

2018 - 2019 Jefferson State Community College

Academic Regulations



**FIND YOUR
PLACE**
AT JEFFERSON STATE

Classification of Students

University Parallel (Pre-Baccalaureate)

Students who plan to complete the first two years of a four-year program should discuss degree requirements with an advisor before registering.

Transient

A transient student is a student who attends another college and will be in attendance at Jefferson State and then return to their home institution. Students in this classification must submit an official letter from the institution they have been attending which certifies that the credits they earn will be accepted as part of their academic program. Transient students are not eligible to receive financial aid.

Job Related/Personal Enrichment

Students who wish to enroll in courses for personal improvement or to increase occupational proficiencies but who do not wish to work toward an associate degree may be classified as special students and take a maximum of 19 hours per semester.

Career and Professional

Students following one of the occupational curricula outlined under associate in applied science degree.

Course Load

Students are classified according to the following minimum schedule:

Credit-Hour Loads	Semester Hours
Minimum Full-time Load	12
Normal Full-time Load	15-18
Financial Aid and Veterans Benefits (full allowance)	12
Financial Aid and Veterans Benefits (3/4 allowance)	9
Financial Aid and Veterans Benefits (1/2 allowance)	6
International Students (F-1 Visa)	12-15
Social Security Benefits	12

Students who plan to register for 20 or more credit hours must secure approval from their academic advisor and the director of Admissions and Retention or the director of Articulation.

All hours (including physical education, internship, seminar and on-the-job training) will be counted toward the maximum load.

Schedule Adjustment or Drop-And-Add Period

Schedule adjustment or drop-and-add period will be the first two days of each term. The drop-and-add period begins the first instructional day of the semester/session. No grade will be given if a student drops a class during the drop-and-add period. Holidays will not be counted if they have an adverse effect on drop-and-add days for which the refund policy is in effect.

Withdrawals

Withdrawal from a Course

A student who wishes to withdraw from a course after the official Schedule Adjustment period and prior to the official start of final exams may do so by completing a "Withdrawal from Course" form. Students who withdraw before the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term will receive a grade of "W" for any course withdrawn. After this time, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or "WF" if doing unsatisfactory work at the time of withdrawal.

Withdrawal from the College

A student who wishes to withdraw from the college prior to the official start of final exams may do so by completing a "Request for College Withdrawal" form. Students who withdraw before the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term will receive a grade of "W" for any course withdrawn. After this time, the student will receive a grade of "WP" if doing satisfactory work at the time of withdrawal or "WF" if doing unsatisfactory work at the time of withdrawal.

Required Withdrawal

Students are responsible for satisfying course prerequisites. Prerequisites for various courses are printed with the course descriptions in this catalog and in the semester class schedules. Moreover, Jefferson State has required prerequisites for all English and mathematics courses. During the early registration process, a student will be allowed to register for the courses sequential to those in which he/she is currently enrolled, including English and mathematics; however, if a student should fail the courses in which he/she is currently enrolled, then it is the student's responsibility to make the proper changes during regular registration. If the student's schedule is not adjusted, he/she will be dropped from courses for which he/she is not eligible.

Class Attendance Policy

Class attendance is an essential part of the educational process at Jefferson State, and students are expected to attend all classes for which they are registered to facilitate their academic success. In general academic performance is impacted by the number of classes a student attends. Financial Aid and other scholarship programs may require stringent attendance. It is the student's responsibility to be aware of the specific requirements of these programs. Student absences are calculated from the first official day of class. When a student registers late, the classes that the student missed from the first scheduled class date will be counted as absences. Students are expected to attend class on time and are expected to remain in class for the duration of the published class time. Students are responsible for the knowledge, skills and abilities not acquired due to absences and for assignments made or due from the first official day of class. If a student has excessive absences and is in jeopardy of failing the course, she/he is encouraged to consult with the instructor. Instructors will not withdraw students for any reason. If a student fails to officially withdraw from a course, this could result in a grade of "F". Students receiving financial aid or scholarships should consult the Financial Aid Department or their scholarship coordinator to determine how an "F" or "W" may affect their tuition assistance.

Circumstances may arise, including but not limited to illness of the student or an immediate family member, accidents, death of an immediate family member, jury duty, court appearance, religious holy day, or involuntary call of military personnel to active duty, which are, upon presentation of official documentation, determined to be excused absences. Participation in college related events which the student is required to attend by the club sponsor and which have been approved by the appropriate Dean will also be excused. When such an absence occurs, students are responsible for providing official documentation of the reason for the absence to the instructor and make-up work will be accepted.

Instructors should keep a record of attendance for each class meeting, ensuring that only students listed on the current course roster are attending class. Instructors should develop a course syllabus which clearly states how absences, late arrivals and early departures will be addressed as well as the individual instructor's policies for make-up work, consistent with the college's attendance policy. The policies stated in the course syllabus for a student's specific class will be the policies for which the student will be held accountable. This syllabus should be distributed, explained and discussed at the first official class meeting. Student grades will be based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.

Students enrolled in Internet and/or Hybrid courses become responsible for course materials and assignments posted in Blackboard on the official first day of class. Students should access Internet and/or Hybrid courses via Blackboard within the first official week of classes and become familiar with each individual course's requirements. Students should access their Internet and/or Hybrid courses regularly to remain current regarding expected due dates and assignments. Attendance in Internet and/or Hybrid courses goes beyond course login, and is based on documentable participation in class activities. Interacting with the instructor, interacting with enrolled students, attending required on-campus meetings and/or submitting course assignments all constitute attendance. Any student who is not able to actively participate in class activities or complete course assignments is encouraged to consult the course instructor.

The above attendance policy shall apply to all credit courses at Jefferson State, including lecture, lecture/web-supported, interactive video conference, hybrid and Internet courses.

Grades

Letter grades are assigned according to the following system for all courses for which students have registered except NUR and PTA courses.

A	Excellent (90-100)
B	Good (80-89)
C	Average (70-79)
D	Poor (60-69)
F	Failure (below 60)
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
I	Incomplete
AU	Audit
RW	Required Withdrawal

Satisfactory grades are “A”, “B”, and “C”. Senior colleges and universities can refuse to grant credit for a course in which the student has received a grade of “D”.

Courses numbered 0-99 carry institutional credit and are not applicable toward degree or certificate requirements. Satisfactory grades earned in these courses are “A”, “B”, and “C”. Unsatisfactory grades are “D”, “F”, and “WF”. A student is not allowed to progress to the next course in the sequence until he/she has earned a satisfactory grade. Grades earned in courses carrying institutional credit are not computed for graduation purposes; however, all grades earned are computed for all other purposes.

A grade of Incomplete (“I”) may be assigned when the quality of work has been passing but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examination. The required work must be completed by the beginning of the twelfth (12th) week of the fall or spring semester or seventh (7th) week of the summer term of the succeeding term for which the “I” was granted or the “I” will be changed to an “F”.

A grade of AU must be declared by the end of the registration period and may not be changed thereafter. Audit (AU) signifies the course is taken on a non-credit basis and the credit hours will not be averaged into the grade point average.

A	4 quality points per hour
B	3 quality points per hour
C	2 quality points per hour
D	1 quality points per hour
F	0 quality points per hour
WF	0 quality points per hour

The student’s academic standing (grade-point average) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of “A”, “B”, “C”, “D”, “F”, “WF” are assigned. A course repeated is counted as many times as grades for it are recorded. A student may request forgiveness for the first time a course was completed and later repeated by completing a “Request for Course Forgiveness” form in Enrollment Services.

A student must earn a total grade-point average of 2.00 (C) on all Jefferson State work to be eligible for graduation.

Grades are issued at the close of each semester. They can be viewed on our web site at www.jeffersonstate.edu. Each semester students should check their final grade report to ensure receipt of appropriate grades. Students are ultimately responsible for reporting potential errors in their final grades. Students who challenge a grade must do so with the course instructor by mid-term of the semester following the grade assignment. No grades may be challenged or changed by an instructor after that time unless there is a recording error or an extenuating circumstance.

It is the student’s responsibility to update any changes to their student directory information including change of mailing address, telephone number, and name changes.

Transcript Requests

The transcript policy of Jefferson State includes the following items:

1. In compliance with the Family Educational Rights and Privacy Act, the college does not release transcripts of a student’s work except upon the student’s written request. Requests may be directed to Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215-3098 or requests may be faxed to 205-856-8091.
2. Official transcripts are sent to institutions, companies, agencies, etc., upon the student’s written request.
3. Official transcripts will not be issued to the individual student. However, the student may request an unofficial transcript that does not bear the college seal and is marked “Issued to Student.”
4. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need.
5. Enrollment Services does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the institution concerned.
6. Transcript requests may be denied for students who have a financial obligation to the college. Any hold may be appealed to the College Policies Complaints/Appeals Committee.

Standards of Progress Policy

Required grade point averages for students according to number of hours attempted at Jefferson State are:

1. Students who have attempted 12-21 semester credit hours at the college must maintain a 1.5 cumulative grade point average (GPA).
2. Students who have attempted 22-32 semester credit hours at the college must maintain a 1.75 cumulative GPA.
3. Students who have attempted 33 or more semester credit hours at the college must maintain a 2.0 cumulative GPA.

Exceptions:

1. Programs within the institution which are subject to external licensure, certification, or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
2. Selected transfer students will be placed on academic probation upon admission and must transition to these standards of progress.

Clear Status

The status of a student whose cumulative grade point average is at or above the level required by this policy for the total number of credit hours attempted at the institution.

Academic Probation

1. The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or
2. The status of a student who was on academic probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted at the institution but whose semester GPA for that term was 2.0 or above; or
3. The status of a student who has re-entered the institution after being suspended for one term or one year (or after being granted readmission upon appeal).

One Semester Academic Suspension

The status of a student who was on academic probation the previous term but who has never been suspended or who, since suspension, had achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

One Calendar Year Academic Suspension

The status of a student who was on academic probation the previous term and who had been previously suspended without since having achieved clear academic status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

Appeal of Suspension

A student who is suspended for one term or one calendar year may request consideration for readmission. Completing and submitting a "College Policies Complaints/Appeals Form" initiates the procedure. The meeting of the College Policies Appeals Committee shall not be considered a due process hearing, but rather a petition for readmission. The Committee will review the student's written statement of mitigating circumstances in support of immediate readmission. The decision of the College Policies Appeals Committee, together with the materials

presented by the student, shall be placed in the college's official records.

If, after appeal, the student is readmitted without serving the one term suspension, the transcript will read "Suspended - One Semester/Readmitted Upon Appeal." The student is readmitted upon appeal and re-enters the institution on academic probation.

If, after appeal, the student is readmitted without serving the one calendar year suspension, the transcript will read "Suspended One Year/Readmitted Upon Appeal". The student is readmitted upon appeal and re-enters the institution on academic probation.

Intervention for Student Success

When a student is placed on academic probation, one semester academic suspension, or one calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, or prescribing other specific courses.

Academic Standards of Progress for Students Enrolled in Institutional Credit Courses

A student who is enrolled in an institutional credit course and who receives a grade of "D" one semester may not take the course a second semester until he or she receives special academic advising.

After the second semester in which the student receives a grade of "D" in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

Academic Standards of Progress for Transfer Students

1. Initial status must be determined prior to establishing standards of progress status.
2. A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
3. A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 semester credit hours at Jefferson State. If, at the conclusion of the term in which the student has attempted a total of 12 or more semester credit hours at Jefferson State, the cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read "Suspended One Semester."

- If, at the conclusion of the term in which the transfer student admitted on academic probation has attempted a total of 12 or more semester credit hours at Jefferson State, the cumulative GPA at the institution is 1.5 or above, the student's status is clear.

Academic Bankruptcy Policy

A student may request Academic Bankruptcy by completing a "Academic Bankruptcy Application" form in Enrollment Services under the following conditions:

- Academic bankruptcy can only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours complete satisfactorily, will be used to fulfill degree requirements. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
- To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in the 12 semester credit hours in the post-bankrupted period. Approval of the academic bankruptcy status at a college does not guarantee that other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Once a degree or certificate has been posted a student cannot bankrupt any terms prior to and including the term the award was posted.

Implementation Guidelines:

- A student who enrolled at the college Fall Quarter, 1991, or any subsequent term is eligible for academic bankruptcy provided the student has taken a minimum of 12 semester credit hours of coursework at the college since the bankruptcy term(s) occurred.
- Bankruptcy may be applied to credit earned at Jefferson State prior to Fall Quarter, 1991, provided the student has taken a minimum of 12 semester credit hours of coursework at the college since the bankruptcy term(s) occurred.
- The academic bankruptcy policy applies only to Jefferson State credit. Effective Fall Quarter, 1991, Jefferson State calculates grade point average based on hours attempted at Jefferson State. Transfer credit is not included in the calculation of grade point average.
- Current enrollment is not required to apply for academic bankruptcy.

- When academic bankruptcy is declared the phrase "Academic Bankruptcy" will be reflected on the transcript for each term affected. When academic bankruptcy is declared, the transcript will reflect the term of its implementation and the transcript will be stamped "Academic Bankruptcy Implemented".
- No grade changes will be recorded on a student's transcript for terms disregarded with academic bankruptcy unless approved in writing by the Dean of Enrollment Services or designee.
- A student may declare academic bankruptcy only once.
- Implementation of academic bankruptcy does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
- When a student declares academic bankruptcy, no credit hours for any courses disregarded in the cumulative grade point average will be counted toward the total number of hours required for a formal award (degree or certificate).

Forgiveness Policy

A student may request forgiveness of a course by completing the "Course Forgiveness Form". The following conditions must be met. Courses taken at Jefferson State Community College must be repeated at Jefferson State Community College for the student to be eligible for course forgiveness. If a course is repeated once, the second grade earned (excluding W, WP) will be employed in computation of the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation.

Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Once a degree or certificate has been posted a student cannot receive course forgiveness for any term(s) prior to and including the term the award was posted.

Academic Honors

The college shall provide selected academic honors to recognize and promote notable student achievements. These academic honors are the Dean's List, the President's List, and Academic Commendation.

The **President's List** shall be compiled at the end of each term. Requirements for the President's List shall be a semester grade point of 4.0 and completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

The **Dean's List** shall be compiled at the end of each term. Requirements for the Dean's List shall be a semester grade point average of 3.5 or above but below 4.0 and completion of a minimum semester course load of 12 semester credit hours of college-level work.

Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirements.

Academic Commendation, implemented at the end of each term, is for the part-time student who registers for a minimum semester course load of 6-11 semester credit hours. Requirements for Academic Commendation shall be a semester grade point average of 3.5 or above, and completion of a minimum of 20 cumulative semester hours. Developmental (pre-collegiate) courses carrying grades of "A-F" will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirements.

The James B. Allen Award is presented annually to the most outstanding student at Jefferson State chosen by a faculty committee. The selection is based on scholarship, service, high moral character, and demonstration of leadership ability.

The Eugene G. Fitzgerald Honor Award is given annually to a student who has demonstrated outstanding achievement in scholarship, service and citizenship.

The H. Y. Carson and Ruby K. Carson Award is presented to an outstanding student who has demonstrated outstanding service, leadership, and scholarship.

Who's Who Among Students in American Junior Colleges is a national publication which lists the names of students who have been honored this way by a committee of faculty and staff.

Final Examinations

Final examinations are held in all subjects at the close of each semester. A final examination schedule is available on the college's website.

A student who must miss a final examination has the responsibility of notifying his or her instructor prior to the examination, or as soon thereafter as possible and of furnishing acceptable evidence concerning the cause of his or her absence upon his return.

Jefferson State Students Taking Courses at Other Institutions

Jefferson State students wishing to take courses at another college or university and to receive transfer credit should request a Transient Form from Enrollment Services. Students should first check with the Transfer Credit Coordinator Assistant for transferability of a course to be taken before registering for the course. Approval of transfer credit will be based on the criteria outlined in the "Admission to the College" section of the Catalog and Student Handbook and on applicability to the program of study.

1. In compliance with the Family Educational Rights and Privacy Act, Transient Letters/ Letters of Good Standing are sent upon the student's written request. Requests should include the name of the institution the student will attend, the term the student will be attending, and the course number and title of the course(s) the student needs approval to take. Requests may be directed to Enrollment Services, Jefferson State Community College, 2601 Carson Road, Birmingham, AL 35215-3098 or requests may be faxed to 205-856-8091.
2. Requests are processed as they are received and requests should be made at least two weeks prior to need.
3. Requests may be denied for students who have a financial obligation to the college. Any hold may be appealed to the College Policies Appeals Committee.
4. It is the student's responsibility to have an official transcript forwarded to Enrollment Services at Jefferson State after completing courses at another institution.

Student Assessment

In order for Jefferson State to assess and improve its instructional program, periodic measurements of student perceptions, intellectual growth, and, as appropriate, skills development must be obtained. Students may be asked to participate in one or more evaluative procedures including, but not necessarily limited to, examinations in general education and the field of study and in the completion of some instrument designed to determine their perceptions and reactions to the course of study that they have pursued or to their experience at Jefferson State. The evaluative information obtained in these ways is one of the means used to improve the quality of the educational experience for future generations of students.