

**President's Cabinet**  
**Monday, November, 29 2021**  
**Zoom Meeting**  
**9:00 a.m.**

**Attendees:**

Dr. George Pimentel, President  
Dr. Kyle Barron, Vice President of Student Services and Marketing/Public Relations  
Tim Dellinger, Vice President for Financial and Administrative Affairs  
Heather Freeman, Administrative Assistant to the President  
Dr. Liz Mayo, Representative for Faculty  
Terri Messer, Representative for Workforce  
Dr. Tom Pigg, Vice President for Academic Affairs  
Patti Tanski-Mego, Representative for Professional Technical

**Absent:**

Don Myers, Director of Institutional Research  
Christi Tall, Representatives for Classified Employees

- **Welcome**

Dr. Pimentel began the meeting at 9:00 a.m. Plans are moving forward with the Voluntary Buyout Program. The official announcement with details are scheduled to be released to campus later this week.

- **Steering Committee Recommendations**

Cabinet reviewed the Steering Committee's recommendation below.

Dr. Pimentel will be meeting with the Steering Committee in the spring. One of the goals is for committees to have positions of expertise not serve as a permanent chair of a committee but in an ex-officio role on the committee with rotating chairs. The details will be developed as the Steering Committee moves forward with their work.

- **Add as standing committees:**

- ATD Advising Team
- ATD Data and Assessment Team
- ATD Goal Alignment and Process Review Team
- ATD Teaching and Learning Team
- Graduation Committee

- **Remove as a standing committee:**

- DREAM
- Honors Committee

Following discussion, Dr. Liz Mayo made a motion that was seconded by Patti Tanski-Mego to approve the Steering Committee's recommendations. There was no further discussion on the recommendations. A vote taken with no opposed. The motion passed.

- Policies presented for vote:**

The two policies up for vote today will bring JSCC current with state policies. The only policy with recommended edits was the Undergraduate Academic Retention and GPA Standards Policy. It was recommended the credit hours taken be changed from 16-18 hours to 15 hours. Cabinet discussed and agreed with the recommended change. The language will need to be updated in the JSCC catalog once approved.

**Votes:**

Patti Tanski-Mego made the motion that was seconded by Dr. Tom Pigg to approve the two policies as a group. There was no additional discussion. A vote was taken with no opposed. The two policies will be voted on together.

Dr. Kyle Barron made the motion that was seconded by Terri Messer to approve the two policies. There was not additional discussion. A vote was taken by those on the Zoom call with no opposed. An e-mail vote of approval was recorded for Don Myers. The two following policies were approved and are attached.

- o Academic Suspension Procedures
- o Undergraduate Academic Retention and GPA Standards Policy

- Policies under 30 day review:**

- o Conflict of Interest Policy – Up for vote at 12/13/2021 Cabinet meeting.
- o International Education Program Policy – Up for vote at 12/13/2021 Cabinet meeting.
- o Late Add/Schedule Change Policy – presented 11/15/2021
- o Late Drop Withdrawal Policy – presented 11/15/2021
- o Satisfactory Academic Progress – presented 11/15/2021

- Enrollment**

Cabinet reviewed and discussed the enrollment information below for spring 2022.

1	Cabinet info: 14th Day Spring 2022 - 1/31/22																			
2																				
3																				
4	Updated weekly:	11/26/2021																		
5	<b>Spring 2022 Application Comparison</b>																			
6																				
7			2022	2021	Difference	% Change														
8	Apps Received		1010	894	116	12.98%														
9	Apps Completed		443	417	26	6.24%														
10																				
11	<b>As we move from Priority into Open Registration, here is our current comparison to last year by Fall 2021 student type</b>																			
12																				
13	Student Type in Fall 2021	count of students																		
14	New to Fall 2021		83																	
15	Readmit to Fall 2021		73																	
16	Transfer/Special to Fall 2021		71																	
17	Dual Enrollment		-252																	
18	Continuing in Fall 2021		134																	
19																				
20																				

Thank you to all that are working with current students to register. A list of students that have not registered will be send to Academic Affairs. Advisors are encouraged to continue reaching

out to their advisees. JSCC Centers/Sites will also be asked to reach out to their students to encourage registration.

- **Open discussion/questions**

- The new Dean of Students, Dr. Paul Morgan's first day on campus is today. We look forward to working with Dr. Morgan.
- As Councils are working on nominations for TBR's Advisor of the Year Award, please send them to the President's Cabinet by December 10, 2021.

**JACKSON STATE COMMUNITY COLLEGE  
PROCEDURE**

**TBR Policy Reference:** 2.03.01.01

**JSCC Procedure:** 2.03.01.01

**Subject:** Academic Suspension Procedures

**Office Responsible:** Admissions and Records

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**Retention Standards**

**JSCC GPA**

- The minimum quality point average required to achieve the associate degree is 2.0.
- In addition, a student who fails during any term to attain a cumulative GPA of at least 2.0 for the credit hours attempted will be placed on academic probation for the subsequent term.
- At the end of the next term of enrollment, a student on academic probation who has failed to attain a 2.0 GPA for that term will be suspended for one term. The summer term is not to be counted as the term of suspension but if a student is suspended after the spring term, their required term to sit out would be fall.
- Students who have been suspended from the College due to academic performance have the option of filing a suspension appeal. If the appeal is approved, the student may be allowed to enroll again before the complete suspension period has ended.
- Student appeal forms must explain severe extenuating circumstances that contributed to their recent academic performance. Documentation of the extenuating circumstance should be attached to the Academic Suspension Appeal form. A compelling argument for how recent performance would not be repeated if an appeal were granted must also be included.
- If it is the student's first appeal, the appeal will be reviewed by the Director of Admissions and Records. If it is not the first appeal or if the appeal is not approved by the Director of Admissions and Records, the appeal and supporting documentation will be reviewed by the Admissions and Standards Committee for approval or denial.
- If the appeal is denied by the Admissions and Standards Committee, the student after providing additional documentation or explanation, can appeal to the Vice President of Student Services.

**Admissions and Standards Committee**

The Admissions and Standards Committee is a JSCC standing committee that reviews academic suspension appeals to determine if the student may be allowed to enroll again before the complete suspension period has ended.

The committee structure contains the following representation:

- Permanent Member – Director of Admissions and Records - Chair
- One faculty representative from BUS/IT
- One faculty representative from Allied Health/CIS
- One faculty representative from Nursing

- One faculty representative from Communication/Humanities/ Social & Behavioral Sciences
- One faculty representative from Math & Natural Sciences
- One non-faculty representative (Optional)
- Permanent Member – Advising Coach

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Original Date Effective: 11/29/2021, President's Cabinet

JACKSON STATE COMMUNITY COLLEGE POLICY

TBR Policy Reference: 02:03:01:01

JSCC Policy Chapter: 02:03:01:01

Subject: Undergraduate Academic Retention and GPA Standards Policy

Office Responsible: Admissions and Records

INTRODUCTION

Jackson State Community College has established minimum criteria for undergraduate academic standards under the guidance of the Tennessee Board of Regents.

Grading System

The following grading system is used at Jackson State:

- A .....Outstanding
B ..... Above Average
C .....Average
D ..... Passing but below average
F ..... Failing
FA ..... Failing for Attendance
I .....Incomplete
N ..... Audit, no grade or credit
S ..... Satisfactory
U ..... Unsatisfactory
W .....Withdraw

Incomplete "I" Grade

The grade of "I" will be awarded only in exceptional cases when illness, accident, or unavoidable circumstances prevent the student from taking the final exam or completing the course requirements. An "I" grade will appear on the student's transcript. A student must complete the necessary course requirements within six weeks of the end of the term in which the "I" grade was received; otherwise, the "I" grade will be changed to an "F" grade. When the "I" grade is changed to an "F" grade, it will become part of the student's permanent record. Some programs and courses require completion of prerequisite courses prior to enrollment. An "I" grade will not satisfy the prerequisites to such requirements.

Withdrawal "W" Grade

The grade of "W" is assigned for a student who officially drops a course or withdraws from the college prior to or on the last day to drop or withdraw. The last day to drop a course or withdraw from the college is listed each semester in the academic calendar. The "W" grade is non-punitive and will appear on the student's transcript.

**Learning Support Grades**

Letter grades assigned to LS classes are "S" (Satisfactory), "U" (Unsatisfactory), or "W" (Withdraw). Grades of "U" and "W" are considered as attempts. Students may not receive a "W" without permission of the appropriate Dean. Students receiving Veterans Affairs (VA) benefits cannot receive those benefits for on-line LS classes. Grades for LS classes are used in determining financial aid eligibility, probation, and suspension but not academic honors or credit hours required for graduation. Persistence in Learning Support is essential. Student goals will be delayed and there may be financial aid consequences for withdrawing from Learning Support. Students who need to drop the LS co-requisite lab must also drop the linked college level course. Students enrolled in Learning Support may not drop these classes without the approval of the appropriate Dean. Students who are withdrawing from college, that is, all their classes, may do so by following the appropriate withdrawal procedures.

**Grade Point System**

The following grade point system is to be used in determining averages:

- For each credit hour of A: 4 grade points.
- For each credit hour of B: 3 grade points.
- For each credit hour of C: 2 grade points.
- For each credit hour of D: 1 grade point.
- For each credit hour of F: 0 grade points.

The grade point average is determined by dividing the total number of grade points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing (see Drop and Withdrawal Standards) or for courses in which the student receives grades such as pass/fail and which are not considered when determining the GPA.

**Student Status****Full-Time Student Credit Load**

- Minimum Credit Load for Full-time Status ..... 12 hours
- Recommended Credit Load ..... 15 hours
- Maximum Credit Load (without permission\*) ..... 20 hours
- Maximum Credit Load (with permission) ..... 22 hours

Any student desiring a credit load of more than 20 hours, including summer semester, must secure permission from the Academic Affairs Office before registering. A student should have a 3.00 cumulative GPA to request more than 20 hours of work. The GPA along with other criteria will be considered in determining overload approval.

**Part-Time Student Credit Load**

**Any student with a credit load of 1-11 hours will be considered a part-time student.**

**Academic Classification**

**For administrative purposes, a student will be classified as a freshman until he/she completes 28 semester hours of credit. After such time, the student will be classified as a sophomore. Those not accepted as degree students will be classified as special students.**

**The Student Transcript**

A JSCC student transcript will include term and cumulative GPA calculations. The transcript will include the following:

- A GPA comprised only of hours taken in courses numbered college level courses 1000 and above ("college only" GPA) and
- A GPA comprised of hours taken in college level courses 1000 and above and hours taken in learning support courses ("combined" GPA).

The following uses are based on each calculation:

- The "Total Institution" GPA will be used in calculating the required GPA for graduation.
- The "Total Institution" GPA will be used in determining graduation honors.
- The "Total Institution" GPA will be used in determining term honors.
- The "Overall Combined" GPA will be used in determining suspension and probation.
- The "Overall Combined" GPA will be used in determining financial aid eligibility.
- The "Overall Combined" GPA will be used in determining athletic eligibility.

**Repeat a Course**

A student may be permitted to repeat a course in which his/her final grade was "C" or lower when such a repeat is necessary to increase mastery in a course for successful performance in a subsequent course or for the purpose of increasing his/her quality point average. A student may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the Vice President of Academic Affairs. (Failure of a student to comply with this policy will result in automatic withdrawal.)

Only the last grade received in the repeated course or courses will be used in computing the student's quality point average, provided that the number of repeats in any single course does not exceed two (three total attempts). In the event that a student repeats a course more than twice, the grade and credit hours attempted in the third and subsequent attempts shall be used in determining the quality point average. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned.

**Retention Standards****JSCC GPA**

- The minimum quality point average required to achieve the associate degree is 2.0.
- In addition, a student who fails during any term to attain a cumulative GPA of at least 2.0 for the credit hours attempted will be placed on academic probation for the subsequent term.
- At the end of the next term of enrollment, a student on academic probation who has failed to attain a 2.0 GPA for that term will be suspended for one term. The summer term is not to be counted as the

term of suspension but if a student is suspended after the spring term, their required term to sit out would be fall.

- Students who have been suspended from the College due to academic performance have the option of filing a suspension appeal to the Admissions and Standards Committee. If the appeal is approved, the student may be allowed to enroll again before the complete suspension period has ended.
- Students appeal forms must explain severe extenuating circumstances that contributed to their recent academic performance. Documentation of the extenuating circumstance should be attached to the Academic Suspension Appeal form. A compelling argument for how recent performance would not be repeated if an appeal were granted must also be included.
- If the appeal is denied by the Admissions and Standards Committee, the student can appeal to the Vice President of Student Services.

### **Drop and Withdrawal Standards**

- After officially registering, students can adjust their schedules according to the timeline set in the Academic Calendar, as published in the college catalog and JSCC website.
- The last date for students to add or drop a course without a penalty is indicated in the catalog and JSCC calendar.
- A student may drop courses without a W grade through the drop period indicated on the Academic Calendar. A student may officially drop courses or withdraw from JSCC and receive Ws not later than two-thirds of the way through the term beginning with the first day of classes. A student who stops attending class and does not officially drop or withdraw from class will receive the grade of FA. Students enrolled in learning support courses must meet with an advising coach, or appropriate academic department dean or program coordinator to request approval to drop those courses. Beyond the deadline to drop/withdraw, students must appeal to the Office of the Vice President of Academic Affairs, demonstrating unusual conditions or hardships, to request a late withdraw from all classes.

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Original Date Effective: 11/29/2021, President's Cabinet