



*College Connections*

# PROGRAM HANDBOOK

## 2025-26

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**Registrar's Office** (*transcripts*)

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Official transcripts must be ordered online through Parchment at [www.sunyjcc.edu/transcripts](http://www.sunyjcc.edu/transcripts)

Call any JCC number toll-free at 800.388.8557.

For a full listing of JCC campus offices and contacts, visit [www.sunyjcc.edu/about/hours](http://www.sunyjcc.edu/about/hours)

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# COLLEGE CONNECTIONS

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## **About Jamestown Community College**

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Founded in 1950, Jamestown Community College (JCC) was the first community college certified in the State University of New York (SUNY) system. It is now one of thirty community colleges within the sixty-four member SUNY system.

### **Vision**

To support our students' journey to success in the local and global workplace with quality, in-demand learning experiences.

### **Mission**

Jamestown Community College provides inclusive educational opportunities for all individuals and employers within our region and beyond, focusing on career goals and support through community partnerships.

### **Values**

Our values shape the culture we create, the relationships we cultivate, and the experiences we provide our students.

We are committed to:

1. Serving a diverse student body
2. Providing quality education for all learners
3. Creating a campus environment where all people are valued and given opportunities to succeed
4. Fostering community relationships
5. Responding to learner and employer needs
6. Supporting lifelong learning
7. Embracing change

## **About College Connections**

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College Connections is a concurrent enrollment program, meaning students take JCC courses at their high schools to earn both high school and college credit. Every course taken through College Connections is equivalent to the same course at JCC.

High school instructors who teach College Connections courses must meet the same credentialing standards as those who teach on campus. Potential instructors are reviewed, selected, and supported by JCC faculty.

Instructors work with JCC faculty liaisons to ensure that their courses give students an opportunity to experience the academic rigor of university coursework while in high school.

Students must meet the same college standards as on-campus students. The content, assignments, projects, and assessments in College Connections courses are consistent with those taught on the JCC campus. Students work towards the same outcomes as those in on-campus courses. Students who successfully complete College Connections courses earn JCC credit, which is verified by an official transcript.

## NACEP Accreditation

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The College Connections program is fully accredited by [NACEP](#) (National Alliance of Concurrent Enrollment Partnerships), a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP is the sole accrediting body for concurrent enrollment programs that advises quality college courses in the high schools and helps these programs adhere to the highest standards so that students experience a seamless transition to college. Adherence to NACEP standards provides students with a smooth transition to post-secondary work and instructors with opportunities for meaningful professional development in a supportive collegial atmosphere.

[NACEP Standards](#) are measurable criteria that address quality in concurrent enrollment programs. The standards promote the implementation of policies and practices as a guideline for concurrent enrollment programs. Additionally, the standards encourage greater accountability for concurrent enrollment programs through required impact studies, student surveys, and course and program evaluations.

## Overview of CC Roles and Responsibilities

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### Partner High Schools

Partner high schools enter into a contractual agreement with Jamestown Community College. Administrators and guidance counselors provide the avenues between College Connections partners which make concurrent enrollment possible and successful. They are also the advocates and drivers behind quality instructors and enrollment. Additional information on our partner schools can be found online at [www.sunyjcc.edu/CCschools](http://www.sunyjcc.edu/CCschools).

### Instructors

Instructors interested in teaching College Connections courses must meet the same credentialing standards as those who teach on-campus and must complete a formal application process. Similar to on-campus faculty, instructors are responsible for submitting course syllabi, verifying course rosters, distributing student course evaluations, and submitting grades. College Connections instructors are also required to attend one professional development workshop each year and participate in classroom observations conducted by their faculty liaisons. New instructors are also required to attend a one-day new instructor orientation in August. Relevant program information for instructors can be found online at [www.sunyjcc.edu/CCinstructors](http://www.sunyjcc.edu/CCinstructors).

### Faculty Liaisons

College Connections high school instructors are assigned faculty liaisons. Faculty liaisons have extensive experience teaching the course they oversee and serve as mentors to the high school instructors. The overarching responsibility of the faculty liaison is to ensure on- and off-campus course consistency. This is done through syllabi review, classroom observations, professional development, and continuous communication. Relevant program information for liaisons can be found online at [www.sunyjcc.edu/CCliaisons](http://www.sunyjcc.edu/CCliaisons).

### High School Contacts/Counselors

School counselors or guidance staff often serve as the high school's main contact person and are essential in coordinating the College Connections program. The contact works to organize and communicate with all partners regarding concurrent enrollment. School contact responsibilities include communicating course selections each semester, coordinating registration and placement testing, and assisting with course withdrawals. Relevant program information for high school contacts can be found online at [www.sunyjcc.edu/CCcounselors](http://www.sunyjcc.edu/CCcounselors).

## **Overview of CC Roles and Responsibilities (continued)**

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### **Students**

Qualified students are primarily high school juniors and seniors, though some sophomores may be eligible (see [Student Eligibility](#)). High school freshmen are not permitted to enroll in College Connections courses. Students must meet the same college standards as on-campus students, including course pre-requisites. As JCC students, College Connections students are responsible for reviewing and understanding JCC and course expectations, knowing important dates, and adhering to policies such as course withdrawal, academic integrity, and classroom civility. Relevant program information for students and parents can be found online at [www.sunyjcc.edu/CCstudents](http://www.sunyjcc.edu/CCstudents).

## **How to Become a College Connections Instructor**

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College Connections instructors are high school teachers approved to offer Jamestown Community College courses. Instructors work with a JCC faculty liaison to ensure that the courses offered in the high schools are consistent with those offered on campus regarding department requirements, student learning objectives, prerequisites, and required assessments.

### **Characteristics of College Connections Instructors**

College Connections is always welcoming new instructors. If you are an experienced and energetic teacher dedicated to challenging yourself and your students, participating in the College Connections program can be an extremely rewarding experience. Typically, College Connections instructors are lifelong learners committed to staying current with pedagogy and content through reading, research, and ongoing professional development.

### **Desired Qualifications**

High school instructors must meet the requirements of the college academic department and be approved by JCC. Successful College Connections teachers have advanced or significant academic course work in a relevant subject area and experience teaching advanced courses and students. A master's degree in a specific subject area is highly desirable but not required in all content areas.

### **Course-Specific Qualifications**

College Connections instructors must meet the same credentialing standards as adjuncts who teach on campus and must complete a formal application process. Department requirements vary. Please see our specific instructor qualifications ([www.sunyjcc.edu/CCinstructors](http://www.sunyjcc.edu/CCinstructors)) for more information.

### **Applicant Process**

High school instructors interested in teaching College Connections courses take part in the same selection process as on-campus faculty. Instructors who are interested in participating in the College Connections program must submit a resume along with official or unofficial copies of undergraduate and graduate transcripts through the online application at [www.sunyjcc.edu/CCinstructors](http://www.sunyjcc.edu/CCinstructors). Credentials are then reviewed by the Project Coordinator of College Connections and forwarded to the academic department. If basic departmental requirements are met, the faculty liaison will arrange an observation and/or interview with the applicant. Following the observation and/or interview, the faculty liaison will make a recommendation for approval, provisional approval, or denial. In some instances, teachers are provisionally approved pending further observation, training, or education. The academic department will make the final decision concerning the appointment of College Connections instructors. Applicants will be notified of the department's decision.

### **Apply Online**

[www.sunyjcc.edu/CCinstructors](http://www.sunyjcc.edu/CCinstructors)

## **Instructor Expectations**

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### **Instructor/Faculty Liaison Partnership**

Each College Connections instructor works closely with their JCC faculty liaison through site visits and other forms of communication.

### **Classroom Observations**

Classroom observations help to ensure that college courses offered through College Connections are consistent with those taught on campus. They also offer the opportunity for collegial interaction between on-campus and College Connections instructors. Faculty liaisons conduct classroom observations the first two times an instructor teaches and then at the discretion of the liaison. At minimum, a classroom observation is completed once every three years, which is consistent with JCC's classroom observation policy for part-time faculty. Instructors will be provided with a copy of the observation and given an opportunity to comment when acknowledging the report.

### **Professional Development**

College Connections instructors are required to attend a professional development workshop every year. These are held either in the spring or fall semester. Faculty liaisons determine the date and topic for the workshop and there is no cost to the high school instructor. Attendance at these workshops is tracked. Throughout the year, faculty liaisons or the High School Partnerships office may invite you to additional enrichment events that are optional.

### **Course Syllabus**

In accordance with State Education Department requirements, each instructor must provide JCC with a copy of their course syllabus at the beginning of the semester. The syllabus must include an explanation of how the final course grade is to be calculated. A copy of both the instructor syllabus and the institutional syllabus for the course must be distributed to students at the start of the class term.

The institutional syllabus includes the course description, topical outline, student learning outcomes (SLOs), and college-wide policies. Your liaison will provide you with guidelines for your instructor syllabus. Prior to the start of your course, your faculty liaison approves your syllabus and textbook, which ensures that your course outline meets the same outcomes as the respective course on campus. Each instructor syllabus should include:

- Instructor name and contact information
- Current semester
- Office hours/location
- Textbook/required materials
- Grading policy
- Number grade to letter grade conversion scale
- Attendance policy
- Late assignment policy
- Brightspace/learning management system use policy

Your faculty liaison will contact you prior to the start of the semester requesting you submit your syllabus for review.

### **Textbooks**

Typically, the same textbook that is used for on-campus courses is also used in the high school. In some cases, a faculty liaison may approve an alternate text. Some high schools choose to purchase textbooks and loan them to students, while others may require their students to purchase textbooks from a JCC campus bookstore. If students will be required to purchase texts from the JCC campus bookstore, the textbooks must be ordered ahead of time.

## **Instructor Expectations (continued)**

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### **Roster Verification**

College Connections instructors are required to verify course rosters in the Banner web system. Once student registrations are processed, class rosters are available for individual instructors to view in the Banner system. All instructors are notified via email at this time and are responsible for verifying their course rosters in a timely manner. If there is a discrepancy between the JCC class roster and the students who attend class, please communicate this to the College Connections office immediately. If a student does not appear on the class roster, the student will not earn JCC credit.

### **Student Course Evaluations**

College Connections students complete course evaluations for each of their courses. Instructors will receive information on completing the online course evaluation in mid-November for fall courses. Full-year and spring evaluation instructions will be sent in mid-March. Please have your students complete evaluations by the due dates noted on the instructions. Once course evaluations have been processed, instructors receive an e-mailed summary report of the results.

### **Grade Submission**

College Connections instructors are required to enter grades into the Banner web system. Instructors will have one week at the end of the semester to submit their grades. Grades are due within ten (10) days of the final class. Instructors are also required to send a copy of their gradebook to College Connections as SUNY requires that these are kept on file.

### **Department Assessment Requirements**

All institutional syllabi include a set of Student Learning Outcomes (SLOs) which are assessed on a three-year cycle. Faculty liaisons will notify instructors when their course and/or SLO's are being assessed and what assessments will be collected. Instructors will be required to submit these assessments to their faculty liaison.

### **Non-Compliance with Instructor Expectations**

Non-compliance with any of the outlined instructor expectations including annual professional development, concerns identified from faculty liaison site visits, or failure to comply with JCC policies and procedures may result in the instructor being placed on probation with the College Connections program. If the instructor is provisionally approved at the time, the instructor will likely not receive full approval. Through the probation process instructors are provided with the resources and/or support necessary to assist them in meeting the required expectations during the following semester and academic year. A follow-up visit(s) may likely occur during this next academic year. If non-compliance continues in year two, the instructor may be suspended from the program.

## **Instructor Tuition Waivers**

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College Connections instructors are eligible to earn tuition waivers to take credit-bearing courses at JCC. Instructors shall earn waivers for the number of credit hours equivalent to the credit hours that they teach. Waivers will be awarded once the course the instructor is teaching is complete and must be used within five (5) years from the time the waivers are earned. Waivers, which cover only the student portion of tuition and do not cover fees or books, can be used only by the instructors themselves and are non-transferable. When enrolling in a credit-bearing course, a tuition waiver form must be completed and submitted to the College Connections office. If the instructor lives outside of Chautauqua or Cattaraugus counties, a Certificate of Residence (COR) is required to remove the out-of-state portion of tuition from the bill. Instructors using a waiver to take a course will be required to log into their Banner account and accept the college's Financial Responsibility Agreement (FRA).

A waiver may be granted without any credit hours banked if the instructor is required to take a JCC on-campus course to be approved to teach a College Connections course. This waiver form must also be signed by the faculty liaison and the Director of High School Partnerships. The waiver can be found online at [www.sunyjcc.edu/CCinstructors](http://www.sunyjcc.edu/CCinstructors).

## **Faculty Liaison Responsibilities**

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College Connections faculty liaisons are responsible for ensuring that JCC courses taught in the high schools are consistent with the courses taught on campus. Faculty liaisons coordinate academic and professional development activities with secondary instructors who teach concurrent enrollment courses. Faculty liaisons document course introduction discussions, classroom observations, assessment and grading alignment discussions, and professional development activities. They also help to ensure that the concurrent enrollment courses are of the highest quality and that they align with the National Alliance of Concurrent Enrollment Partnership (NACEP) standards.

### **Instructor Approval**

Department chairs are responsible for reviewing the credentials of new instructors. Once credentials have passed the review, faculty liaisons conduct classroom observations and/or interviews and make recommendation for approval, provisional approval, or denial for potential instructors (to meet accreditation standard F1).

### **Orientation**

Liaisons provide orientation to instructors during the interview/approval process. Liaisons introduce instructors to course philosophy and competencies, then assist with the implementation of curriculum, pedagogy, and assessments (to meet accreditation standard F2). They also discuss course syllabi and textbooks.

### **Course Syllabi Collection and Review**

Liaisons collect and review syllabi for each course that they oversee (to meet accreditation standard A1).

## **Faculty Liaison Responsibilities (continued)**

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### **Classroom Observations**

Classroom observations help to ensure that college courses offered through College Connections are consistent with those taught on campus. They also offer the opportunity for collegial interaction between campus and College Connections instructors. Faculty liaisons conduct classroom observations the first two times an instructor teaches and then at the discretion of the liaison. At minimum, a classroom observation is completed once every three years, which is consistent with JCC's classroom observation policy for part-time faculty (*to meet accreditation standard C3*).

Faculty liaisons complete classroom observation reports for each visit and submit them to the College Connections office. During semesters in which classroom observations do not occur, it is expected that faculty liaisons maintain close communication with their instructors through phone, email, and informal visits. This communication is documented in a course oversight form. Fall course oversight forms are due by February 28; full year and spring course oversight forms are due by July 31; all observation forms are due within 30 days of the observation.

### **Professional Development**

All high school instructors are required to attend a half day (4 hours) of professional development each year. Faculty liaisons provide discipline-specific professional development opportunities for ongoing, collegiate interaction, to address course content, delivery, assessment, evaluation, and/or research and development in the field (*to meet accreditation standard F3*).

### **Departmental Assessment**

As needed, faculty liaisons also assist with assessment.

## **Policies and Procedures**

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### **Contractual Agreement**

Partner high schools enter into a contractual agreement with Jamestown Community College. The high schools agree to provide classroom space, instruction, textbooks, and one day of release time for each program instructor per year for mandatory professional development. As a part of the agreement, JCC informs partners that classroom visits will be conducted, and student evaluations will be collected for the purpose of evaluation. For the complete agreement, please contact College Connections.

### **Course Offerings**

College Connections courses may be offered as fall, spring, or full-year courses. To see a complete list of current course offerings, descriptions, and course requirements, please visit [www.sunyjcc.edu/CCcourses](http://www.sunyjcc.edu/CCcourses).

### **Course Confirmation**

All contacts are required to submit a course confirmation form each semester, indicating what courses the school plans to offer and the name of the instructor. Fall and full-year course confirmations are generally collected in April/May and spring course confirmations are generally collected in November/December. College Connections should be immediately notified of any changes to the courses submitted.

## Policies and Procedures (continued)

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### Costs

In 2025-26, JCC will invoice participating districts for tuition at 11% of the in-state tuition rate per credit hour. In 2026-27 and thereafter, JCC will invoice participating districts at 33% of the in-state tuition rate per credit hour.

JCC will invoice BOCES for districts participating in the [Early College Access cooperative service \(CO-SER\)](#). Districts not participating in the CO-SER will be invoiced directly.

A few courses require non-refundable fees. French and Spanish language courses carry a lab fee. The cost of a science course that conducts the lab portion on one of the JCC campuses will be equivalent to one credit hour of tuition plus associated lab fees, materials, or textbooks.

Students will not be billed by JCC for College Connections courses. If students or their families have any questions about possible costs associated with College Connections coursework, they should consult with their school district.

### Student Eligibility

College Connections courses are open to high school juniors and seniors. Sophomores\* are permitted to enroll if they:

- will be 15 years of age or older by the conclusion of the course,
- have earned a cumulative grade point average of 80% or better in previous high school-level coursework,
- are approved for this challenging academic experience by their high school counselors,
- receive permission to enroll in College Connections from a parent/guardian, and
- are approved for enrollment by their instructor during roster verification.

All College Connections students must meet the same standards as on-campus students, including prerequisites and testing requirements, and are responsible for knowing campus policies and procedures. All students must meet the course requirements prior to registering for courses.

*\*Special considerations may be available for students in P-TECH and other cohort-based programs or in consultation with JCC's Director of High School Partnerships, the appropriate academic director/coordinator, and the appropriate academic dean.*

### Course Requirements and Placement

JCC uses multiple measures to determine student eligibility. Students need to be able to show that they meet one of the measures to qualify to take a course. Visit [sunyjcc.edu/CCcourses](http://sunyjcc.edu/CCcourses) for the full list of courses and student requirements.

If a student needs to take the ACCUPLACER Next-Generation placement test in either Reading or Quantitative Reasoning, Algebra, and Statistics (QAS) placement test, the date, time, and location will be scheduled by the high school through JCC's Placement Testing office. Like on-campus students, College Connections students have a limit of one test and one retest for an academic year. Placement testing for College Connections courses takes place the spring semester prior to the upcoming academic year. For example, testing for the 2025-2026 academic year will occur during the spring 2025 semester. Students who test once and retest once during spring testing at their high school have met their testing limit for the upcoming academic year. Since students must meet testing requirements prior to registering for courses, it is imperative that placement testing for courses starting in September is completed before students leave for summer vacation.

## **Policies and Procedures (continued)**

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### **Registration**

Student registration for fall and full-year courses takes place during the month of September. Registration for spring semester courses takes place mid-January through early-February. The registration process is as follows:

1. When meeting with a high school counselor to select courses and build their schedule for the upcoming term, students should indicate which course(s) they are interested in pursuing.
2. School counselors explain requirements and prerequisites for the course(s) and inform students if a placement test is required to meet course requirements. If a placement test is required, school counselors will notify students of the test date and time.
3. Students who are taking College Connections courses for the first time will need to create an account in DualEnroll, an online registration platform (<https://sunyjcc.dualenroll.com>). Students need to provide personal data, including their social security number and date of birth. This information is required to register for JCC courses since students are generating an official college transcript.
4. A parent/guardian must give permission the first time a student initiates a registration for College Connections. Permission can be received either through email, text message, or with a paper form.
5. Once students have an account in DualEnroll, they can select the courses they wish to be registered into. A high school counselor must approve the registration and proof of eligibility must be provided, which may mean a copy of the student's transcript needs to be sent to JCC.
6. Residents of Allegany, Erie, Wyoming, or any county other than Chautauqua or Cattaraugus must submit a Certificate of Residence (COR) form by the date specified at [www.sunyjcc.edu/CCdates](http://www.sunyjcc.edu/CCdates).

### **Certificate of Residence (COR)**

Residents of Allegany, Erie, Wyoming, and other counties outside of Chautauqua and Cattaraugus County must complete a Certificate of Residence (COR) form. Your school counselor or guidance office will help you with this process and submit the forms to JCC. Submit the form to your high school counselor or the College Connections office within 30 days after the start of classes.

The COR form must be signed and submitted once per academic year (so if you submit your form in September, it will cover you through the following summer). Forms cannot be submitted more than two months before the start of classes or 30 days after the start of classes.

COR forms are available at [www.sunyjcc.edu/CCregistration](http://www.sunyjcc.edu/CCregistration). International students need to provide JCC with a photocopy of their student visa or appropriate documentation in lieu of a COR form.

Students who reside outside of Chautauqua and Cattaraugus counties and do not submit a COR form will be given the option to be dropped from their College Connections courses or pay tuition.

### **JNumbers and Student Usernames**

To register for a College Connections course at JCC, students must have a JNumber (JCC student ID number), which is generated either when a student takes the placement test or when they create a DualEnroll account. A student's JNumber is considered personally identifiable information and should not be shared with anyone else. Students can use their JNumber to access their Banner account.

## **Policies and Procedures (continued)**

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Every JCC student is also assigned a JCC username. Usernames are used to access Banner, Brightspace, DegreeWorks, JCC email, and other student accounts. Usernames are up to the first six letters of the last name, the first initial, middle initial (if one was provided when registering for the placement test or creating a DualEnroll account), and a two-digit number (usually 01). For example: Jane D. Anderson would have the username andersjd01. If there is someone else with the last name Anderson who also has the first and middle initials of J.D. then the username might be andersjd02, andersjd03, etc. You can also request your username or reset your password by going to [www.sunyjcc.edu/MyJCC](http://www.sunyjcc.edu/MyJCC) and clicking on the "Username and Password" button.

### **Course Withdrawal**

Students may drop a course in the first few weeks during the open registration period. Once the instructor has verified the roster (census), a student must formally withdraw from the course. To formally withdraw from a course, notify your high school instructor and school counselor. A student may withdraw from a single, full-term course through *the last day of final exams* and receive a "W" grade. Students must discuss withdrawing with their instructor and obtain their signature on the withdrawal form. A school counselor should also sign off on the withdrawal form. If the form cannot be physically signed, the student should email the instructor stating that they wish to withdraw from the course and give details as to why. The instructor may then forward the email to the counselor acknowledging they have communicated with the student about withdrawing, and the counselor may then forward the email on to the College Connections office.

Withdrawing from a course may affect a student's future Satisfactory Academic Progress (SAP) at JCC. A student must withdraw if they no longer attend class, quit school, or move out of the district. Failure to properly withdraw from a course will result in the student receiving a grade.

All program instructors and school counselors are made aware of the withdrawal dates at the beginning of the academic year. Dates are also posted online at [www.sunyjcc.edu/CCCDates](http://www.sunyjcc.edu/CCCDates) along with the withdrawal form.

### **Total Withdrawal**

A student who wishes to withdraw from all College Connections classes they are taking in a particular term (fall, full-year, or spring) is allowed until *the last day of classes*.

### **Satisfactory Academic Progress**

Satisfactory Academic Progress is the expectation that students will show steady progress in accumulating credits toward graduation and maintaining a satisfactory Grade Point Average (GPA). Depending on the situation, withdrawing from a course may affect Satisfactory Academic Progress. Students should be aware that future financial aid opportunities may require Satisfactory Academic Progress while taking JCC coursework.

### **Family Educational Rights and Privacy Act (FERPA)**

College Connections students are included in JCC's Family Educational Rights and Privacy Act (FERPA) policy. Pursuant to FERPA, official transcripts, grade reports, and other records of academic performance are available only to the student himself/herself unless he/she files an authorization with the college's registrar's office to release this information to others or unless required by law.

## **Policies and Procedures (continued)**

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### **Grades**

There is no official JCC grading scale. JCC uses the following letter grade/quality point conversion. Please note that JCC uses letter grades and there are no minus (-) grades. The instructor's syllabus should include information on how numerical grades convert to letter grades.

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points</b>
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Above average	2.5
C	Average	2.0
D+	Fair	1.5
D	Passing	1.0
F	Failure	0.0

### **Accommodating Students with Disabilities**

For students with specific disability-related needs, there are several options for testing modifications. Please contact JCC's Accessibility Services office at 716.338.1251 with questions or concerns about an individual student's eligibility.

### **International Students**

International students may take College Connections courses if they meet the course prerequisites. International students need to provide JCC with a photocopy of their student visa or appropriate documentation in lieu of a Social Security Number.

### **On-Campus Science Labs**

Students taking a science course with a lab that meets on the JCC campus are required to pay tuition for the lab portion of the course in addition to the lab fee and any required lab materials. Space is limited in on-campus labs, so to ensure seats, students are registered in the early summer for a fall semester course and in early fall for a spring semester course. Labs follow the JCC calendar, not the high school calendar, and it is important to note that vacations/breaks at JCC and partner high schools differ. JCC classes and labs typically start the fourth week of August and the third week of January.

### **Online Courses**

Online courses are taught through Brightspace. Minimum and maximum enrollment numbers will apply, which vary by course. Registrations are processed on a first-come, first-served basis. If the college provides the instructor for the course, the partner district(s) are responsible for covering the instructional cost.

Students enrolling in College Connections online courses must:

- meet course prerequisites prior to registration
- have dedicated class time during the school day and log into their class on a regular basis
- purchase their own books if the school does not provide them
- have regular access to a computer with an internet connection

## Policies and Procedures (continued)

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### **Mixed Course Sections**

High schools may allow students who have not met the course requirements to sit in JCC courses and earn local high school credit only. These students will not appear on a JCC class roster and will not be eligible to earn JCC credit for the course. In these instances, the high school is strongly encouraged to communicate to both the student and their family that JCC credit will not be earned for the course. Separate gradebooks must be kept for the students receiving college credit and those receiving only high school credit. It is requested that high school transcripts do not list JCC in the course name if it is a mixed section, as not all students are receiving JCC credit.

### **Approved Instructor's Extended Absence**

In the case that an approved concurrent enrollment instructor will be out of school for an extended leave or illness, the high school principal must notify College Connections *immediately*. After the notification has been communicated, a recommended replacement instructor must submit a resume along with copies of undergraduate and graduate transcripts to College Connections. Materials will be forwarded to the academic department for review. After the application is reviewed, the high school principal and instructor will be notified as to whether the instructor has been approved. College Connections may assist in finding a substitute for the concurrent enrollment course as well, depending upon the circumstances and if a faculty member is available.

### **Timelines and Deadlines**

Each year, a list of important dates, including withdrawal deadline and grade submission dates, is updated and posted on the College Connections website at [www.sunyjcc.edu/CCdates](http://www.sunyjcc.edu/CCdates).

### **Transcript Requests**

Students need to request an official JCC transcript be forwarded to their college of choice to verify the college credits earned through JCC. This process is completed through Parchment. There is a fee of \$8.50 per transcript which must be covered using a debit or credit card. Once in the system, students provide demographic information and select where they want the transcript to be sent. High school seniors are recommended to make this request in May/June before graduation.

When ordering their transcripts, students can select an option to “hold for final grades” and the transcript will not be sent until all the in-progress credits are reflected on the transcript. Directions and links to order transcripts are online at [www.sunyjcc.edu/transcripts](http://www.sunyjcc.edu/transcripts).

## Student and Instructor Resources

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### **MyJCC**

Instructors can access resources such as Banner, Brightspace, and email at [www.sunyjcc.edu/myjcc](http://www.sunyjcc.edu/myjcc).

### **Multi-factor Authentication**

To access the resources listed above, instructors must first set up Multi-factor Authentication (MFA). To do so, please follow the instructions at <https://www.sunyjcc.edu/support/technology/myjcc> under the [Multi-factor Authentication](#) menu. A PDF guide, which includes how-to videos, on setting up JCC accounts and MFA can be found at <https://www.sunyjcc.edu/sites/default/files/CC-AccountMFA.pdf>.

### **Banner Self-Service**

The Banner self-service web system is used by instructors to access and verify course rosters and to submit course grades. Banner is accessed at <https://banner.sunyjcc.edu>. Banner resources are available on the

## **Student and Instructor Resources (continued)**

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College Connections website at [www.sunyjcc.edu/CCinstructors](http://www.sunyjcc.edu/CCinstructors), including step-by-step instructions for verifying course rosters.

### **Library Access**

Instructors and students have access to library resources, including remote access to JCC library databases. Please note that students will not have access to these resources until they are registered. College Connections students are subject to the same regulations as JCC on-campus students. Books must be returned or renewed prior to their due date or a fine will be imposed. Students who do not satisfy the fine and return books in a reasonable period are in jeopardy of having a financial hold placed on their account.

### **Brightspace Learning Management System**

All instructors have access to Brightspace once they have been assigned to a course. You should log into this using your JCC email address and password. For more information regarding Brightspace, please contact JCC's Interim Director/Learning Commons, Laura Parmenter, at [LauraParmenter@sunyjcc.edu](mailto:LauraParmenter@sunyjcc.edu) or 716.338.1256.

## **Student Responsibility Statement**

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Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

- Responsible students take ownership of their actions by exhibiting the following behaviors. They:
- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with professors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and college catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.

*Endorsed by the faculty September 2008 and by Student Senate October 2008.*

<https://www.sunyjcc.edu/experience/constitution>

## Academic Integrity

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In order to fulfill one's human potential, it is necessary to be honest and honorable in each of life's endeavors. The pursuit of academic excellence, therefore, must be conducted with the highest levels of honor, integrity, and civility. The community of JCC believes that all students have the right to be educated and fairly evaluated in an environment which promotes scholarly honesty in all aspects of academic endeavor.

### Why is academic integrity important?

The college is an academic community whose mission is to promote learning through the acquisition, preservation, and transmission of knowledge. To achieve this goal, the college must create and maintain an atmosphere that promotes honesty and the free exchange of ideas, which is the essence of academic integrity. In this setting, all members of the institution have an obligation to uphold high intellectual and ethical standards which, in turn, help maintain the highest standards of academic excellence.

### What is your responsibility as a student?

To establish this positive learning environment, students must recognize that their role in their education is active; you, as a student, are responsible for your learning. Specifically, it is your responsibility to protect your own work from inappropriate use by others, and to protect the work of other people by providing proper credit for their ideas. In addition, your behavior must exemplify academic honesty at all times, and you should encourage such behavior in others.

### What is your responsibility as a faculty member?

To establish this positive learning environment, faculty should include a policy statement on academic integrity in their syllabi. Consistent use and enforcement of a policy statement will model and promote academic integrity for students. If you are unsure of how to formulate a policy, please consult the Constitution of the Student Body to review the college's statement on academic integrity or ask your faculty liaison for advice. Some departments may have a standard policy to be used by all their instructors.

### What are the most common forms of academic dishonesty?

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.

## **Academic Integrity (continued)**

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### **How has the World Wide Web affected academic integrity?**

As the web becomes an increasingly popular source of information for students, new opportunities have been created for plagiarism and other forms of academic dishonesty. Principles of honesty and the expectation that others will be credited for their work apply to information accessed from the web, just as from other sources. Students need to be especially careful to follow guidelines for academic integrity when using materials whose source is the web.

### **As an instructor, what should I do if I encounter evidence of academic dishonesty?**

First, be consistent in applying the policy you've outlined in your syllabus. Following stated policies helps minimize student confusion and underscores the college's commitment to setting and maintaining high academic standards.

After applying the policy, College Connections instructors should report the incident to the Project Coordinator of College Connections and provide supporting evidence. The coordinator will then send the evidence to the Academic Dean. When a new case comes in, the Dean will check whether the student has engaged in multiple cases of this behavior. This is the Academic Dean's responsibility – instructors do not need to determine if there are previous offenses in other classes. The information is kept for two years after the last date of registration for any particular student. A record of plagiarism or cheating may be considered when making decisions for admission to the nursing program – it is not mandatory.

### **How does the college handle accusations that a student has violated standards of academic integrity?**

JCC's [Constitution of the Student Body](#) describes the college's expectations regarding academic integrity in more detail, and outlines the procedures for handling violations of this policy as well as penalties which may be imposed on those found guilty of academic dishonesty. Students found guilty of academic dishonesty are subject to a wide range of penalties depending on the severity of the violation. Note, however, that each violation is treated as a serious breach of the college's expectations for students and will be treated as such.

### **Can I get assistance in learning how to properly cite sources?**

Yes! There are two primary styles for citing sources. Consult your instructor to determine the style you need to follow. These web-based resources can assist you in maintaining the highest level of academic integrity:

- [OWL: Purdue University's Online Writing Lab](#)
- [Modern Language Association](#)

### **Additional Information**

For more information regarding JCC's Academic Integrity Policy, including links to related websites, please visit the college website at <https://www.sunyjcc.edu/experience/constitution>.

## **Classroom Civility**

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Jamestown Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### **Expectations of Students in the Classroom**

Your academic attitude is a major factor in your success at Jamestown Community College. You share responsibility, along with your professor and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your professors and your classmates and becoming self-disciplined in your learning. To create a productive college experience for you and all students, you should:

- Attend class and pay attention. Do not ask the instructor to go over material you missed by skipping class or not concentrating. If you have difficulty understanding the material presented, ask the instructor to assist you.
- Not come to class late or leave early. If you must enter late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class early unless it is an absolute necessity. If you know in advance you will need to leave class early, sit near an exit and inform the instructor prior to class.
- Not talk with other classmates while the instructor or another student is speaking. If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- Show respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- Turn off all electronic devices, including but not limited to cell phones, pagers, beeping watches, etc. If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as unobtrusive as possible.
- Avoid audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
- Focus on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet, etc., are unacceptable and can be disruptive.
- Not pack book bags or backpacks to leave until the instructor dismisses the class.
- Clear any visitors you would like to bring to class with your instructor ahead of time.

### **Student Rights**

All students have the right to a learning environment free from distractions. If others in your classroom are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. He or she is responsible for managing the classroom environment and determining the action that should be taken.

## **Classroom Civility (continued)**

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### **Consequences of Inappropriate Classroom Behavior**

The instructor has the right and the responsibility to take appropriate action when he or she observes an instance of inappropriate classroom behavior. The form of intervention taken by the instructor will depend on the nature of the misconduct observed. The Constitution of the Student Body outlines the process to be followed and sanctions that may be placed on students who engage in various forms of misconduct. It may be accessed at here: [JCC Student Constitution - Student Conduct](#).

## **A Final Note**

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The college is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.