

Policies, Procedures & Services for Classroom Management

Teaching is a challenging, dynamic and complex activity that requires continuous attention to what we teach, whom we teach, and how we teach.

(Tobias, 1992)

Suggestions for Promoting Positive Student Behavior in Your Classroom

The following information is offered by JJC's Office of Student Development (D1010; 815-280-2761) in the spirit of helping you to get off to a great start. It is a list of suggestions for college teachers looking for proven ways to create the best possible environment for learning. These suggestions have been gathered from the successful practices of many of your colleagues at Joliet Junior College and from college teachers elsewhere.

Using these suggested practices in your classroom should:

Help your students make the transition from high school and/or summer activities to learning in college

- Direct your students' attention to the key component for learning - their time spent with you in the classroom
- Spark their intellectual curiosity
- Encourage their active involvement in learning
- Build a sense of community, civility, and respect in your classroom.
- **Be prepared**
 - Visit the classroom ahead of time (take notice of the equipment and environmental needs)
 - Construct a syllabus for your course based on the guidelines in the "Creating a Course Syllabus" section which follows.
 - Review the "Institutional Support for Adjunct Instructors" and "Student Services and Programs" sections of this handbook to make sure you understand the resources on campus that are available to you and your students.
 - Review the "Administrative Policies and Procedures" section of this handbook to make sure you understand the administrative requirements associated with being an Adjunct Instructor at JJC
- **Set the Tone** (Strategies for the first day of class)
 - Review your syllabus in detail
 - Use diagnostic pre-testing (when appropriate)
 - Familiarize students with your departmental guidelines and policies
 - Review any prerequisites for the course
 - Share the value of your course with the students
 - Meet for the entire class period

- **Maintain Control** (Strategies for the first few weeks of class)
 - o Get to know your students' names (use name plates, seating diagrams, etc.)
 - o Provide time in class for students to get to know each other (icebreakers)
 - o Give students ideas on how to study and prepare for class
 - o Collect periodic feedback from students to get input about the pace and content of the course
- **Ongoing strategies that can make a difference**
 - o Consider how your course goals are related to your departmental goals and the goals of the college
 - o Review your content and workload expectations for students
 - o Review the results of department-initiated student and peer evaluations of your class with colleagues in your department to assure you are being as effective as possible

Creating an Effective Course Syllabus

All credit courses offered at JJC have been approved by the College's Curriculum Committee, the administration, and the Illinois Community College Board (ICCB).

When you are assigned a class to teach, your Department Chair or Instructional Coordinator will give you the course specific information you are required to include in your syllabus. Most departments have also developed a checklist of required and recommended information for course syllabi.

If you need a copy of a sample syllabus, please contact your Department Chair or Instructional Coordinator.

You need to provide your Department Chair with a copy of the syllabus you have developed for your classes within two (2) weeks of the start of the class. In addition, you need to distribute and discuss your syllabus with your students on the first day of class.

At a minimum, your syllabus should include:

- The name and number of the course (i.e., English 101) and the section number
- Your name
- The telephone number students can use to reach you (business number or JJC voice mail number) and when you can be reached at that number
- Your e-mail address
- Course prerequisites (if any)
- Course catalog description (your academic department will provide you with this information)
- Course objectives (these will come from your department and should be the same as those included on the ICCB approved Official Course Outline)
- Required course resources (i.e., textbook title and author; outside readings; manuals)
- Your attendance policy (check with your Department Chair to see if your department has an attendance policy for all classes in the department)
- Withdrawal/drop policy (See Withdrawing a Student From a Class section below for details)

- JJC's policy on sexual harassment (see Sexual Harassment section below for additional information)
- Policy on academic misconduct and plagiarism (see Cheating and Plagiarism section below for details)
- Expectations for student behavior/JJC Student Code of Conduct information (see Classroom Conduct/Student Code of Conduct section below for additional information)
- Safety procedures (see Accident/Classroom Emergency Reporting information in Administrative Policies section of this handbook for details)
- Grading policy (see Grading for Credit Courses section below for additional information)
- Statement regarding accommodations for students with special needs (see sample statement in the Accommodating Students with Documented Special Educational Needs below)
- Weekly schedule of topics, assignments, projects, tests, etc. and due dates

JJC Policies Related to Classroom Management

The information that follows is organized in alphabetic order by topic. It was current as of the print date of this handbook. Keep in mind that policies and procedures are subject to change, and while every effort will be made to notify you of such changes, you should check with your Department Chair or Departmental Instructional Coordinator to assure you have the most current set of policies and procedures.

Academic Calendar/Semester Calendar

Prior to each semester session, academic calendars for both day classes (those which begin prior to 4 p.m.) and evening/weekend classes (those which begin at 4 p.m. or later or which meet on weekend days) are prepared and distributed. These calendars identify the start date for on-campus and satellite center courses, and identify holidays that affect your course schedule. You will receive this calendar when you are assigned a class. *It is very important that you use the appropriate calendar for whichever sessions you are teaching.* Many of the satellite centers have holiday and break periods that are different from those of JJC's Main and Extended Campuses.

Accommodating Students With Documented Special Educational Needs

The Office of **Student Accommodations and Resources (StAR)**, located in Room J2025 on Main Campus (815-280-2230) provides accommodations based on individual student needs. Services available to students from StAR include:

- Selective class scheduling
- Tutoring
- Learning disabilities support
- Notetakers
- Testing accommodations
- Assistance in arranging sign-language interpreters
- Access to equipment, computers, and adaptive software

To qualify for services from StAR, students must identify themselves as having a disability, request services, and provide documentation. It is the student's responsibility to let you know of their need for services by providing you with an "Instructor Notification" alerting you to the required classroom accommodations.

When this Notification is provided, it is your responsibility to provide the services listed and/or to work with StAR to assist you in providing the accommodations.

The following is an example of a notice statement you may want to include in your syllabus to encourage students to notify you if they are eligible for (or think they may need) special accommodations:

Anyone who believes (s)he may need an accommodation because of a documented disability should contact me for an appointment as soon as possible. When we meet, we can discuss the course format and potential accommodation. I rely on Student Accommodations and Resources for assistance in verifying the need for an accommodation and to develop an accommodation plan. I encourage you to contact StAR in Room J2025 if you have not already done so.

Adding Students to Your Class Section

Most classes have an enrollment limit, and when a class is full you cannot override the limit to add students. If a student comes to you and asks to be added to your class section, you should contact your Department Chairperson.

Attendance Policy (Student)

Many departments on campus have departmental attendance policies. You should check with your Department Chair to see if your department has such a policy. Your attendance policy must be included in the course syllabus which you distribute the first day of class. It should include a statement concerning the conditions under which you will drop a student for poor attendance. Your policy should go into effect with the first class meeting.

Many students participate in school sponsored activities (athletic competitions, academic field-trips, etc.) When a student tells you s/he will miss class for a school sponsored trip, you should ask for verification from their sponsor. Students who provide you with verification from the sponsoring instructor shall not be marked absent for participating in a college sponsored trip, and should be given the opportunity to make up the work they miss.

You should maintain records (sign-in sheets, attendance rolls, etc.) to verify who attends each class session. These records may be necessary to verify attendance of students for financial aid and grade appeal purposes.

Cell Phones and Pagers in the Classroom

At the present time, no written policy exists about the use of cell phones and pagers while classes are in session. Faculty and students are discouraged from having these devices turned on while classes are in session.

Cheating and Plagiarism

The Student Code of Conduct prohibits all forms of cheating and plagiarism. Your syllabus should contain your policy statement concerning sanctions for cheating and plagiarism. The Code of Conduct, which can be accessed at www.jjc.edu/students/Code_of_Conduct/, will help you to develop a policy that will be effective in this regard. (This document can be downloaded in PDF format at www.jjc.edu/Code/.)

Class Meeting Times/Breaks

You are responsible for starting your classes on time and preparing classroom activities that will fill the entire class meeting time. You should meet your classes every scheduled day for the full time allotted, including the first day of class. Fifty-minute and 75-minute classes do not have a break. Evening classes (classes that begin at 4 p.m. or later) and weekend class meeting times include a 10-minute break.

Class Rosters

Preliminary Class Roster

By the first day of class, you will receive a Preliminary Class Roster. It contains the names and phone numbers of all of the students who have registered for your class. Only the students on this roster should be in your class!

If there are students in your class whose names do not appear on the preliminary class roster the first class session, follow the instructions shown below based on the location where your class meets:

- If your class is on **Main Campus**, students who are in class, but whose names do not appear on the preliminary class roster should be sent to Registration (Room J1009).
- If your class is at the **City Center Campus**, students who are in the class, but whose names do not appear on the preliminary roster should be sent to the Campus Coordinator (Room CC FRT D).
- If your class is at the **Grundy County Facility**, students who are in the class, but whose names do not appear on the preliminary class roster should be sent to the office (Room M104).
- If your class is at **North Campus**, students who are in the class but whose names do not appear on the preliminary class roster should be sent to the office (Room NC01).
- If your class is at one of the **Satellite Centers**, students who are in the class but whose names do not appear on the preliminary roster should be sent to the Satellite Coordinator's office.

When a student returns from registration, follow the instructions on the form related to allowing him/her back into class with proof of registration.

First Official Class Roster

After the refund date for a class has passed (this date is shown on the preliminary class roster you receive), you will receive a First Official Class Roster. The First Official Class Roster contains only the names of the students who registered and paid for the course.

If you wish to withdraw a student from class, please fill out the Instructor-initiated Withdrawal Form located in the following areas:

Academic Departments
Data Distribution Office (J-1009)
Microsoft Outlook/Public Folders/Data Distribution
JJC College web site (PDF version)/Faculty/Staff

All instructor-initiated withdrawals must be processed **on or before the midterm date** of a section (this date is shown on the First Official Class Roster). A signature from the Department Chairperson is required prior to submitting the withdrawal form to the Data Distribution Office.

A signature from the Department Chairperson is not an approval for an action, but rather an indication that they have seen the Instructor-initiated Withdrawal Form.

Students who you withdraw from the course will receive a letter informing them that they have been dropped from your class.

Students who are attending your class but whose names do not appear on this roster should be sent to Registration following the instructions below, depending upon where your class meets:

- If your class is on **Main Campus**, students who are in class but whose names do not appear on the preliminary class roster should be sent to Registration (J1009).
- If your class is at the **City Center Campus**, students who are in the class, but whose names do not appear on the preliminary roster should be sent to the Campus Coordinator (Room CC FRT D).
- If your class is at the **Grundy County Facility**, students who are in the class but whose names do not appear on the preliminary class roster should be sent to the office (Room M104).
- If your class is at **North Campus**, students who are in the class but whose names do not appear on the preliminary class roster should be sent to the office (Room NC01).
- If your class is at one of the **Satellite Centers**, students who are in the class, but whose names do not appear on the preliminary roster, should be sent to the Satellite Coordinator's office.

Tenth Day

On the tenth day of the semester, all instructors will receive an e-mail which carries a copy of their class roster. The instructor must verify that those students listed are attending their class. After checking the list over, print a copy for your records; afterwards, press the "Submit" button.

Midterm Enrollment Verification Form

This verification form is **very important!** It is used to determine State of Illinois budget appropriation to the college.

When you receive this form, follow the instructions for identifying students who are not in attendance at midterm. Do not bubble students' names for whom a date is shown in the "Not Actively Pursuing Completion" column of this form – these students have already been dropped.

Please note: **This does not withdraw a student from your class.** A letter will be sent to students identified as "Not Actively Pursuing Completion. Students must withdraw from classes through the Registration Office at Main Campus (J1009), North Campus (NC01) or by phone at 815-744-2200. Read the certification statement at the bottom of the form then sign and date it. **It is very important that this form be returned IMMEDIATELY after you receive it to Data**

Distribution, J1009 on Main Campus. The office is open from Monday through Friday, 8 a.m.–4:30 p.m. An after-hours drop box is located outside Registration on Main Campus, J1009. Instructors at City Center, North Campus, and the Grundy County Facility can use the inter-campus mailbox in the office to return their Midterm Verification forms to Data Distribution.

Classroom Conduct/Student Code of Conduct

The Code of Conduct is available to students in the College Catalog, in the Student handbook, and on the College's website at www.jjc.edu/students/Code_of_Conduct/

The Code is designed to communicate the values meant to protect the teaching and learning environment at JJC – respect, responsibility, fairness, honesty, trust, and civility. Students are expected to abide by the Code of Conduct. Failure to do so may result in sanctions ranging from a written warning to expulsion from the college. The Code of Conduct also includes a detailed description of the judicial procedures, the various sanctions, and the appeals process.

Posters, brochures, copies of the code, and in-class presentations can be arranged through the office of the Dean, Student Development (D1010) or by calling Dean, Student Development (Judicial Affairs) at (815) 280-2309. You may also download a copy of a Code of Conduct brochure.

Confidentiality of Student Information/FERPA

Joliet Junior College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 (PL-93-380). A full description of the college's policy can be found in the College Catalog and at www.jjc.edu/ferpa on the college's website.

Students' educational records are considered private and cannot be released (with certain specified exceptions) to persons outside of the institution without the written consent of the student.

As an instructor, you ***may not*** share the following information with family (including parents, spouses, and children), friends, or any other person without having the student's written consent on file in the Office of Registration and Records. The form you should have a student sign authorizing you to share information with others can be downloaded from the college's website at www.jjc.edu/ferpa/.

- Student's Social Security Number
- Placement test scores or ACT scores
- Progress in course(s)
- Grades
- Course(s) in which the student is enrolled
- Course(s) in which the student is planning to enroll
- Course(s) added
- Course(s) dropped
- Enrollment restrictions (holds on records)
- Probation or honors
- Financial aid status
- Exam grades (do not post exam grade results)

Be careful about protecting students' right to privacy on the telephone and on the Internet. Others may have access to e-mail sent to addresses other than the student's campus e-mail account. Be sure you are communicating directly with the student before releasing information over the telephone or the Internet.

A student who wishes his/her course attendance and/or academic progress discussed or released by the instructor to another person, program, or agency must complete a release form and present it to the instructor prior to the discussion. The release form can be downloaded from the JJC website at www.jjc.edu/ferpa/.

Emergency and/or Weather-Related College Closings

In the event of severe weather or other situations that may pose a threat to the safety or welfare of students or staff, classes may be cancelled and/or the college may be closed. When classes are cancelled or the college is closed due to weather or other situations, the college notifies radio and television stations of the closing. In addition, emergency notification is posted on the campus' website main page.

Ultimate responsibility for making decisions regarding closings/cancellations is with the President who works within the following guidelines to make the decision:

- The decision to close the college for day classes is to be made prior to 5:30 a.m.
- The decision to close the college for evening classes is to be made prior to 3:00 p.m.
- The decision to close will apply to the Main Campus and all satellites unless the President makes a specific exception.

Official weather-related and/or emergency closings are announced on JJC's website (www.jjc.edu) and through all local news media including the following radio and TV stations:

Radio

WGN (720 AM)	WKKD (95.9 FM)
WBBM (780 AM)	WLLI (96.7 FM)
WJOL (1340 AM)	WCCQ (98.3 FM)
WONU (89.7 FM)	WLDC (98.9 FM)
WJTW (93.5 FM)	WBVS (100.7 FM)
WJEZ (93.7 FM)	WYKT (105.5 FM)
WJDK (95.7 FM)	WSPY (107.1 FM)

Television

WBBM-TV – Channel 2
WMAQ-TV – Channel 5
WGN-TV – Channel 9
WFLD-TV – Channel 32
CLTV (Chicagoland TV) – Channel varies by cable franchise

Final Examination Week

Except by special arrangement, final examinations are to be administered in all classes you teach. Final examination schedules are distributed at the beginning of each semester for day classes (those which begin prior to 4 p.m.) ***The final exam session for evening and weekend classes is the last meeting date for the class.***

Since the final examination schedule is designed to minimize scheduling conflicts and to uniformly distribute student testing, departures from the schedule are to be made only with prior approval of the Vice President of Academic Affairs.

Final Grades

All instructors are required to post their own grades online on the Joliet Junior College website. Final grades are due 72 hours after the scheduled final exam, weekends included.

If you cannot obtain your final grade forms online, then you missed the opportunity to submit your grades during the designated time period allowed after completing finals. Please contact your academic dean to reset your new time period to submit your final grades.

Please note:

Late grades can cause serious problems for students requesting complete transcripts for entrance to other colleges, promotions, new jobs, and salary upgrades.

Food & Beverages in the Classroom

If you have a policy against eating or drinking in your class, it should be stated in the syllabus you distribute and discussed on the first day of class. Food and drink are not allowed in any of the Computer Labs on any of the campuses, or in the Main Campus Learning Resource Center or the North Campus Resource Center.

Gradebooks

You are required to maintain a gradebook for each of your classes. Your gradebook can be electronic or hand written (using a gradebook provided by your Department and/or Adjunct Coordinator.) Your gradebook should include your name, the course name and section number, the term (Fall, Spring, Summer) and year. As described in the Administrative Policies section of this Handbook, a copy of your gradebook(s) must be on file with your Department Chair.

Grading for Credit Courses

Grade Scale

The College uses a standard four-point grading scale for all credit courses:

- A = Excellent (4 grade points)
- B = Good (3 grade points)
- C = Average (2 grade points)
- D = Poor (1 grade point)
- F = Failure (0 grade points)
- I = Incomplete (0 grade points)
- L = Audit (0 grade points)
- W = Withdraw (0 grade points)
- P = Pass (0 grade points)

Incomplete Grades

An incomplete ("I") grade may be given to a student who, because of illness or other unique circumstances, has not been able to complete a course in the prescribed

amount of time. A student receiving an “I” grade will have eight (8) weeks to complete the required coursework. For students receiving financial aid, the “I” grade will be temporarily calculated as an “F” grade until a final grade is assigned. For students who are not receiving financial aid, the “I” grade will not be calculated into the grade point average until a final grade is assigned. If the work is not completed within eight (8) weeks from the assignment of the “I” grade, the “I” grade will be changed to an “F” with the understanding that the instructor has the option of issuing a change of grade at a later date.

Grade Change Procedure

Daytime Main Campus instructors (those teaching classes that begin prior to 4 p.m.) should request and submit a Grade Change form to a clerk in the Data Distribution Center (J1009). The Data Distribution Center is open from 7:30 a.m.–4:30 p.m.

Evening Main Campus instructors (those teaching classes that begin at 4 p.m. or later) should request and submit a Grade Change form to the Registration Supervisor in the Registration Center (J1009). If you do not have a signature card on file, you will be asked to complete one.

Instructors at extended campus locations, or at satellite centers, may request Grade Change forms by calling Data Distribution at (815) 280-2484. If a signature card is on file in Data Distribution, the Grade Change form will be mailed to the instructor’s home address. If a signature card is not on file, one must be completed and returned to the Data Distribution office prior to the Grade Change form being submitted.

The Grade Change form is a two-part form. Both parts should be returned to Data Distribution. After Data Distribution has processed the grade change, the yellow copy will be returned to the instructor. Any irregularities will be reported to the Director of Recruitment Services and Registrar.

If you request a Grade Change form and don’t complete and return it to Data Distribution by June 30th, which is the end of JJC’s fiscal year, it will automatically be voided.

Grading for General Studies Courses

The grade scale used for general studies courses is:

P=Pass

W=Withdraw

Make-up Test Procedures

If you will allow make-up tests, you should specify the conditions under which make-ups will be allowed in the syllabus you distribute and discuss on the first day of class. The procedures for make-up testing, as of the time of this printing, are shown below. Please be aware that these specifics may change from semester to semester, so please contact the phone numbers shown below to assure you have the most current information.

- At **Main Campus**, the Academic Skills Center (ASC) in Room J2013 (815-280-2284) will administer make-up exams for you. You need to drop your exam off, along with a completed Test Submission Form (which is available in the ASC or in

the Adjunct Faculty Center) during the hours shown below, or in the locked drop box outside J2033 after hours.

o When a student comes to take a make-up exam in the ASC, s/he will need a photo ID and should plan to arrive no later than one hour before the Center closes.

o Hours of Operation:

Fall/Spring	Monday-Thursday	7:30 a.m.-7:30 p.m.
	Friday	7:30 a.m.-4:00 p.m.
	Saturday	8:00 a.m.-Noon

Summer hours are posted at the ASC.

- At **City Center Campus**, you can use the Main Campus ASC for administration of make-up tests or you may contact the Evening Coordinator (Room CC FRT D or 815-280-1522) to make arrangements.
- At the **Grundy County Facility** you can contact the Administrative Office (815-942-1552) to make arrangements for make-up testing.

- At **North Campus**, the North Campus Resource Center in Room NC80 (815-886-3000, extension 7780) provides make-up testing services. In order to use the make-up testing services, instructors must personally deliver the exam to the Resource Center and complete a proctoring request form. You must also pick the completed exam up in person.

o When a student comes to take a make-up exam in the Resource Center, (s)he will need a photo ID and should plan to arrive no later than one hour before the Center closes.

o Hours of Operation:

Fall/Spring	Monday-Thursday	8:15 a.m.-9:00 p.m.
	Friday	8:15 a.m.-4:00 p.m.
	Saturday	8:30 a.m.-Noon

Summer hours are posted at the Resource Center.

- **Satellite Locations** may use the Main Campus ASC for make-up exam administration.

Refund Policy

In some cases, students who drop (or are dropped from) a class are eligible for a refund of paid tuition. The amount of the refund depends upon the drop date as explained below:

- To receive a 100% refund for a class that meets seven (7) or more weeks, a student must withdraw within the first ten (10) calendar days of the beginning of the course.
- To receive a 100% refund for a class that meets six (6) weeks or less, a student must withdraw during the first two (2) calendar days of the beginning of the course.
- To receive a 100% refund for specialized programs (NURS, VET, EMS, FSCI prefixes), a student must withdraw one (1) business day **prior to** the start of the course.

- To receive a 100% refund for courses offered by the Institute of Economic Technoloty (IET), a student must withdraw three (3) calendar days **prior to** the start of the course.
- To receive a 100% refund for courses in the Nurse Assistant (NA) and Lifelong Learning (LLC, LLS) programs, a student must withdraw one (1) business day prior to the start of the course.
- A 100% refund will be given for any course cancelled by the college.

No tuition refund will be granted following the cut-off day unless there are highly extenuating circumstances. These circumstances must be fully explained in writing on a General Petition Form that may be obtained from Main Campus Registration (J1009), the North Campus office, or the Grundy County Facility office. The appropriate supporting documents (as described on the Petition Form) must accompany the Petition when it is submitted.

Note: Students who register later are still bound by the starting date of the class with regard to determining eligibility for a refund. If a refund is granted, course tuition and course fees will be refunded.

Restrictions on Student Records

A restriction is placed on the record of a student who owes the college money, has been placed on social or academic probation, or has other obligations to the college that have not been met. In general, the restriction prevents the student from registering for classes, adding or dropping a class, receiving a grade report, having a transcript sent to another college or an employer, or having attendance verified until the obligation has been met.

Sexual Harassment

The college has a strong policy prohibiting the sexual harassment of one member of the college community by another. Furthermore, the Illinois Human Rights Act defines sexual harassment in higher education as any unwelcome sexual advances or requests for sexual favors made by an executive, administrator, faculty member or staff member to a student, or any conduct of a sexual nature exhibited by such person(s) towards a student, when such conduct substantially interferes with the student's educational performance or creates an intimidating, hostile or offensive educational environment.

Your syllabus should include a policy prohibiting sexual harassment in the classroom, and informing students that they should report any implicit or explicit sexual harassment to you, the Department Chair, the Vice President of Academic Affairs, or the Vice President of Student Services immediately, with further action taken as deemed appropriate.

When you receive a report of sexual harassment, or you suspect sexual harassment, or are the victim of sexual harassment, you must make a report to the Department Chair, the Vice President of Academic Affairs, or the Vice President of Student Services immediately, with further action taken as deemed appropriate.

Smoking Policy

In accordance with the Illinois Clean Indoor Air Act, JJC's campuses are smoke-free environments. Smoking and use of tobacco products inside the buildings and/or near entrances and exits is prohibited. Students and staff are allowed to smoke only in designated outdoor areas.

Students Auditing a Class

A student who wishes to attend a class as an auditor may do so by signing up to "audit" **at the time of registration**. However, students taking the class for credit are given preference over students auditing the class if enrollment limits are met. Full tuition and fees are assessed for auditing. No grade will be assigned, but the course will be designated as an audit (L) on the student's permanent record. It is the student's responsibility to register for an audit and inform the instructor that (s)he is auditing the class.

Withdrawing A Student From A Class

Instructor-Initiated Withdrawal

Instructors currently have the right to withdraw students because of poor attendance, poor academic performance, or inappropriate behavior such as plagiarism, cheating, or disregard of safety rules. The withdrawal policy should be clearly described in the course syllabus so students are aware of the policy.

All instructor-initiated withdrawals must be completed on or before the midterm date of the course, as shown on the First Official class roster.

When you withdraw a student from your class, s/he is sent a "Notification of Drop" letter which includes an appeal form for reinstatement. If the student wishes to be reinstated in your course and you agree, s/he should bring the form for your signature and return the signed copy to Data Distribution (J1009) or Registration (J1009). If the student has lost the letter/form, another copy can be obtained in Data Distribution.

Data Distribution will inform you of receipt of the signed reinstatement, and the student may return to class.

The withdrawal procedure for general studies courses is the same as for regular credit courses.

Students enrolled in Nursing Practicum courses may be withdrawn immediately from Nursing courses if the student's clinical performance contributes to either the physical or emotional jeopardy of patients.

The College retains the authority to withdraw students from on-the-job-training, clinical or observation areas any student whose grades, work conduct, or health may have a detrimental effect on themselves, Joliet Junior College, customers, clients, or patients of the employing/sponsoring agency.

Special Student Withdrawal

Students requesting a late withdrawal must complete a General Petition Form and submit it to the Director of Recruitment Services & Registrar. This form can be obtained at the Registration Office(J1009). Supporting documentation must

accompany the written request. If the request is denied, further appeal may be made to the Refund and Withdrawal Committee. If appropriate, further administrative appeal channels may be pursued. Appeals must be made prior to the end of the term in which the late refund or withdrawal was initiated.

Student Initiated Withdrawal

Students may withdraw from a course by processing an “Add/Drop” form through the Registration Office on Main Campus, the North Campus Office, or by phone(815-744-2200).

Every course has its own drop date. This date is shown on the instructor’s roster and the student’s schedule.

Students should be informed of the date for withdrawals (which will be shown on the course rosters you receive), and should be informed that details regarding the dates for tuition refunds for dropped classes can be found on their schedule and tuition bill.