Course assessments measure students’ mastery of course content, while comprehensive examinations assess integration of multiple levels of knowledge and content for licensure and practice. Moreover, the assessments help identify deficit areas and provide students opportunities to practice and learn.

Both the course assessments and the comprehensive examinations may include various types of formats, including multiple choice items, multiple-response items, fill-in-the-blank items, drag-and-drop items, hot spots items, chart/exhibit items, and other items.

Failure to achieve the minimum assessment score on a progression test may result in course failure, program failure or require remediation or retesting (as outlined in the course syllabus or other documents). If remediation is required for retesting, the remediation activities must be completed by the established dates and times to prevent forfeiture of retesting/additional attempts.

The comprehensive assessment includes structured lectures, assignments and other activities. These activities are undertaken either as part of a course or after students have completed the courses in their program with a satisfactory grade. Students must timely complete these activities to avoid forfeitures of opportunities to test. Certain of these activities may take place outside of scheduled terms, which may affect financial aid obligations. The cost for the initial testing associated with the comprehensive evaluation is included in the tuition and other fees. Students are responsible for the cost of additional tests and preparation.

Students are directed to consult the Campus Director for additional information regarding the progression testing, including testing requirements, retests, remediation, repeating of coursework, required coursework, etc.

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 Administration Office will inform the student requesting transfer in writing of approval or disapproval of the request. 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 a regional or national accrediting 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 a regional or national accrediting 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, be in sealed envelopes and be sent directly from the awarding institution to Jersey College.
- A grade of 75% or better or their respective equivalents (i.e., alphabetic 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.
- 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.

*Activities that extend beyond normal terms may result in students’ financial aid statuses being modified to below half time. The six-month grace period for Direct Subsidized and Unsubsidized Loans repayment begins the day after students stop attending school on at least a half-time basis.
**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. Jersey College, while accredited, does not currently possess the same types of accreditation as most four year colleges and universities offering baccalaureate, and beyond, programs and degrees. 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 http://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.

**Graduation Requirements**

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

- Complete each required course with a satisfactory grade;
- Pass the comprehensive evaluation (See Progression Testing in this Catalog for additional details); and
- Satisfy all financial obligations to Jersey College.

**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; and (iv) state and regulatory mandates/recommendations.

Generally, the student to faculty ratio for didactic classes ranges from 10:1 to 60:1 and for clinical experiences from 5:1 to 10:1 in New Jersey to 5:1 to 18:1 in Florida. * Student to faculty ratio for practicums are determined based on state regulations.

**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.

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