

Grading and Lateness

Jersey College's policy and fairness to other students allows an instructor to exact a penalty, ordinarily a lower grade, from any student who is late with a paper or other assigned work (unless the student received special permission from the instructor). In addition, failure of a student to take an examination or submit a project while being present at the institution may result in an automatic zero for such exam or assignment.

Moreover, any tests, quizzes, projects, reports, exams, presentations missed due to suspension or an unauthorized absence may result in a score of zero (0). In the foregoing cases, a make-up test/exam/project may not be offered.

Academic Honors

To encourage academic excellence and to formally recognize the students who have been outstanding in their study, Jersey College offers the following honors:

Honors	Numeric CGPA	Quality Points
Summa Cum Laude	98% – 100%	3.85 – 4.00
Magna Cum Laude	95% – 97%	3.7 – 3.84
Cum Laude	90% – 94%	3.5 – 3.69

In addition, Jersey College offers the following awards during a program and at graduation:

- *Academic Honor Roll*—An acknowledgment of outstanding academic achievement of 90% or greater cumulative grade point average in a term
- *President's Award*—An acknowledgment of superior academic achievement of 95% or greater cumulative grade point average in the program

²⁹ Federal Student Aid program regulations allow a student to retake (one time only per previously passed course) any previously passed course. For this purpose, passed means any grade higher than an "F," regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class counts towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

Transfers

Intra-campus and Inter-campus Transfers

A student desiring to transfer from one program to another program or from one campus to another campus must request such a transfer in written form to the Administration Office, indicating the desired transfer and requested start date. A student's request may not be considered unless the student has cleared all current financial obligations to Jersey College. The College will inform the student requesting transfer in writing of approval or disapproval of the request. In addition, the College will inform the student as to the eligibility of transferring earned credits (or clock hours) to the other program or campus, as applicable. Transfers will only be granted if space is available in the requested program and typically will be granted on a first-come, first served basis.

Transfer of Students from and Coursework Earned at Other Institutions

All students who wish to transfer from an external institution must meet all admission requirements at Jersey College.

Coursework from other Colleges or universities may not be transferred to Jersey College in the Practical Nursing program.

Credit-bearing coursework for certain courses from a College or university accredited by an agency recognized by the U.S. Department of Education are eligible for transfer credit to the Professional Nursing program at Jersey College. To be approved for credit, each course must be validated and confirmed by Jersey College. Evaluations typically take two to three weeks to process. The general guidelines below provide the limitations and process for obtaining credit for coursework completed at other institutions.

- Coursework must be from a post-secondary institution accredited by an agency recognized by the U.S. Department of Education.
- Courses eligible for transfer credit are limited to the following: (i) College Algebra or Math for Problem Solving & Research, (ii) Composition I, (iii) Microbiology and (iv) Sociology.
- Courses submitted for consideration must be equivalent to the course requirements of the program selected. The Dean of each program (or equivalent position) will evaluate each request for transfer of credit on an individual basis. Course descriptions, objectives, syllabi, projects, examinations and other documentation may be requested by Jersey College to demonstrate the equivalency.
- Official transcripts are required to be submitted for transfer credit evaluation. These transcripts must contain the awarding institution's seal or stamp and be sent directly from the awarding institution to Jersey College (either physically in a sealed envelope or electronically through a secure and official communication).

Academic Policies

- A grade of “C” or better or their respective equivalents (i.e., numeric grade). Credit will not be awarded for Pass/Fail, remedial, College prep, or non-College level courses.
- Coursework must have been completed in the last five (5) years. Students who seek credit for courses older than five (5) years must submit a special request with supporting documentation and take a Challenge Exam.³⁰
- Semester credits to quarter credits will be converted based on a 1 to 1.5 ratio.
- Requests for transfer credits must be made in writing prior to a student’s initial enrollment at Jersey College.

Transfer of Credits to Other Institutions

Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually reviewed and considered on a case by case, course by course basis. Prospective students of Jersey College should consider this fact if they plan to continue their educational studies and desire to obtain credit for course work completed at Jersey College. Students are responsible to confirm whether or not Jersey College credits will be accepted by another institution of their choice.

Articulation Agreements

Articulation agreements are formal agreements that exist between Jersey College and other Colleges and universities that provide graduates of Jersey College with opportunities to continue their education and pursue higher degrees with other institutions. These agreements are designed to maximize the number of credits students will be able to transfer to these articulating Colleges and universities. Acceptance into these articulating Colleges and universities and terms and conditions of enrollment is at the sole discretion of the articulating Colleges and universities.

Jersey College maintains a current list of institutions that it maintains an articulation agreement with on its website at www.JerseyCollege.edu/about/affiliations. The articulation arrangements of Jersey College may change from time to time. Jersey College makes no representation, guarantee, or warranty with respect to the articulation agreements, the providers or the availability, accessibility or force and effect of such agreements.

Student Evaluations

Each student’s performance in the classroom and in the clinical area is typically evaluated on a regular basis by the faculty. Faculty members are expected to produce formal written reports for academically deficient students (aka counseling reports). These reports are typically completed at the midpoint of each course. A deficiency is defined as a level of performance below the minimum established grade point average for the specific program for which the student is enrolled, failure to complete assignments, participate in the course or meet other course objectives. Counseling reports are normally shared and reviewed with students through scheduled appointments.

Remediation Support

Students needing assistance with lecture material or clinical skills should seek remediation support. Students are advised to either make private appointments for one-on-one or group remediation or attend extra-help classes, which are typically offered on Fridays.

Full-Time Student Definition

A full-time student is a person who is enrolled in (i) 24 or more contact hours per week for a program that measures progress in clock hours or (ii) 12 or more credit hours in a term for a program that measures progress in credits.

Class Size

Jersey College seeks to provide a conducive learning environment, including ensuring the adequacy of instructors to students and space. The following factors are considered by the College in determining the appropriate class size and faculty to student ratio: (i) number of students enrolled; (ii) faculty workload capacity; (iii) class room size and location; (iv) state and regulatory mandates/recommendations, and (v) appropriate clinical learning activities.

Cancellation of a Class

Jersey College may need to cancel classes due to schedule conflict, enrollment, severe weather, or any other reason deemed viable by the institution. In the event that a single class is canceled, Jersey College may require that students make up the time at a later date. If an entire course is canceled, Jersey College will offer the student the option to defer enrollment in the course to a designated date, or to request a full refund of tuition and fees paid in advance for such course. If the student chooses to defer, Jersey College will provide a new enrollment agreement with revised starting and completion dates.

³⁰ Students must achieve a grade of “C” or higher on the Challenge Exam to obtain transfer credit. Students that fail to receive a grade of “C” or higher will be required to undertake the course; however, the tuition associated with such course will be waived.