



Your Future...Your Way...Your Community College

Chapter 2

Admissions and Academic Policies

ADMISSIONS

ADMISSIONS POLICY - Joliet Junior College maintains an "open-door" admissions policy, and applicants are eligible for admission if they are:

1. High school graduates or those with a GED certificate.
2. Applicants who have completed a "home school" course of study. These students will need to furnish the following information in support of their admission application.
 - * A transcript listing the courses taken while engaged in home study.
 - * The grades for the courses attempted and completed.
 - * Attendance records for the period covered during the home-study program.
 - * An explanation of the grading scale employed for the home-study program.
3. Anyone 18 years of age and older.
4. Transfer students from other colleges and universities who meet one of the above criteria.

In addition, the following categories of students may be admitted with the approval of the dean of admissions and financial aid:

5. High school students 16 years of age who obtain prior approval from the high school in which they are currently enrolled.
6. Young adults 16 years of age who have severed all connections with the high school district in which the person is a legal resident.
7. Students less than 16 years of age in a gifted or accelerated program who obtain prior approval from their high school district and from Illinois Community College District 525.

Additional information regarding Early Entry Enrollment may be

obtained from the Admissions Office.

Admission to the college does NOT guarantee entrance into a particular course or program of study. The college reserves the right to establish selective admissions procedures and to give preference to residents of Illinois Community College District 525.

Students who intend to pursue a B.A./B.S. degree at a state university in Illinois must meet minimum admission requirements as set forth in Illinois Public Act 86-0954. Students who meet these requirements on the basis of their high school record and/or on the basis of the placement tests in the case of English/mathematics will be admitted as baccalaureate candidates.

The specific requirements that students must meet on the basis of their high school record are as follows:

At least 15 units of high school coursework from the following five categories:

- A) four years of English (emphasizing written and oral communications and literature);
- B) three years of social studies (emphasizing history and government);
- C) three years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
- D) three years of science (laboratory sciences); and
- E) two years of electives in foreign language, music, vocational education, or art; except that up to three of the 15 units of coursework required may be distributed by deducting no more than one unit each from the categories of social studies, mathematics, sciences, and electives and completing those three units in any of the five categories.

TRANSFER STUDENTS - Students who have attended another college or university prior to entering Joliet Junior College and/or those

students who begin a course of study other than a transfer program may meet these requirements on the basis of having achieved a grade of “C” or better in 15 hours of liberal arts and science courses, which must include courses comparable to JJC English 101, math at the 100 level (excluding Math 101, 107 and 108), laboratory science, social science, and a course in humanities/fine arts.

Students who intend to pursue a B.A./B.S. at a state university in Illinois, but do not meet these requirements, will be admitted as pre-baccalaureate candidates. They will be reclassified as baccalaureate candidates when they have completed their requirements at JJC.

For a list of courses that may be taken to satisfy these requirements, see the list of A.A. and A.S. Approved Courses in Chapter 4.

Exemption from certain requirements may be granted on the basis of satisfactory results on CLEP and/or AP exams.

ADMISSIONS PROCEDURES - Students in the following categories must complete an application for admission:

- Full-time students (enrolling in 12 hours or more)
- Financial aid applicants
- Students seeking a degree or certificate
- Part-time students (enrolling in less than 12 credit hours) taking COMPASS testing for placement into English, mathematics, or other specified coursework

Applicants are required to submit a copy of their high school or GED transcript. Students who have attended other post-secondary institutions should refer to the “Acceptance of Transfer Credit” section on page 12 of this catalog.

No standardized tests are required for admission; however, test information is helpful to college counselors and advisers who assist students with their educational planning. Therefore, students are encouraged to take national college entrance tests such as ACT or SAT.

GETTING STARTED AT JOLIET JUNIOR COLLEGE - The following checklist helps students understand the steps necessary to be admitted and/or register for classes.

- Complete the online admissions application. PDF and paper version also available.
- Send a copy of your high school or GED transcripts to the JJC Admissions Office, room J-1005.
- Take the COMPASS placement test.
- Investigate financial aid and scholarship opportunities.
- Register for classes.
- For additional information, refer to JJC’s current class schedule publication.

EARLY ENTRY STUDENTS - Students 16 years or older who still attend an accredited high school or those students who are pursuing high school level curriculum through home schooling or other means may be considered for enrollment in credit courses. Students must complete an application for admission, an Early Entry application containing the written consent of their high school principal or counselor, and meet the prerequisites for the credit course, including any required COMPASS testing.

High school students younger than 16 who wish to be admitted to a college credit course must complete an application for admission, an Early Entry application containing the written consent of their high school principal or counselor, and meet the prerequisites for the credit course, including any required COMPASS testing. Additionally, these students must obtain approval of the course instructor, appropriate department chairperson, and the vice president of academic affairs.

High school students are required to meet the same standards as all

other college students and are awarded the same college credit for courses successfully completed. These credits will appear on the students’ permanent college transcripts regardless of the grades earned.

DUAL ADMISSIONS - Dual admissions is a joint admissions program with participating colleges/universities providing students the opportunity to gain admission to a four-year institution while attending JJC. These agreements simplify the process of degree completion for students who begin at JJC and continue with the participating colleges/universities. When jointly admitted, students work with counselors at both JJC and the four-year school to plan courses for maximum transferability.

To be eligible for dual admissions under these agreements, students must meet all applicable admissions requirements for both JJC and the participating college/university. Students agree in writing to the exchange of admissions and advising information between JJC and the four-year school. The program is open to any eligible student at Joliet Junior College.

INTERNATIONAL STUDENTS - An international student must provide the following documents to the Admissions Office for a Form I-20 from JJC:

1. Submit a completed admissions application and an international student application.
2. Provide an official TOEFL score (minimum 500 paper-based test, 173 computer-based test, or 61 on Internet-based test).
3. Provide a Form I-134 Affidavit of Support and supporting documentation.
4. Provide official high school and college transcripts evaluated in English at the student’s expense.
5. Submit a clear photocopy of his/her passport and the Form I-94, if student is in the U.S.A.

It is the student’s responsibility to ensure all documents arrive in the JJC Admissions Office prior to the deadline for the semester desired.

<u>Desired Starting Semester</u>	<u>Application Deadline Date</u>
Summer Semester, 2007	April 2, 2007
Fall Semester, 2007	July 2, 2007
Spring Semester, 2008	November 14, 2007
Summer Semester, 2008	April 7, 2008
Fall Semester, 2008	July 7, 2008
Spring Semester, 2009	November 12, 2008
Summer Semester, 2009	April 6, 2009
Fall Semester, 2009	July 7, 2009

PLEASE NOTE: The Department of Homeland Security’s SEVIS and US/CIS computer system receives all information concerning your application to JJC for a Form I-20.

International students, whose tuition, fees, and living expenses are provided by a sponsor who is a U.S. citizen or permanent resident within JJC District 525, will be charged the in-district tuition rate. The sponsor must complete the Form I-134 and provide the supporting documentation. All other international students must pay out-of-country tuition regardless of the length of time they have resided within District 525.

COMPASS PLACEMENT PROCEDURES - All new full-time students or those planning on taking a mathematics, English, philosophy, or foreign language course must take the COMPASS Placement Test.

- Students must fill out an online application before completing the COMPASS test at www.jjc.edu/admission.
- Students must bring a photo ID and may bring a calculator (nothing greater than a TI-86).
- One retake is permitted. (Main Campus only. There’s a \$10 retake

fee.) Once a student begins the English/math course sequence, the COMPASS test cannot be retaken.

- Testing must be completed prior to meeting with a counselor/adviser, registering for courses, or attending a new student information group.

The COMPASS Placement Test is offered in the Academic Skills Center, J-2013 at the Main Campus; the North Campus Resource Center; and at the City Center Campus. Testing can take 1-1/2 to 3 hours depending on sections taken. Students who wish to review for the COMPASS test should call Academic Skills or the North Campus Resource Center. Review materials also are posted at www.act.org.

To obtain information regarding test dates, times and locations, call:

- Main Campus Academic Skills Center** (815) 280-2261
- North Campus Resources Center** (815) 280-7780
- City Center Campus** (815) 280-1321

The COMPASS exam is an untimed, computerized test. Students with documented disabilities who need assistance to use the computer due to a physical disability should contact Student Accommodations and Resources (StAR).

TRANSFERRING TO JJC

English Placement

Students who have completed an English course at a 100 level or higher at another college with a grade of “C” or better may enroll in the next level of English. The prerequisite transfer course must be equivalent in credit hours and course content to the prerequisite JJC course. Students must submit proof to the instructor at the first class meeting.

Math Placement

Students may be enrolled in a math course by any of the following:

- Unofficial college and high school transcript showing the math courses taken (See geometry note below.)
- COMPASS or any college math placement test results
- Bachelor’s degree ONLY - Proof of degree and signed, degreed placement form

Visit www.jjc.edu/math for the forms and more information.

Note: Proof of fulfillment of geometry prerequisite is required for most 100-level math courses. Any additional questions may be directed to Lori Alexander at lalexand@jjc.edu.

IMPORTANT INFORMATION for students enrolled in prerequisite courses for English or mathematics: Initial placement is based on COMPASS scores. Note to students registered for future semester(s): Once final grades are in, those who have not earned a “C” or better grade in prerequisite English writing or mathematics courses must drop the higher level course. English writing sequence is ENG 098, ENG 099, ENG 101. Reading sequence is ENG 020, ENG 021, ENG 101. English writing and reading sequence for students who place in both English 099 and English 021 is ENG 096, ENG 101. English writing and reading sequence for non-native speakers is ENG 094, ENG 095, ENG 101.

REGISTRATION

Students enrolling for less than 12 credit hours in any given semester may register at the college. But, as indicated in the “Admissions Procedures” section, these students are urged to seek the assistance of an adviser or counselor once they have accumulated 12 credit hours.

Continuing students are able to register quickly by using eResources on the Web and touch-tone telephone registration system. Eligible part- and full-time students are urged to register by Web and touch-tone. For details, see the current issue of the class schedule.

New students enrolling for 12 or more credit hours in any given semester must complete the registration process with the help of an academic adviser or counselor through the new student group registration process.

Registration is completed when all admission requirements have been met, all registration forms have been properly completed, and **TUITION AND FEES HAVE BEEN PAID.**

COURSE LOAD-A full-time course load is 12 or more semester hours. A student who expects to do satisfactory work should plan to spend adequate study time outside the classroom. Some courses require two or more hours of preparation outside of class for each hour in class.

In cases in which two or more 0-level courses are required in the Basic Skills area, it is recommended that the student limit the course load to 12-13 semester hours. For those with jobs, the following guide will be helpful:

EMPLOYMENT OBLIGATIONS SUGGESTED LOAD

Working 40 hours per week	3 to 6 hours
Working approximately 30 hrs/wk	3 to 9 hours
Working approximately 20 hrs/wk	3 to 12 hours
Working less than 20 hrs/wk	3 to 16 hours
Not Working	3 to 18 hours

HIGH SCHOOL CREDIT FOR JJC OCCUPATIONAL

PROGRAMS-High school credit for Joliet Junior College Occupational Programs is available to juniors and seniors at high schools that have articulation agreements with JJC. Students may enroll in any career program course for which they are qualified. Exceptions are the Nursing and Veterinary Medical Technology programs (associate degree), which do not admit students who are still in high school. If these courses have been designated as dual credit courses, they may be used to complete high school requirements. Students should check with their counselor to determine if their high schools have such agreements with JJC.

ACCEPTANCE OF TRANSFER CREDIT-A student who wishes to have transcripts from other colleges evaluated for credit at JJC must submit an official transcript from each college attended. To ensure an evaluation is performed, the student must complete the Request for Transcript Evaluation form available from the Graduation Office. Upon completion of the evaluation, a summary statement of the evaluation of the vice president for academic affairs will be sent to the student. Upon request, copies of the evaluation can be made available to a JJC faculty adviser or counselor with whom the student may be involved in educational planning. Questions concerning the evaluation may be addressed to the vice president for academic services. Transfer transcripts will be held for 60 days only pending receipt of a completed Request for Transcript Evaluation form in the Graduation Office.

Credits may be granted according to the following conditions:

1. The collegiate institution previously attended must be an accredited and/or approved institution awarding college credit.
2. Credit may be transferred to JJC for courses earning credit and successfully completed with a grade of “D” or above if the student’s cumulative grade point average (GPA) is 2.0 or above (“C” average) at the previously attended institution. The student’s work at each institution is evaluated independently if several institutions were attended. Credits accepted by Joliet Junior College are not necessarily applicable to all degrees. If the student’s cumulative GPA is less than 2.0 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of “C” or above.
3. Credit may be transferred, but the grades earned at other institutions

are not transferred nor are the grades included in computing the GPA at Joliet Junior College. Only the number of hours accepted will be posted on the JJC transcript.

TUITION AND FEES

Rate Per Semester Credit Hour

- District 525 residents and people who work in district more than 35 hours a week\$60.00
 - Illinois nonresidents of District 525 with chargebacks.....\$60.00
 - *Illinois nonresidents of District 525 without chargebacks.....\$219.77
 - *Out-of-state residents.....\$248.83
 - *Out-of-country residents.....\$299.14
- Additional Fees**
- *Technology fee (per credit hour)\$5.00
 - *Student Service fee (per credit hour).....\$3.00
 - *Building and Maintenance fee (per credit hour)\$5.00

*These fees are determined annually by audits of the previous year's per capita cost and are adjusted as soon after July 1 as such figures are available. Tuition is subject to change without notice.

There is a minimum \$5 course fee. Some courses also have additional course fees to cover costs not included in tuition.

Students may pay tuition and fees by check, cash or credit cards, or use the FACTS/Nelnet Business Solutions tuition payment plan that is available online through eResources at www.jjc.edu/eresources. Credit cards that are accepted include Discover, Visa and Mastercard. For further information, see the Student Handbook and Calendar.

GET THE FACTS

and simplify tuition payments

Apply online at www.jjc.edu/eresources.

Having a solid plan for covering the cost of college is an important step toward graduation. Joliet Junior College is pleased to enlist the services of FACTS/Nelnet Business Solutions to help make the process easier for you. This convenient budget plan is not a loan program. You have no debt, there is no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free, monthly payment plan is a \$25-per-semester, nonrefundable FACTS/Nelnet Business Solutions enrollment fee. You must have a \$100 balance owed to the college. You may budget your tuition and fees by automatic bank payment using a checking or savings account or by credit card. Refer to the JJC Web site for payment schedule.

PETITION REFUND POLICY

Refunds are given only if requests are made to the Registration Office during the refund periods. Courses must be dropped prior to requesting a petition refund form.

Please note the refund dates are listed on your schedule or bill. Every course has its own refund date.

Refund exchanges cannot be performed through Touch-Tone or Web registration.

A 100 percent refund will be given for any course cancelled by the college.

To qualify for a 100 percent refund, courses must be cancelled by the college according to these guidelines:

(Calendar days include weekends; business days are Monday-Friday only)

7 weeks or more:

Within the first 10 calendar days of the beginning of the course.

6 weeks or less:

First two calendar days of the beginning of the course.

Specialized Programs**:

One business day prior to the start of the course. (Nurs, Vet Tech, EMS, FSCI, RADT, COSM, MT and PHAR)

Community and Economic Development (CED):

Three calendar days prior to start of the course.

Nurse Assistant (NA) Lifelong Learning:

One business day prior to start of the course.

** Specialized Programs are programs that use selective admissions for making enrollment decisions.

- If your refund falls on a non-business day, your withdrawal will be honored on the next business day.
- Refunds for short-term or specialized classes may vary; refer to your schedule or bill.
- Non-attendance does not constitute a withdrawal in a course nor qualify for a refund.
- No refunds will be granted when a student is dismissed or suspended from college for disciplinary reasons.
- The college reserves the right to make the final decision on all refunds.

NOTE: The course must be dropped prior to submission of the petition. Students who register after a class begins 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 fees will be refunded.

First-term students receiving federal financial aid who withdraw, or take an approved leave of absence prior to completing 60 percent of the term, are eligible for a partial refund. Federal policy requires students who withdraw from college before the semester ends to repay a portion of their financial aid funding that was never used for classes. The federal guidelines, which determine this policy and procedure, are subject to modification. Consult the Financial Aid Office for additional information.

GENERAL PETITION FOR LATE REFUNDS - Students desiring to appeal the denial of a late refund or withdrawal must complete a General Petition form and submit it to the registrar. The General Petition form can be obtained at the Registration Office, room J-1009. Supporting documentation must accompany the written request. If the request is denied, a 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.

RESIDENCY

Requirements for Proof of Residency

A person shall be considered a resident of Joliet Junior College District 525 who either:

1. Has attained his or her full majority (age 18 or married), and who has resided in Illinois Community College District 525 for at least 30 days prior to the beginning of the term.
2. Lives with his/her parents or legal guardian in Illinois Community College District 525.
3. Is a minor who:
 - a. Has not lived with his/her parents or guardian (except for brief holiday periods) during the past calendar year nor plans to do so during the next calendar year; and
 - b. Has not received more than the IRS Standard Deduction in

financial assistance from his/her parents or guardian during the previous calendar year nor expects to do so during the next calendar year.

Tuition paid by a student attending Joliet Junior College is determined by the student's legal and permanent place of residence. An in-district resident is a person whose residence is within Joliet Junior College District 525 or one whose intent is to establish permanent residence in District 525. Residence is defined as the place where the student lives and is considered the student's permanent home. The residence must be owned or occupied for a minimum of 30 days prior to the beginning of the term.

Determination of resident status is made during the processing of a student's application for admissions and is subject to further review and/or revision by the dean of admissions and financial aid or designated staff. Factors used in residency determination may include current address, length of time at that address, high school attended, and date of graduation. The applicant is responsible for furnishing information, evidence, or documents deemed necessary to accurately determine residency within 10 business days prior to the beginning of the term.

Evidence of legal residency shall be based on ownership and/or occupancy of a home or residence in the district (shown by a deed, lease, or formal rent receipt with lessor's name indicated) and one of the following showing the same address:

1. A current Illinois driver's license or Illinois state identification card
2. A current Illinois automobile license registration
3. A current Illinois voter's registration card
4. Employment in the state of Illinois (for out-of-state residents)
5. Payment of Illinois income taxes (for out-of-state residents)
6. A document showing the student's past or existing status as a district student; e.g. a high school transcript
7. A utility bill in the name of the student
8. A proof of automobile insurance
9. A proof of homeowner's insurance
10. A current credit card billing statement
11. A current bank statement
12. A change of address form from the post office

Each of these proofs must show an in-district address. A post office box number for an address will NOT serve to prove residency. Renters must submit either a rent receipt or lease signed by the owner/manager (dated at least 30 days prior to the beginning of the term). The student must complete the Residency Status Change Request form and submit both proofs of residency to the Joliet Junior College Admissions Office (room J-1005) within 10 business days of the beginning of the term.

Out-of-state applicants who fail to submit the required proofs by the stated deadline will be charged out-of-state tuition. Students who demonstrate to 30-day, in-state, but not in-district residency, will be charged Illinois out-of-district tuition. Should a student prove in-district residency and move from that address without providing a forwarding address to Joliet Junior College, he/she will have his/her address reverted to the original address specified on the application and in-district status will be reviewed.

Employment in the District - Persons who are not residents of District 525 but who are employed full-time (35 hours per week) in the district are eligible for in-district tuition and fees. To qualify, a letter must be on file in the Admissions Office each semester prior to the student's registration. This letter must be written on company stationery and must be signed by either the owner/manager or the director of human resources.

Fraudulent submission of records regarding residency will result in remaining in an "out-of-district" status and be reported as a violation of the Joliet Junior College Code of Conduct.

PERSONS WITHOUT UNITED STATES CITIZENSHIP - To be eligible for residency as a non-citizen, an applicant must have permanent resident status with the United States Immigration and Naturalization Service and must meet and comply with all of the other applicable requirements of these regulations. Further information regarding their residency status may be obtained from the Admissions Office, room J-1005.

SENIOR CITIZENS - District 525 residents 65 years of age and older may enroll, tuition-free, in college credit or general interest courses. Senior citizens will be required to pay for all other mandatory fees associated with the course(s). The college must be informed of senior status each semester when making payments.

CHARGEBACKS AND COOPERATIVE AGREEMENTS

INCOMING-FROM OTHER COLLEGES

A student who resides in Illinois but is not a resident of Illinois Community College District 525 as defined above is considered an out-of-district student. Out-of-district students will be admitted to the college; however, district residents will receive first choice of programs. Residents of other community college districts who intend to enroll at Joliet Junior College should notify their local community college district and secure authorization prior to the time tuition payment is due. Their enrollment as chargeback students will be contingent upon their district of residence's authorization to pay the per capita cost.

The chargeback application must be made at least 30 days before the beginning of the term. If the chargeback application is approved by the home district, the student will be responsible for paying the in-district tuition rate to attend JJC. The student also is responsible for all additional costs, such as admission fees, registration fees, student activity fees, laboratory fees, book fees, etc., as it pertains to the student's approved program. The in-district rate of tuition shall apply only to coursework for currently approved programs of study between cooperating colleges and those providing chargeback agreements. Students who change to programs of study outside these existing agreements will be billed at the out-of-district rate of tuition for all coursework.

Persons who are not residents of District 525 but who are employed full-time (35 hours per week) in the district are eligible for in-district tuition and fees. To qualify, a letter must be on file in the Admissions Office each semester prior to the student's registration. This letter must be written on company stationery and must be signed by either the owner/manager or the director of human resources.

OUTGOING-TO OTHER COLLEGES

The college has arranged cooperative agreements with neighboring community colleges to provide opportunities for students to enroll in programs not offered at JJC at the in-district tuition rates of the attending college. Under the provisions of these cooperative agreements, students may not be approved to attend a college for a program of study where a cooperative agreement has not been arranged.

Joliet Junior College is part of a consortium of community colleges that has overall cooperative agreements for any program that the home community college does not offer. If a program is offered at any of these cooperative colleges, a student will not be authorized to attend a non-cooperating community college under a chargeback. The following colleges are a part of this consortium:

Danville Area Community College, Dist. 507
Heartland Community College, Dist. 540
Illinois Valley Community College, Dist. 513
Joliet Junior College, Dist. 525

Kankakee Community College, Dist. 520
 Kishwaukee College, Dist. 523
 Lake Land College, Dist. 517
 McHenry County College, Dist. 528
 Moraine Valley Community College, Dist. 520
 Morton College, Dist. 527
 Prairie State College, Dist. 515
 Richland Community College, Dist. 537
 South Suburban College, Dist. 510
 Waubensee Community College, Dist. 516

Lists of the most common cooperative agreements from other community colleges not in this consortium can be found on the Joliet Junior College Web site. Interested students can find the Chargeback/Cooperative Agreement Request form on the JJC Web site.

Distance is not considered as the basis for approving chargebacks/cooperative agreements. If a program is offered anywhere within District 525, it is judged to be available. The time of day, the day of the week, or the particular semester or term of offering, the program or its component parts are not considered as factors affecting approval.

A student working a minimum of 35 hours in the community college district in which he/she would like to attend may be treated as an in-district student. A letter from the employer may be required. As this may vary in each college district, contact the admissions office of the attending college to determine eligibility.

All requests for permission to attend another community college under a chargeback or cooperative agreement should be made at least 30 days prior to the required registration date. No chargeback/cooperative agreement will be approved retroactively.

For more information about chargebacks and/or cooperative agreements, contact the Academic Affairs Office at (815) 280-2246.

ACADEMIC POLICIES

CANCELLATION OF COURSES BY THE COLLEGE - The college reserves the right to cancel any course for which there is insufficient enrollment or for other appropriate reasons.

EMERGENCY 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 area radio and television stations.

Emergency closing information is provided to the following radio stations: WMAQ 670AM, WGN 720AM, WBBM 780AM, WAUR 930AM, WJOL 1340AM, WCSJ 1550AM, WCGO 1600AM, WONU 89.7FM, WVLI 95.1FM, WERV 95.9FM, WBBM 96.3FM, WLLI 96.7FM, WCCQ 98.3FM, WLDC 98.9FM, WRXQ 100.7FM, WIVR 101.7FM, WJDK 103.1FM, WYKT 105.5FM, and WSPY 107.1FM.

Emergency closing information is provided to the following television stations: WBBM-TV Ch.2, WMAQ-TV Ch.5, WLS-TV Ch. 7, WGN-TV Ch.9, WFLD-TV Ch.32, and Chicagoland TV News CLTV. (CLTV varies by cable franchise.) Additional emergency information also is available at www.JJC.edu.

FIELD TRIP POLICY - Students who have secured prearranged approvals shall not be marked absent for participating in a college-sponsored trip, and they shall have full academic makeup privileges.

GRADES - Grades are available to students at the end of each semester for each class in which they were enrolled at the beginning of the third week of the semester. Quality points are numerical values that indicate the scholarship level of a letter grade and are accumulated on the basis

of the course credits earned. Quality points for each credit hour of the following grades are:

GRADE	SIGNIFICANCE	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
PR	Credit by Proficiency	0
TE	Time Extended	0
P	Pass	0

The grades below indicate a student status as initiated through an administrative process:

W	Withdrawal	0
L	Audit	0

Note: No credit course may be taken on a pass/fail basis.

AUDIT - A student who wishes to attend a class as an auditor may do so by registering for the class and designating the enrollment as "audit" at the time of registration. Enrollment as an auditor is permitted only after all enrollment of credit has been honored. Full tuition and fees are assessed for auditing. No grade will be assigned, but the course designated as an audit (L) will appear on the student's permanent record.

A student may change the course from an audit to grade-awarded credit at any time prior to and up to the course midterm dates if the following criteria are met:

- The student will have complied with attendance, class participation, and all other syllabus requirements of the course;
- The student has completed all assignments, quizzes, exams, and designated coursework at the times required by the instructor;
- The student presents an instructor-signed Add/Drop slip to the Registration Office prior to the course midterm changing from audit to credit (the form also will require the signature of the vice president of academic affairs);
- The financial aid officer/specialist signs the Add/Drop slip where indicated if student has any tuition subsidy except self-pay; and
- The student understands that the course cannot be changed back to audit at any time.

INCOMPLETE GRADE - 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. The "I" grade will count as an "F" for purposes of calculating the GPA. A student receiving an "I" grade will have three weeks into the next semester to complete the work; if received in the fall term, three weeks into the spring semester; if received in the spring term, three weeks into the fall semester. If the work is not completed within the prescribed time, 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.

A student who wishes to complete the coursework after the three-week time period must do the following:

1. Assume the responsibility of contacting the instructor. Whether the three-week time period is waived is at the discretion of the instructor. If approved, and upon completion of the coursework, the instructor will process a grade change through the Data Distribution Office.
2. If unable to locate the instructor, the student must contact the appropriate department chair.
3. In the event the department chair and student cannot resolve the

matter, the department chair will refer the student to the Final Course Review Committee, which will have 30 days in which to reach a decision. That decision shall be final and binding to all parties.

TIME EXTENDED GRADES - Time extended grades may be given in selected self-paced courses to students who will require more than three weeks to complete the course requirements following the assignment of the grade. Such students will be expected to re-enroll and pay tuition for the course which they are seeking to complete. Normally, re-enrollment to remove the "TE" grade should be in the semester immediately following the assignment of the grade; however, this is at the discretion of the department. Students are encouraged to consult with their instructor for a definite decision. Records of a student's performance will be kept for two years to facilitate re-enrollment of students who receive "TE" grades. The "TE" will remain on the student's transcript.

WITHDRAWAL POLICY - Students may withdraw from a course by processing an Add/Drop form during regular office hours through the Registration Office at the Main Campus, or by phone at (815) 744-2200. Please note the withdrawal dates listed on your bill/student schedule. Every course has its own withdrawal date.

FAILING TO WITHDRAW PROPERLY MAY RESULT IN A FAILING GRADE OF "F" IN THE COURSE.

SPECIAL STUDENT WITHDRAWALS - Students requesting a late withdrawal must complete a General Petition form and submit it to the registrar. This form may be obtained at the Registration Office, room J-1009. 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.

At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism, disregard for safety rules or improper conduct. The registrar will send a letter to these students informing them of this withdrawal.

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 clients. Students may appeal this withdrawal by using the established department and college appeal procedures.

The college shall retain authority to withdraw from on-the-job training, clinical area, or the observation of 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.

Note: A student who is on a college payment plan and who withdraws or is dropped from a course is responsible for making payment.

MILITARY PERSONNEL CALLED FOR ACTIVE DUTY - Any student called up for active military duty during the semester will be offered the following options: 1.) if the semester is almost complete, the student's instructors will be contacted by the vice president for academic affairs and solutions concerning incomplete grades or possible assignment of final grades will occur; 2.) if prior to the final two to three weeks of the semester, the student will be given a full withdrawal and all tuition and fees refunded.

1. If the semester is near completion the student and the faculty member(s) may discuss possible methods for the student to earn the credit from the class(es). Included in this discussion might be time extended; working on an incomplete grade status; writing of papers or other such activities; and other methods that are suitable for determination of a final grade. Whatever method is determined to be the best option for the course will be the course of action. Students may not come back after the fact to ask for another method of completion. The faculty member(s) must report the method chosen to the department chair, the registrar, and the vice president for academic affairs.

2. If the faculty member(s) deem that the best solution is to take a withdrawal from the class(es), the student may withdraw and receive a refund of tuition and fees for the impacted course(s). The faculty member(s) must report this recommendation on the Add/Drop form and notify the department chair and the registrar of the decision. The refund will be directed to the individual or agency that paid the tuition and fees for the semester. (If the Illinois Veterans Grant paid, the refund will be directed to IVG.) To qualify for the option listed, the student must present a copy of the "Active Duty Orders" to the Registrar's Office prior to leaving for active duty.

THE APPEAL PROCESS FOR INSTRUCTOR'S WITHDRAWAL

If a student who receives a letter from the registrar informing him/her of an instructor-initiated drop does not agree with the recommendation, that student should discuss the reasons for the recommendation with his/her instructor. If a decision is made to reinstate the student in the course, the instructor must sign the reinstatement form and the student must bring it to the Data Distribution Office or Telephone Registration Center, room J-1009.

GRADE POINTS - Semester grade point averages (GPA) are computed by multiplying the number of credits earned in a subject, times the number of points the letter grade is worth. For example, an "A" in English 101, which carries three credits, equals 12 quality points ("A" = 4 points); a "B" would result in nine quality points, etc. To determine the GPA, add all the quality points together and divide by the number of credits attempted. If a student has a total of 44 quality points and attempted 14 credit hours, his/her GPA would be 3.14.

Grades are issued at the end of the semester and are entered on the student's permanent record.

ACADEMIC ACHIEVEMENT

HONOR ROLLS

Lists of those full- and part-time students recognized for their academic achievement will be published following the end of each semester. Following are the varying levels of achievement and recognition:

THE ROLL OF EXCELLENCE - Recognizes full- and part-time students who attain the highest level of excellence in their academic studies by completing six or more credit hours during the semester and earning a semester GPA of 3.75-4.0.

THE ROLL OF HONOR - Recognizes full- and part-time students who achieve superior grades in their studies by completing six or more credit hours during the semester and earning a semester GPA of 3.50-3.74.

THE ROLL OF MERIT - Recognizes full- and part-time students who achieve above average grades in their studies by completing six or more credit hours during the semester and earning a semester GPA of 3.0-3.49.

HONORS PROGRAM

HONORS PROGRAM - The Honors program is designed to intellectually stimulate and challenge students striving for the utmost in their college education. As members of the honors community of scholars, honors students actively participate in courses designated for honors students; Honors Colloquia-activity/discussion sessions; the Honors Students Advisory Committee (HSAC); and Honors Forums-lecture/discussion sessions led by honors students and faculty. Honors students will receive the assistance of the honors program adviser throughout their academic careers and will be recognized for their achievements on their transcripts and, if they satisfy all program and college requirements, at graduation.

For more information, contact the Admissions Office at (815) 280-2493 or the honors program director at (815) 280-2643.

HONOR SOCIETIES

National honor societies are clubs that recognize special achievement and/or accomplishments within a particular program of study. These honor societies are funded through the Office of Student Activities.

ALPHA BETA GAMMA - Alpha Beta Gamma® International Business Honor Society is the sole business honor society for accredited junior, community, and technical two-year colleges. The society exists to encourage scholarship among two-year college students in business curricula and recognize and reward academic excellence among business honor students.

ALPHA MU GAMMA - The national honor society for French and German languages for two-year colleges recognizes students who attain excellence in the study of French or German and in the knowledge of the literature and culture of the people. The purpose of this society shall be to recognize achievement in the field of foreign-language study; to stimulate a desire for linguistic attainment; to encourage a continuing interest in the study of foreign languages, literature and civilization; and to foster sympathetic understanding of other people and international friendship.

DELTA PSI OMEGA - Delta Psi Omega is the national collegiate honor society for those in drama and theater. The Joliet Junior College chapter has been chartered since 1973.

PHI RHO PI - Phi Rho Pi, the national honor society for speech competitors in two-year colleges, recognizes and honors outstanding student achievement in forensic activities. The society provides opportunities for outstanding forensic students to compete in regional and national tournaments.

PHI THETA KAPPA - Phi Theta Kappa, the only international honor society for junior college students, seeks to provide opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas, stimulation of interest in continuing academic excellence, and cultivation of fellowship among scholars.

SIGMA DELTA MU - Sigma Delta Mu, the national honor society for Hispanic studies for two-year colleges, recognizes students who attain excellence in the study of Spanish and in the knowledge of the literature and culture of Spanish-speaking peoples.

SIGMA KAPPA DELTA - Sigma Kappa Delta, the national honor society for English. The purpose of the society shall be educational, literary and charitable. It confers distinction for high achievement in English language and literature in two-year institutions of higher education.

NEW START POLICY

- I. Joliet Junior College affords returning students a one-time opportunity to correct poor past academic performance in order to reach new educational goals and objectives. After re-enrollment, the following criteria must be met for the student to be eligible for the New Start Policy:
 - A. The student cannot have attended any post-secondary educational institution for a minimum of 36 months immediately preceding re-enrollment at Joliet Junior College. After re-enrollment, the following criteria must be met:
 - B. The student earns at least 12 credit hours of 100-plus level Joliet Junior College courses with a minimum GPA of 2.0/4.0
 - C. The student completes a formal New Start Policy application, including a short essay that includes statement of the new commitment to success in this endeavor. (The student may share his/her reasons for past academic failure in this essay.)
- II. Once the eligibility criteria have been met, the college's designated administrator will review the application and formally approve the recalculation of the GPA excluding the courses to be forgiven.
- III. Under the New Start Policy, all previous grades and credits earned at Joliet Junior College prior to the minimum credit requirements described in item I.B. will be forgiven, regardless of grades earned.

Students' transcripts will be adjusted as follows:

- "Forgiven" grades will remain, but flagged as forgiven so the GPA is not included in the grade
- Transcript will clearly explain how new GPA is calculated within the New Start Policy.

ACADEMIC STANDARDS OF PROGRESS PROCEDURE

The JJC Academic Standards of Progress Procedure is designed to help students clearly understand what constitutes good academic standing and academic progress, while offering assistance in setting appropriate academic goals and connecting students with resources to help them achieve academic success.

Academic Standing Categories:

Students who fall below good academic standing will be identified into progressive categories as follows:

- Category 1** – Academic Caution
- Category 2** – Academic Probation
- Category 3** – Academic Suspension
- Category 4** – Academic Dismissal

Grade Point Average Requirements for Academic Standing Categories:

Credit Hours Earned	Minimum GPA
0-12	(to be in good academic standing) 1.75 Cumulative or 2.0 Semester
13-32	1.85 Cumulative or 2.0 Semester
33-48	1.95 Cumulative or 2.0 Semester
49 & above	2.0 Cumulative or Semester

Category:	Actions:
Category 1 —Caution	Recommended to limit the number of credit hours enrolled and to seek resources to enhance academic progress.
Category 2 —Probation	Required to limit the number of credit hours enrolled. Schedule appointment for intervention group session.
Category 3 —Suspension	Required—One-semester suspension.
Category 4 —Dismissal	Required—One-year dismissal.

The interventions prescribed must result in academic progress demonstrated by improved GPA. In some cases and at the discretion of the counselor or adviser, the summer semester can be utilized to demonstrate academic progress.

Academic Standards Appeal Process:

Students who have been placed on probation, suspended, or dismissed for not meeting the appropriate grade point average requirements may appeal to the Academic Standards of Progress Appeal Committee.

Please refer to the Student Handbook for more information on the Academic Standards of Progress Procedure and appeal process.

REPEATING COURSES - When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades will remain on the permanent record, but the second grade is used to compute the GPA. Students are cautioned that some senior colleges/universities average the two grades upon transfer.

RESTRICTION - A restriction is placed on the record of a student who owes the college funds. The restriction prevents a student from registering for classes, adding classes, receiving a grade report, or receiving a copy of a certificate or degree until the obligation has been met.

STUDENT ACADEMIC APPEAL PROCEDURE

A. FINAL COURSE GRADE - The student has a right to a final course grade review if he/she feels the instructor's criteria for determining the final course grade has not been fairly or accurately applied in the calculation of the final course grade.

B. ACADEMIC MISCONDUCT - Joliet Junior College's "Student Code of Conduct" defines academic misconduct as 1.) cheating, which includes, but is not limited to (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the Joliet Junior College faculty or staff; or 2.) plagiarism, which includes, but is not limited to (a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Students should use the following procedure:

Step 1 - The appeals procedure mandates that the student shall confer with the instructor if there is a question concerning a sanction imposed by the instructor for academic misconduct or the calculation of a final course grade given by the instructor. If the instructor is unavailable within a three-week period, the student may pursue the appeal unilaterally by contacting the department chair (see Step 2).

Step 2 - The appeals process allows that by the end of the third week following the issuance of the sanction or grade in question, the student shall contact the responsible academic department chair and present to them a written statement requesting appeal, including the reasons or basis for the appeal. If the department chair is unavailable, the student should contact the vice president for academic affairs who will be responsible for notifying the department chair.

Upon receipt of the written statement, the department chair shall schedule and conduct a meeting with the student, the instructor and the vice president or his/her designee. At the meeting:

- the student shall set forth his/her contentions;
- the instructor shall have an opportunity to answer the concerns presented by the student; and
- the student and instructor shall be excused and the department chair and the vice president shall confer and shall, within five school days, make a written recommendation to the instructor. If all three parties (instructor, department chair and vice president) concur in the recommendation, the appeal procedure is exhausted and the sanction or grade will stand or be changed as recommended.

Step 3 - Provides that in the event that an agreement is not reached following the procedures in Step 2, the matter will be referred immediately to a committee composed of five full-time faculty members to be elected by the faculty at the first fall faculty meeting.

The faculty committee shall schedule a hearing to be conducted in the same manner as the meeting described in Step 2. The decision of the committee shall be made by majority vote within 30 days after the hearing. The decision of the committee shall be final and binding to all parties.

STUDENT RECORDS - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students are informed of their rights under this act through the college catalog, the student handbook, or visit www.jjc.edu/ferpa.

JJC has designated the following items as directory information:

- Student name
- Academic program
- Semester of attendance
- Current enrollment status
- Degrees and certificates awarded
- Dates of graduation

Directory information may be released by the college to a third party requesting such student information without first obtaining the student's consent. A student has the right to refuse to permit the college to release directory information, as limited by law, by following the process outlined by the Registrar.

Students who have completed coursework at JJC since 1977 can access their academic records, including printing an unofficial transcript (student academic summary) by using the college kiosks located throughout the campuses.

TRANSCRIPT REQUESTS - The college will release transcripts of academic records upon the written request of the student in person or by mail providing all their financial obligations are fulfilled. The student must present a photo I.D. when picking up the transcript. There is a charge for each transcript requested. A release of information request must be on

file in the Records Office if a student delegates to release his/her records to another individual in his/her absence.

Validation of student demographic records is mandatory to request an online transcript. If the criteria are not fully met, an e-mail authorization form is sent to the student for written signature to be faxed to the online provider. Visit www.jjc.edu/es/records to order a transcript.

PROVISION FOR COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (PL-93-380)

The student records policy of Joliet Junior College is governed by the Family Education Rights and Privacy Act. No one will have access to nor will the college disclose any information from a student's educational record without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation function, to authorized representatives of the federal and state governments for audit and evaluation of federal and state supported programs, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All of the exceptions are permitted under the Act.

Educational records are kept on students at JJC as follows:

1. Personal or biographical data as gathered on the application for admissions and/or through the registration process
2. ACT test scores (if submitted) and placement test scores
3. Enrollments and grades
4. Records of disciplinary actions of hearings

Educational records are under the direct supervision and coordination of the registrar. Records on disciplinary actions are held by the dean of students.

A student who wishes to review any of his/her records may do so by submitting a written request to the registrar. One initial copy of the record(s) may be obtained without charge.

A student may formally request the dean of enrollment management and registrar to schedule a hearing for the purpose of insuring the accuracy of his/her records, clarifying their meaning or inserting into the records the student's explanation of the content of the record or a portion thereof.

Joliet Junior College considers the following data to be a student's "directory information."

1. name
2. date and place of birth
3. major field of study
4. participation in officially recognized activities and sports
5. weight and height of athletic team members
6. dates of attendance
7. degrees and awards received
8. the most recent previous educational institution attended

As "directory information," the college may use this data internally as well as release it at the college's discretion without prior consent. Anyone who wishes to prevent release of any or all portions of this directory information as they relate to himself/herself must notify the registrar, in writing, within 15 school days of the beginning of each term.

A student who wishes his/her course attendance and/or academic progress discussed by the instructor with another person(s) whom the student designates, must complete and present to the course instructor prior to the discussion a permission to release information form.

A student who wishes his/her test scores and English or mathematics course placement or academic transcript discussed with another person(s) whom the student designates, must complete and present to the registrar or designee a permission to release information form, which may be obtained from the registrar or from www.jjc.edu/ferpa.

CREDIT WITHOUT ATTENDING FORMAL CLASSES

In all cases of credit without attending formal classes, a maximum of 30 credit hours may be awarded. Official test score reports should be sent to the vice president of academic affairs.

ADVANCED PLACEMENT - Advanced placement can be attained by taking examinations in the Advanced Placement program sponsored by the College Entrance Examination Board. The results of these tests form the basis for awarding college credit to those students who have passed one or more tests with satisfactory grades. Students who have taken these examinations should request that their scores be sent to the vice president of academic affairs.

CLEP - College Level Examination Program.* CLEP can be used by students to earn credit by examination toward general education at Joliet Junior College. The following guidelines apply:

Students who score in the fortieth percentile or above on the national sophomore norms on one or more of the five General Examinations (English with essay-following departmental review, Humanities, Mathematics, Natural Sciences, and Social Sciences-History) may be awarded up to six semester hours of credit in each area passed. Credit also may be awarded in certain specific courses pending attainment of the minimum score required.

*The CLEP program is administered through the Academic Skills Center (ASC). For more information, contact the ASC at (815) 280-2284.

PORTFOLIO ASSESSMENT - The college has developed a formal program for awarding credit for experiential learning through the development of a portfolio, which documents competency in specific course areas. Students who wish to write a portfolio must first complete GSD 103, Portfolio Development. For more information, contact the portfolio assessment coordinator at (815) 280-2671.

MILITARY SERVICE - Credit for four semester hours of physical education and three semester hours of Biology 103-Health is awarded for military service experience to former members of any of the branches of the armed services who served honorably on active duty, for one year or more, upon submission of a copy of DD Form 214 or other evidence of honorable discharge. Members of the Armed Services still on active duty will be given credit subject to verification of the completion of one tour of duty. Veterans who have been discharged for medical reasons will be evaluated on an individual basis.

A former member of the armed services also may receive credit for College Level General or Subject Matter Tests taken under the jurisdiction of the USAFI (United States Armed Forces Institute). An official copy of the test scores and ratings must be submitted to the vice president for academic affairs for evaluation. As much as six semester hours of credit may be awarded for each General Test (English, Humanities, Natural Sciences, Mathematics and Social Science) in equated college-level

courses. Credit may be awarded for each Subject Matter Test as equated to a corresponding college-level course.

Joliet Junior College participates fully in SOCAD. Military service members coming to JJC via this program should consult with the vice president of academic affairs.

Military schooling experience will be evaluated by the vice president of academic affairs as recommended by *The Guide to the Evaluation of Educational Experiences in the Armed Services* and equated with equivalent college courses. A proficiency examination may be required by the dean to determine if knowledge or skills are sufficient to award credit.

PROFICIENCY EXAMINATION - Proficiency examinations for advanced standing are offered in some course areas of the college. They may be taken only by students currently enrolled at Joliet Junior College.

The examinees must show that they are eligible to take the examination because they have knowledge or experience which justifies some expectation of proficiency. Approval must be obtained by the department chair. In some cases, the approval of the appropriate dean may be required. In no case may a student take a proficiency examination subsequent to participating in a course for which the proficiency examination is requested except upon recommendation of the instructor during the first two weeks of the class.

Applications for proficiency examinations may be obtained from the appropriate department chair. There is a nominal fee for each examination.

INDEPENDENT STUDY - Independent study is designed to allow students to pursue, for credit, subject areas of interest outside of the existing college course structure. In certain instances, independent study may be used to complete the requirements for a regularly offered course. A maximum of four credit hours of course work with an INDS 199 prefix can be applied to a degree/certificate.