Policies and Procedures

Rev. 07-29-10

Johnson State has established policies and procedures to guide the College in carrying out our essential work of teaching and learning, being in a safe and orderly community, and encouraging free expression and responsibility. In addition, policies are written to help ensure regulatory compliance, enhance the College mission, reduce institutional risk, and work in the interests of fairness and transparency.

We begin from our mission statement.

The Johnson State College community believes in the power of higher education to transform lives. We express this commitment through an education that crosses academic and other boundaries, wherever possible; creates opportunities for students to extend their classroom learning to the field, the laboratory, the station, the community, and the local and wider world; recognizes the diverse starting points and goals of students; and sustains active participation, high standards, vigorous debate and mutual respect.

All JSC policies align with and are guided by policies of the Vermont State Colleges (VSC) where there is policy overlap. VSC policies are found through the public information and date page of the www.vsc.edu website. Because we rely on the VSC policies for important policy areas such as Non-Discrimination and Prevention of Sexual Harassment and Related Unprofessional Conduct (VSC Policy 311), Computing and Telecommunications Technology and Conditions of Use (Policy 502) and others, the reader is directed to these documents.

Additionally, the Johnson State College Catalogs and Student Handbook are important sources of information for policy and procedure guidance.

We have separated our policies into three broad groups:

- **Academic Policies**, which focus on the core teaching and learning activities of the College
- **Student Rights and Responsibilities**, which include student conduct and student life
- **Administrative Policies**, which encompass the financial aid and business areas.

A note on Governance: Vermont State Colleges policies are approved by the VSC Board of Trustees. Prior to their adoption, Colleges, through their respective presidents and deans, have had opportunities to shape and provide input.

College-authored and college-specific policies have been approved by the President, in all cases following consultation with Deans or Directors of the specific and appropriate areas. The manual, as a whole, has been reviewed by the President's Council.

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Academic Policies

Registering for Courses

Students must properly register for each of their courses in order to receive academic credit for any work done. Class attendance does not, in itself, signify registration.

All matriculated undergraduate students, excluding EDP students, must have a complete medical record on file with the college nurse practitioner in order to register for classes. All students must comply with Vermont law requiring proof of necessary immunizations in order to register for classes. See STL 33 for further details.

Matriculated Registration

Matriculated undergraduate students must be formally accepted through the Admissions Office, and graduate students through the Graduate Office, prior to registration.

Course Numbering

Courses numbered 1000 through 2999 are considered to be lower level. Courses numbered 3000 through 4999 are considered to be upper level. Courses numbered lower than 1000 are considered remedial and do not earn credit toward graduation. Graduate courses are numbered 5000 and above.

Auditing Courses

Johnson State College adheres to the auditing procedures of VSC Policy 111/Academic Data Management.

Adding or Dropping Courses

Johnson State College adheres to the standard VSC add/ drop period of two (2) weeks. If a student drops or withdraws from a course:

- during the Add/Drop period, the course is not listed on the student's transcript;
- after the Add/Drop period and up until the 60% point, the dropped course is listed with a grade of W;
- after the ninth week of classes, the student receives the earned grade at the end of the semester unless a special withdrawal is granted with approval of the Academic Dean.

Class Attendance

Students who register for a course prior to the first week of the semester or during the first day of the semester are expected to be in attendance during at least one (1) of the first two (2) class sessions. A faculty member has the prerogative of filling absent students' places with students wishing to enter the course and of refusing entry to absent students when they appear. The faculty member may also refuse entry if he/she believes the student cannot catch up in the class.

If a student is refused entry to a class because of the above circumstances, that student must still officially drop that course from his/her schedule.

Independent Study/Student and Faculty Obligations

Academic credit can be earned for Independent Study. All independent work is included under this term whether labeled independent research, independent field work, or internship. A maximum of twenty-one (21) credits of Independent Study can be taken during a student's pursuit of a Bachelor's degree. EDP students are not restricted to this 21-credit maximum.

When students register for independent study credits they must submit an approved independent study contract and work under the direct and regular supervision of a faculty member. The contract between the faculty supervisor and the student, which includes the goals, objectives, and measures of performance of the Independent Study, must be approved by the academic dean.

Grading System

For both its graduate and undergraduate students, Johnson State College subscribes to a grade scheme and quality points in common with all VSC institutions. This grade scheme and its quality points are described in VSC Policy 111/Academic Data Management.

Uncompleted Academic Work

The grade of "I" (Incomplete) applies to work of satisfactory quality in a course when the full amount of required work has not been completed because of illness or other reasons beyond the control of the student. Students will receive an "NG" (Not Graded) for a course when the instructor has not yet assigned a grade to the course. This may happen if the grades are submitted after the deadline for grades, or if the instructor is permitting the student to continue the course into the next semester (such as with a thesis). Neither grade can be used instead of the grade of "F" in situations involving students' lack of ability or negligence.

Pass-No Pass Option

With certain exceptions (below) students may enroll in any course numbered 1000 or above and opt to be graded on a Pass-No Pass basis, an option designed to encourage students to take a course which they would otherwise not take for fear of receiving a low grade. This option may be taken no more than once a semester and no more than a total of eight (8) times. This option may not be taken in course within the student's declared major or minor (except internships) or for courses taken to satisfy the College's general education requirements (except for Rhetorical Expression).

Repeat Course Option

A student may repeat a course which he/she has previously taken to attempt to earn a higher grade. The most recent grade and credit value will be the only ones which will be computed in the student's cumulative average. Credit in the course may generally be earned only once, with exceptions noted in the catalogue.

Class Level

Johnson State College conforms to the class level definitions of the Vermont State Colleges, as defined by VSC Policy 111/Academic Data Management.

Academic Minors

An academic minor shall consist of a minimum of eighteen (18) credits in a discipline or in an approved interdisciplinary program of studies, at least six (6) of which shall be at the 3000-4000 level. In general these eighteen (18) credits must not be required or elective credits within the student's major. Any questions should be referred to the department chair of the department sponsoring the minor.

Academic and Graduation Honors

Johnson State College conforms to VSC Policy 111 regarding Academic and Graduation Honors.

Academic Probation/Dismissal

Johnson State College conforms to VSC Policy 111 regarding Academic Probation and Dismissal.

Good Academic Standing

Johnson State College conforms to VSC Policy 111 regarding Good Academic Standing.

Transfer of Credit from Non-VSC Institutions

In order to be eligible for transfer of credits from other institutions, a student must be a matriculated student at Johnson State College. In transferring credit from non-VSC institutions, Johnson State College conforms to VSC Policy 111 ("Academic Data Management") and also VSC Policy 108 ("Transfer of Credit"). Upon review of courses by Registrar's staff and faculty members, the College accepts credits transferred from regionally accredited institutions of higher education.

Transcripts

Johnson State College will maintain official transcripts that conform to the procedures and format outlined in VSC Policy 111. A written, signed request for each transcript must be received by the Registrar before a transcript may be released. Transcripts for students who have bills past due or other obligations with the College will not be released until all bills are paid.

Withdrawing from the College

A student voluntarily withdrawing from the College must do so formally and in writing by completing a *Student Exit Notification Form* available at the dean of student's office and registrar's page on the JSC website. The transcripts of students exiting after the beginning of classes and prior to the withdrawal deadline (week nine) will show W grades for all courses enrolled in that semester. The transcripts of students exiting after the ninth week will show earned grades of A-F submitted by their instructors at the end of the semester.

(undergraduate catalogue pg 16 – graduate catalogue pg 5)
http://www.jsc.edu/Academics/CourseCatalogues/default.aspx

Leave of Absence/Stop-Out

Campus-based students in good academic standing who have an approved plan of study on file, if required, and who wish to interrupt their studies for a period not to exceed two (2) consecutive regular semesters may request a Leave of Absence. Students on a Leave of Absence will not need to reapply for admission and will be allowed to pre-register during the regular advance registration period.

External Degree Program students may "Stop-Out," that is, take a semester or more off and reenter the program when it is convenient. To reenter, a student should notify the EDP office, which will then send a reentry application. No reentry fee will be charged; however, if a student has been out of the program longer than five (5) years, re-approval of a degree plan is required.

Students' Access to Records and Rights to Privacy

Johnson State College conforms to the requirements of Section 438 (Privacy Rights of Parents and Students) of the General Education Provisions Act—the Buckley Amendment—and the VSC *Guidelines for Compliance with the Family Educational Rights and Privacy Act of 1974* ("FERPA").

(undergraduate catalogue pg 218)
http://www.jsc.edu/Academics/CourseCatalogues/default.aspx

External Degree Program Residency Requirement

External Degree Program students are not required to reside on campus.

Appeal of Academic Regulation or Decision

Students may appeal any academic regulation or decision that applies to them.

Campus-based undergraduates may appeal to the Academic Status Committee of the Faculty Assembly and subsequently to the Academic Dean or his/her designee, and President of the college. EDP students may appeal to the EDP Academic Review Board and subsequently to the Academic Dean or his/her designee, and President of the College. Graduate students may appeal to the Graduate Committee of the Faculty Assembly and subsequently to the Academic Dean or his/her designee, and President of the college.

Academic Forgiveness

Consistent with VSC policy requiring each institution to maintain its own policy on academic amelioration or forgiveness, Johnson State College publishes its policy in the annual college catalogue. A student who has been out of college for at least two (2) academic years may appeal to the academic dean at the end of the first semester of subsequent attendance in good standing at JSC to have a previous semester set aside.

(undergraduate catalogue pg 13)
http://www.jsc.edu/Academics/CourseCatalogues/default.aspx

Graduation Requirements

Johnson State College will determine which course and other requirements must be fulfilled by its matriculated students to meet specific degree program requirements and will publish that information in the catalogue. Besides major program, GPA, graduation standards, and residency requirements, where applicable, students must complete all other graduation requirements, as detailed in the college catalogue.

(undergraduate catalogue pg 2-6)

http://www.jsc.edu/Academics/CourseCatalogues/default.aspx

Basic Skills Assessment/Course Assignments

Johnson State College requires the assessment of the skill levels of all new students in three areas: reading, writing, mathematics. Students who do not possess college-level skills in one or more areas are directed into courses designed to address their skill deficiencies.

Writing Proficiency Examination

The successful completion of the Writing Proficiency Examination (or its approved substitute) is a requirement for baccalaureate-level and associate-level graduation.

Academic Honesty

Students are expected to be honest in all their academic work at Johnson State College. Academic dishonesty in any form is prohibited and unacceptable, and subject to judicial sanctions up to and including dismissal from the college.

General Education Core Curriculum

The core curriculum is designed to introduce students to a broad range of the liberal arts and sciences and to prepare them to become informed citizens of a democratic society. Johnson State College adheres to VSC Policy 106/General Education and to the standards for general education published by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges.

Plan of Study

All matriculating students must have on file an approved plan of study, which outlines the requirements in the student's major and describes how the student intends to meet those requirements.

Declaring or Switch to a Discontinued Major

Students may not declare or switch into a discontinued major.

Double Degrees, Double Majors

Students who already hold a Bachelor's degree may earn a second Bachelor's degree from Johnson State College. Students may also pursue concurrently two (2) Bachelor's degrees. A double major may also be pursued within the context of a Bachelor's degree.

Application for Degree

Students who anticipate completion of their degree requirements must file an Application for Degree during the semester prior to the student's last semester. The Registrar's office will confirm, via a detailed degree audit, the student's degree status.

Participation in Commencement

Only students who have completed all degree requirements will be allowed to participate in the Commencement ceremony. The College recognizes there may be occasional exceptions to this. Under such unusual circumstances, students may petition the academic dean for inclusion. The College publishes its policy on commencement participation in the catalogue. Students must be within eight (8) credits or a single experience (such as an internship) of completing graduation requirements. The decision of the academic dean or his/her designee is final and may not be appealed to the President.

(undergraduate catalogue pg 11 – graduate pg 4)
http://www.jsc.edu/Academics/CourseCatalogues/default.aspx

Time Limit to Complete the Graduate Degree

Graduate students must complete their degree within five (5) years from the acceptance date or face dismissal.

Extension Course Offerings

The College occasionally offers special courses to selected audiences at locations around Vermont. These courses are not listed in the catalogue. They are separately advertised or are sponsored through agencies or other institutions in the state.

Extension students generally register via materials given them at their first class session

Early Warning Notification

The purpose of early warning notification is to send a clear message to students who are performing poorly academically, and to do so early enough in the semester for corrective action to be taken. All faculty are required to participate in this process. During the fifth week of each semester, an early warning notification should be sent to each student who is performing at a grade level of D or below in a 100- or 200-level course. Written warnings in courses beyond that level are strongly encouraged, although optional.

Equal Educational Opportunity

Johnson State College complies with State and Federal laws related to equal opportunity and non-discrimination. Additionally, Johnson State will engage in affirmative efforts to recruit, admit, and support students and to recruit, employ, and support employees in order to achieve the diversity which advances the institution's educational mission.

New Course Approvals

Proposals for new undergraduate courses need to be reviewed and approved by the Curriculum Committee of the Faculty Assembly and then by the Academic Dean. Proposals for new graduate courses need to be reviewed and approved by the Graduate Committee of the Faculty Assembly and then by the Academic Dean.

Advanced Placement Examination Credit and College-Level Examination Program

Johnson State College will grant both advanced placement and course credit to students who have completed examinations through the College Board's Advanced Placement (AP) Program. A grade of three or higher must be achieved, and final recommendation for credit will be determined in consultation with the student's advisor and the department chairperson in the examination discipline.

Johnson State College considers for credit the scores received on the College Level Examination Program (CLEP). Six credits may be given for each area of the General Examination on which a student scores satisfactorily. Three credits may be given for subject examinations on which a satisfactory score is achieved.

Student Advising

The College values the connection between the academic advisor and advisee as part of the student's overall learning process and believes that both advisors and advisees share responsibility for making the advising relationship succeed.

Class Meeting Cancellations

The College's expectation is that instructors will meet, as scheduled, with their classes. In rare circumstances individual classes may be officially cancelled as a result of illness, inclement weather, or unplanned emergencies.

Student Email Policy

Electronic mail is an official means of college communication with all students. Johnson State College provides students with an email account, free of charge, upon matriculation. Students are responsible for all information sent to their college-assigned email accounts. If students choose to forward their college email to another account, they remain responsible for the contents of any official message, including attachments.

Human Subjects/Institutional Review Board

Johnson State College complies with federal law requiring that any research activities funded by the federal government be approved by a Human Subjects Institutional Review Board (HSIRB). In addition the College requires that any research undertaken within the jurisdiction of the College involving human subjects, even if it is not federally funded, be submitted to an Ethics Committee for approval. The Johnson State College Ethics Committee, composed of three faculty members, is embedded in a five-member HSIRB, which also includes the Academic Dean and an outside community member. Beyond the formal review of research proposals, the HSIRB/Ethics Committee at Johnson State College is committed to the education of students and faculty concerning ethics in research.

Course Challenge

Johnson State College adheres to VSC Policy 110 ("Course Challenge"), offering students the opportunity to challenge specific courses required in their degree programs, up to a maximum of 12 credits.

Disability Services and Accommodations

Johnson State College is committed to providing support for all students so they may achieve their academic potential. Students with disabilities are provided with appropriate accommodations and other services to allow full participation in all Johnson State programs. Services for students with disabilities are provided through the Learning Specialist and the staff of the Academic Support Services Program (ASSP), which seeks to promote self-determination and personal responsibility for students with disabilities. SWD must complete the same requirements with the same degree of mastery as students without disabilities.

Unlike elementary and secondary schools, post-secondary education offers **access** rather than **entitlement** to academic programs. While the Americans with Disabilities Act protects the civil rights of qualified students with disabilities, it also affirms their right to refuse any accommodation. What this means is that the college does not bring its programs and services to students, as commonly done in high school. Students must access these services themselves.

Students with disabilities who wish to arrange academic accommodations must contact the Learning Specialist, preferably at the beginning of their first semester (documentation should be sent prior to this). There is no automatic referral process. Students must meet with the Learning Specialist **each semester** to arrange accommodations. Documentation of a disability must:

- include a diagnostic evaluation by a qualified professional
- substantiate the student's need for accommodations based on his or her current level of functioning in an educational setting
- include an assessment and specific diagnosis based on test results
- include specific recommendations for accommodations and the reasons for them
- have been completed preferably within the past 3 years

A school plan such as an IEP or 504 Plan by itself is insufficient documentation, though it can be included as part of a more comprehensive evaluation. Likewise, accommodations received in the past do not guarantee future accommodations. If documentation is missing, out-of-date, or insufficient, students must bear the cost of providing additional documentation. For more specific information on appropriate documentation go to www.jsc.edu/Academics/AcademicSupport

Documentation should be sent to: Learning Specialist, Academic Support Services**,** 337 College Hill, Johnson, VT 05656

Students Rights and Responsibilities

Student Handbook of Rights and Responsibilities

The student handbook of rights and responsibilities is a guide to students. The handbook details student life policies and the Code of Conduct. It can be found at the JSC's website at the link below: http://www.jsc.edu/Academics/StudentHandbook/default.aspx

Administrative Policies

Business Office Policies/Practices

Payment Due Dates

Students are billed prior to the start of each semester. Payment is due as indicated on the letter accompanying your billing statement. A late fee of $100 is charged to students where full payment has not been received, or an approved deferred payment contract is not on file by the payment due date.

Students can expect to receive supplemental billings during a semester for such items as parking passes, key replacements, and other college charges. Payment of supplemental bills is due within 30 days.

Monthly Payment Plan

A ten-month payment plan is available through Tuition Pay. Students using the Tuition Pay monthly payment plan will be issued clearance upon confirmation of plan participation. The plan enables the student or parent to pay all or part of the annual charges in ten equal installments starting July 1. Participation in the plan may start after July 1, but a down payment will need to be made with payment completed in fewer installments. Call 1-800-635-0120 for more information.

Payment Deferral

To receive a payment deferral, a student must complete a deferred payment contract. A deferred payment contract indicates the timing with which specific activities and payments must be completed. In order to defer part or all of the bill, a student needs to meet one of the following qualifications:

- be a veteran receiving veteran's benefits
- be a social security recipient
- have financial aid pending
- have any federal loans pending

Students not meeting the above criteria may, on an exception basis, request deferred payment using the deferred payment contract.

Business Office Clearance

Clearance by the business office means that all current semester charges and any previously due balances are:

- paid in full; or,
- covered by financial aid grants and loans; or,
- deferred for payment by an approved deferred payment contract; or,
- covered by Tuition Pay monthly payment plan for tuition and fees sufficient to cover semester charges; or,
- covered by any combination of the above.

Students who have cleared with the business office are allowed to begin classes and move into the residence hall or college apartments at the start of the academic semester, and may charge their books and supplies at the bookstore through the add/drop period each semester.

Administrative Dismissal

Students with outstanding overdue balances on their accounts and who have not responded to business office inquiries for payment, or who have indicated a refusal to pay that balance either through word or deed, are subject to administrative dismissal from the College. Dismissed students must cease attending all classes immediately, will have meal plans revoked, vacate residential housing with 24-hours of notification, and will not receive any credit for work done during that semester.

Students owing money from prior semesters are not permitted to register for class for the next semester, clear with the business office, or remain in the residence halls until the bill is paid. Current semester bills not paid in full by the end of the semester will result in withholding of academic credit and transcripts and possible administrative dismissal until satisfactory settlement has been made.

Students dismissed for academic or disciplinary reasons are liable for all tuition, room charges and fees for that term.

Advance on Financial Aid Refunds

Students with an anticipated financial aid refund may request an advance on the anticipated financial aid refund up to $500 or the amount of the anticipated refund, whichever is smaller. To be eligible for an advance, the student must meet the following requirements:

- Aid must be accepted by the student; and,
- All necessary paperwork must be complete with Financial Aid; and,
- The student must be enrolled on a full-time basis

Advance checks are processed during the first two weeks of each semester. The student may request only one advance per semester, regardless of the amount requested.

Refunds on Student Accounts due to Financial Aid Refunds or Overpayments

Students with a credit balance due to overpayment or financial aid disbursement will be issued a refund within 14 days of disbursement date of the funds. Refunds will be processed weekly, with paper checks issued to students and mailed to the student's local or college address. As electronic funds disbursement becomes available in 2009, student refunds will be issued electronically wherever possible.

Student Financial Hold

Students with a negative balance greater than $100 after the fifth week of classes shall be placed on Financial Hold by the Business Office. Students placed on hold shall be notified via college e-mail and/or local address of the hold and shall be presented with the opportunity to clear his account.

Financial Hold prevents the student from receiving an official transcript, registering for classes, and receiving grades. The Dean of Administration or designee may grant exceptions to.

Financial Policies:

The college adheres to all VSC business policies. These policies may be found on the portal at blackboard.vsc.edu, on the public information pages.

Private Philanthropy Protocol

Private philanthropy is defined as donations from individuals, corporations, businesses, or private (non-government) foundations. These donations are usually cash, but can also be in-kind (books, computing or sporting equipment, etc.), stocks, or property.

The Office of Development and Alumni Relations is the checkpoint for all the College's private philanthropy, both in soliciting funds and acknowledging their receipt. Please inform the Director or Development & Alumni Relations(JSCAlum@jsc.edu **) immediately if you receive a donation, including in-kind donations. This will ensure that:**

- The College's fundraising can proceed according to an organized plan, and the priorities established by the President and the Deans.
- We avoid having different departments, programs, and student groups approaching the same business or individual repeatedly, none knowing about the other.
- We can brief potential applicants about the interests and giving history of potential donors.
- Records of private philanthropy can be maintained, as required by the Vermont State College System, our auditors, and the Internal Revenue Service.
- Donations can be acknowledged properly, with a letter suitable for tax deduction purposes.

Lists of our donors can be maintained, so donors can be recognized in ***Johnson Views*** and on the Honor Role in the LLC entryway.

If you are considering asking a business, corporation, individual, or foundation for a donation, your first step is informing the Office of Development and Alumni Relations and getting clearance to do so. This applies to faculty, staff, and student clubs alike, and to special faculty projects where the check would be coming to the College (and thus be considered by the donor a donation to the College, even if for a special project). The Alumni Office can provide the forms and guidance for this process.

When you receive a donation, ***the check and a copy of the covering letter should come to the Office of Development and Alumni Relations***, to be acknowledged officially, recorded, and forwarded to the Business Office, which will assure that it is deposited in the appropriate Private Philanthropy Account with expenses tracked as required by the granting agency and our auditors.

To contact the Office of Development and Alumni Relations: 802-635-1251, or email JSCAlum@jsc.edu

Financial Aid Policy and Procedures

Administrative Capability
The Federal Student Aid Handbook defines administrative capability as a school's ability to demonstrate that it is administratively capable of providing the education it promises and of properly managing the FSA programs. Johnson State College (JSC) meets the requirements for successfully administrating the federal financial aid programs and is well aware that Title IV compliance is not just the financial aid office's responsibility. It's a campus-wide requirement. Administrative capability is crucial for all Title IV regulations, encompassing many of the measures of an institution's Title IV eligibility.

Administrative Requirements

Coordinating Official
The coordinating official is the Associate Dean of Enrollment Services. Overseeing specific financial aid office functions are the Director, Associate Director; Financial Aid Officer and Financial Aid Administrative Assistant. In packaging students' financial aid, the financial aid staff consults with several offices i.e. Admissions and Registrar's, to ensure that accurate information is used. For example, the enrollment status (number of credits students will enroll in each semester) is provided by the Admissions Office for new incoming students and by the Registrar's Office for currently enrolled students.

Consistency of information
The administrative staff at JSC does its best to ensure that each department is aware of changes in students' status. For example, if a student withdraws from the College, the student must complete an exit notification form with the Dean of Students Office. A copy of the exit form, which includes the last date of attendance, is provided to the Financial Aid Office to initiate the withdrawal calculation policy and the business office for proration of students bills based on federal regulations.

Office of Inspector General Referrals
The JSC Financial Aid staff is aware of its obligation and responsibility to report students, who may have engaged in fraud or other criminal misconduct in applying for financial aid, to the U.S. Department of Education's Office of Inspector General's Office. It is also good practice to consult the JSC president and the VSC legal counsel before contacting the OIG. The Inspector General's Hotline number is: 1-800-MIS-USED (1-800-647-8733) or the online web address is oig.hotline@ed.gov. The Regional Office is located in Boston, MA; the number is (617) 289-0174.

Counseling
The JSC Financial Aid staff provides counseling to all enrolled and prospective students and their families. Loan entrance counseling is conducted in group sessions during the summer registration program. Students who have not attended a group session for loan entrance may meet individually with FA staff or complete loan entrance counseling online at the http://mappingyourfuture.org web site. Loans are not disbursed until a student has met the federal requirement. Exit counseling is also required for all students graduating from JSC.

System of checks and balances
At JSC, the process of authorizing payment and disbursing funds to students are separate functions. The financial aid staff is responsible for authorizing aid; the business office staff is responsible for disbursing the funds to the students. JSC is well aware that Title IV programs involve virtually every office within an institution, making compliance a campus-wide commitment and responsibility. Effective cross-campus communication is, therefore, key to our systems checks and balances.

Financial Aid History
Financial aid applicants, at JSC, have their aid history monitored through an automated process in the financial aid Datatel/Colleague software.

Satisfactory Academic Progress (SAP)
The SAP policy is sent to all students at JSC receiving financial aid.

Default Rates
JSC monitors its default rates for Perkins and Stafford loans as required by the Department of Education.

Federal Reporting
Each year JSC certifies on the Fiscal Operation Report and Application to Participate (FISAP) that the college is expending Federal Title IV aid as required, submits data for statistical purposes and applies to continue to participate in the Title IV programs.

Student Eligibility

A student must be enrolled as a regular student in an eligible program in order to receive federal financial aid funds. To receive aid from any of the federal student aid programs, the following criteria must be met:

- Have financial need, except for certain loan programs;
- Have a high school diploma, GED or pass a test approved by the U.S. Department of Education;
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program;
- Be a US citizen or eligible non-citizen;
- Have a valid Social Security number;
- Meet the JSC satisfactory academic progress standards;
- Certify that federal student aid will be used only for educational purposes;
- Certify that the student is not in default on a student loan;
- Register with Selective Service, if required.

The U.S. Department of Education verifies students' financial aid application data with the following agencies:

- Social Security Administration (verification of social security numbers and U.S. citizenship)
- Selective Service System (verification of selective service registration status)
- U.S. Immigration and Naturalization Service (verification of eligible non-citizenship status, if applicable)
- U.S. Department of Justice (verification that an applicant has not been denied federal student by the courts as a result of a drug-related conviction)

- U.S. Department of Veterans Affairs (verification of veteran status, if applicable)

To ensure students applying for federal student aid meets the above criteria the financial aid staff is responsible for reviewing the ISIR and requests documents from students for verification purposes or to resolve conflicting information when necessary. Any corrections are submitted to the federal processor and if this results in a change of the Expected Family Contribution (EFC) the financial aid is revised. Award letters are issued and signed by each student receiving Title IV funds. The staff monitors all student eligibility to prevent over awards from occurring.

Academic Calendar

The current Academic Calendar may be found at:
http://www.jsc.edu/Academics/AcademicCalendar/default.aspx