Affairs will act as coordinator in making the reservation.

Outside areas on-campus are reserved through the Vice President of Student Affairs. Areas of this nature should be discussed with the Vice President of Student Affairs well in advance of publicity, invitations, etc., concerning the proposed event. In the interest of public safety, health, and the welfare of the students, the Vice President of Student Affairs reserves the right to schedule or not schedule these facilities and/or recommend alternate areas.

Preparation for Activities

1. When the activity date is decided, the date should be recorded on the Student Activity Calendar in the Office of Student Affairs. This should be done in writing. Cancellation of a date should also be in writing.
2. Events relating to the remainder of the planning and preparation should be as follows in this order:
 - a. Confirmation of chaperons
 - b. Confirmation of place
 - c. Processing of Student Activity Form within prescribed deadline
 - d. Other items depending on the nature of the activity, band, food refreshments, etc.

The Vice President of Student Affairs may require door control for student activities if one hundred or more participants and spectators are anticipated at any event. The sponsoring organization must make payment in advance, if required, to the Chief of Campus Police. If door control is required, the following will have effect: Door control shall be maintained by securing men obtainable through the Chief of Campus Police. These may be either campus police officers or off-duty policemen and/or deputies of the Sheriff's Department. These may be engaged through the Campus Police Department.



STUDENT SERVICES

Bookstore
Campus Visitors
Jones ONE Card
Dining Services
Bobcat Fitness Center
Health Services
Housing
Intramural Activities
Student Success Center
Library
Computer Lab
Non-Traditional Success Center
Mail
Sales & Soliciting
Disability Clause
Student Publications

BOOKSTORE

Bookstore Hours of Operation

Summer Hours 8:00 a.m. - 3:00 p.m.

Monday – Thursday: 8:00 a.m. - 4:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

Bookstore hours are extended during book rush. The Bookstore will be closed in observance of all school holidays.

Bookstore Buyback Policy

Students are required to have student ID. A student may sell textbooks to the College Bookstore. A student having a balance due to the college is not permitted to receive cash from the sale of textbooks. However, the Bookstore will issue a credit to the student's account in the Business Office for the amount of sale.

Textbook Return Policy

Full cash or financial aid credit is issued only during the first week of the summer semester and during the first two weeks of the fall and spring semesters.

Bookstore hours and policies are subject to change without notice. Current written policies are available in the Bookstore.

CAMPUS VISITORS

People who are not properly registered or who do not have a valid ID card are considered visitors to the College. A person may be a valid visitor to the campus if the person has written permission from the Vice President of Student Affairs in his or her possession. A person without valid permission to be a visitor will be asked to leave the campus properties. If he or she returns, he or she will be arrested for trespassing and/or other charges. Any person may freely visit at any time, during the academic day, any office in the Hutcheson-Hubbard Administration Building to conduct business without a valid visitor's pass.

JONES ONE CARD

The JCJC OneCard is the official student ID and an essential component of the college living and learning environment. This permanent ID card identifies students as a privileged member of the JCJC community. The OneCard is required for access to library services, cafeteria services, health services, computer labs, the fitness center, the game room and College-sponsored events. Two optional accounts are linked to the OneCard, delivering closed-loop declining balance purchase power as well as electronic deposit options for student payroll and financial aid disbursements. To learn more, visit the Jones webpage <http://www.jcjc.edu/onecard/index.php>. The same card must be kept and used for the entire enrollment, even when returning from a previous year or semester. Students should not destroy, lose, bend, or tamper with an ID card. Damaged cards may be replaced once per year upon presentation at OneCard Services; otherwise a replacement fee will be charged at the time of replacement. The ID card should be carried at all times and is to be shown for student identification

upon request of any student leader, faculty member, or official member of the College staff. Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of College regulations and subjects the holder to disciplinary action.

DINING SERVICES

JCJC Cafeteria

Sodexo, Inc. operates an all-you-can-eat cafeteria in the CL Neill Student Union. Students who are on a meal plan must present the Jones ONECARD at the cafeteria entrance or pay guest prices for meals.

Sub-Connection – Located on the south end of the Tisdale Library, the Sub Connection provides students with a variety of sandwiches, salads, drinks, along with grab-n-go items. Indoor and patio seating are available.

BOBCAT FITNESS CENTER

The Bobcat Fitness Center in the D.O. Thoms PE Building provides students with a variety of fitness opportunities and recreational activities. The Fitness Center is equipped with cardiovascular exercise equipment, weight training equipment, an aerobics room, a racquetball court, locker rooms, a physical therapy room, as well as a variety of fitness classes and programs. Students must be currently enrolled and must fill out an application to be eligible for membership. An active Jones ID card is required for entry into the facility. Hours of operation are posted at the facility.

HEALTH SERVICES

Jones encourages health examinations for all students and faculty. The College operates a clinic located in the Home and Health Services Building; the clinic serves both residence hall and day students with a full time nurse practitioner in charge during the school day.

HOUSING

Jones County Junior College provides residence halls for both men and women. Residence halls providing accommodations for approximately 800 students per year, are under the supervision of the Directors of Men's and Women's Housing. Living in the residence halls is considered a privilege. A student's residence on campus is contingent on that student's compliance with policies established for the general welfare of all residence hall students. Students must pass 9 hours with a semester GPA no less than 1.5 to be eligible for student housing for the following semester (Fall/Spring). Efforts are made to ensure a safe and secure environment. Even though precautions are taken to maintain adequate security, the College cannot assume responsibility for loss or damage to student possessions. Students are encouraged to carry appropriate insurance to cover losses. It is the responsibility of all residence hall students to become aware of and observe all published rules found in the *Student Handbook* and in *A Guide to Campus Life*, which are furnished upon entrance into a residence hall. Dorm applications should be addressed to the Housing Office, Jones County Junior College, Ellisville, MS 39437. A non-refundable application fee of \$50.00 should accompany the application.

Financial aid cannot be used to cover the application fee. All students must re-apply each school year. Applications are not transferable from one school year to the next.

INTRAMURAL ACTIVITIES

Jones provides a variety of intramural activities for students. Individual activities, as well as team sports, are designed to provide students with opportunities for recreational entertainment and to enhance the overall college experience.

STUDENT SUCCESS CENTER

The Student Success Center is located in the Tisdale Library. Through the Center, students are given assistance in planning their college lives in accordance with their individual needs and interests. The SSC offers guidance in academic, career, and personal areas, along with programming related to academic and social issues, life skills, and mental and emotional health. Referrals to counseling services outside the College are facilitated by the counselors in the Center.

The lobby of the SSC includes a coffee shop with several seating and study areas with wireless Internet for the convenience of students.

LIBRARY

The Terrell Tisdale Library is a unit of the school that supports and enhances the curriculum and meets the educational needs and interest of the College community. The library publishes a handbook which is available at the circulation desk and online at <http://www.jcjc.edu/library/docs/libraryhandbook.pdf> which gives both policies and information on using the library. A student ID card is required to check out books, and overdue items do incur fines. The library is open Monday through Thursday from 7:00 a.m. to 9:00 p.m. and on Friday from 7:00 a.m. to 3:30 p.m. It is closed weekends and school holidays.

COMPUTER LAB

The Computer-Aided Learning Lab (CAL Lab) offers students access to Windows based computers and software. Located on the first floor of the Academic Support Building, the Lab provides internet access, tutorials, work processing, spreadsheet, and database software along with basic skills software. The eLearning Proctor Lab is also located in the CAL Lab for MSVCC testing. The Lab director, staff, and student assistants are available to assist students with school related needs. CAL Lab hours are Monday through Thursday from 7:30 a.m. to 9:00 p.m. and Friday from 7:30 a.m. to 3:30 p.m.

NON-TRADITIONAL STUDENT SUCCESS CENTER

Jones operates a Success Center for non-traditional students, providing a variety of support services for students with non-traditional backgrounds. Students are given assistance in planning their college careers, balancing the demands of college, and integrating college classes with the requisites of everyday life. The center also supports a Non-Traditional Student Association which raises monies

towards scholarships for non-traditional students. The Non-Traditional Student Success Center is located on the northeast side of campus between Highway 29 and Augusta Road.

MAIL

Mail service is provided for students at the Campus Mail Center in the C.L. Neill Student Center. Outgoing mail leaves at 2:00 p.m.. All student mail should be addressed to Jones County Junior College, 900 S. Court Street, Ellisville, MS 39437. Correct name and box number expedites delivery. Campus Mail Center hours are:

Mon.-Thurs. 8:00 - 3:30 p.m. Fri. 8:00 - 3:00 p.m.

RULES AND REGULATIONS REGARDING SALES AND SOLICITING ON CAMPUS COLLEGE RELATED GROUPS

1. Receipts of project are to be used for a charitable or funding purpose.
2. Activities by approved student groups shall receive prior approval of the Vice President of Student Affairs. Raffles, lotteries, and similar activities are NOT allowed.
3. The group must complete the "Activity/Speaker Application Form" obtained from Student Affairs.

NON-COLLEGE RELATED GROUPS OR INDIVIDUALS (PRIVATE ENTERPRISE)

Must have permission from the appropriate college official showing dates allowed on campus

1. Product or service offered must have interest or appeal to faculty or students
2. Cannot ask for or receive advance deposit on any product that is to be mailed to the purchaser
3. Cannot solicit for sale of product already available on campus
4. Cannot solicit in residence halls; must set up in lobby
5. Cannot solicit in academic and staff personnel office; must have prearranged appointment
6. Exhibitors (with approved exhibit) or recruiters (military, college, etc.) are told where to locate and how long they may remain.
7. No written solicitation such as flyers, etc. shall be distributed on campus without prior approval of Student Affairs.

DISABILITY CLAUSE:

Jones County Junior College students who wish to obtain educational accommodations due to qualifying disabilities should contact Ms. Jacquelyne Barnett, ADA/504 Coordinator, Student Success Center, 601-477-4149. Documentation of disability may be required. Grievance procedures related to this area are available in this office.

STUDENT PUBLICATIONS

The purpose of student publications is to provide a record of activities and offer students opportunities for experience in journalism through the campus newspaper (*Radionian*) and College yearbook (*Lair*). Students participate in the publication of the *Radionian* and *Lair* while enrolled in journalism classes.

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900 South Court Street
Ellisville, MS 39437
601-477-4007
www.jcjc.edu

NONDISCRIMINATION STATEMENT

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) , ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4257; (Title IX) John M. Carter, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4161.

See www.jcjc.edu for handbook updates