

### 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%	3.70 – 3.84
Cum Laude	90% - 95%	3.50 – 3.69

In addition, the following academic awards may be granted:

- *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

### Graduation Requirements

Students at Jersey College will graduate from and receive a diploma from the College when they:

- Complete each required course with a satisfactory grade; and
- Satisfy all financial obligations to Jersey College.

### 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 Other Institutions

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

#### Transfer of Coursework

Credit-bearing coursework from a college or university accredited by an agency recognized by the U.S. Department of Education may be eligible for transfer credit at Jersey College.<sup>77</sup> To be approved for credit, each course and associated college must be validated and confirmed by Jersey College prior to a student's initial enrollment. Students may be required to take and pass a Challenge Exam to receive transfer credit. 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:
  - Basic Anatomy and Physiology
  - College Algebra
  - Composition I
  - Human Body in Health and Disease with Lab
  - Math for Problem Solving & Research
  - Microbiology
  - Sociology
- Courses submitted for consideration must (i) have been taken at a college or university that meets academic rigor standards established by Jersey College<sup>78</sup> and (ii) be equivalent to the course requirements of the program selected<sup>79</sup>. The College will evaluate

<sup>77</sup> Coursework from other colleges and universities is not eligible to be transferred into the Practical Nursing program.

<sup>78</sup> Such standards include, but are not limited to, accrediting body, type of institution (public, private, proprietary), NCLEX pass-rates, etc. These standards are established at Jersey College's sole discretion.

<sup>79</sup> Equivalency standards include, but are not limited to, content of course, hours of instruction, and evaluation and assessment standards. These standards are established at Jersey College's sole discretion.