

Academic Information

The academic policies and regulations adopted by JCC are designed to maximize each student's opportunity for success and to provide the student with a fair and realistic assessment of his/her progress. Essentially, JCC's approach is a positive one, based on reward for achievement rather than penalty for failure.

General Policies

Courses and programs listed in this catalog are offered whenever there is evidence of sufficient student enrollment. Since some courses require highly specialized faculty and facilities, scheduling may be limited by their availability.

Students are considered to be full-time when they are registered for 12 or more credit hours per semester. Students will be permitted to register for more than 19 credit hours only with special permission of the vice president and dean of academic affairs, the vice president and dean of student development, the vice president and dean of the Cattaraugus County Campus, or the appropriate assistant academic dean.

A credit hour is normally equivalent to one hour per week of lecture or two hours or three hours per week of laboratory/studio work taken during a 16-week semester (inclusive of final exam work). Students are advised to plan an average of two hours of preparation per week for each credit hour of course work. Students registered for 12 or more credit hours are strongly urged not to consider outside employment requiring more than 15 hours per week.

Sophomore status has been achieved when the student has accrued 26 college level credits.

Attendance Policy

Every student is expected to attend all lecture and laboratory sessions for which he or she is registered. Absences will be recorded by instructors, and the student will be held responsible for making up all work missed. Attendance requirements for each course will be established by the instructor and announced, published, and distributed with the course outline at the first class meeting.

Grading System

The following grading system is in effect at the time of publication of this catalog:

Grade	Meaning	Quality Points
A	Excellent	4.0
B+	Above Average	3.5
B	Above Average	3.0
C+	Average	2.5
C	Average	2.0
D+	Below Average	1.5
D	Below Average	1.0
F	Failure	0.0
I	Incomplete	0.0
CR	Credit	
W	Withdrawal	
X	Administrative Withdrawal	
AU	Audit	

Other historic grades may appear on a student's transcript. Contact the registrar's office for an explanation of any grade that does not appear in this catalog or on the transcript legend.

AU - Audit - 0 Quality Points (Q.P.) A student wishing to audit a course must obtain permission from the instructor to do so. Students may enroll to audit a course at the time of registration or change from regular grading system to audit by the last day of the fifth week (33% of individual class meetings) of the semester with permission of the instructor. The instructor sets the expectations for the audit grade. Generally, the student is expected to attend all classes, but is not required to complete examinations, papers, and other class projects. No credit is awarded for the audit grade and the grade of AU will be recorded on the student's transcript. An X grade can be assigned if the student fails to meet the instructor's expectations. Audit forms are available at the registrar's office on the Jamestown Campus, the Counseling and Career Planning Center on the Cattaraugus County Campus, and at JCC's extension sites.

CR- Credit (see Credit/Fail Policy) - 0 Q.P.

I - Incomplete - The "I" grade is a student initiated grade subject to the approval of the instructor, taking into account the circumstances under which the Incomplete is requested. Arrangements to make up incompletes will be contracted between students and faculty, and the student must complete course requirements within a mutually agreed upon time, which may not exceed one calendar year. Failure to do so will result in an "F" grade. This student/faculty agreement must take place and be filed with the registrar prior to the date listed on the student instructional calendar under "Grades Due."

Students are not granted an incomplete grade in lieu of an "F" grade. The intention of the "I" grade is to allow for students to complete course requirements after the conclusion of a semester without attending subsequent offerings of the same course.

W - Official Withdrawal - 0 Q.P. - Students may officially withdraw from a course up to and through 66% of individual class meetings and receive a "W" grade. During a summer session, a student can withdraw through the last day of instruction and receive a "W" grade. All students have the privilege, through appropriate procedure* (see below), of totally withdrawing from the college through the last day of instruction of the current semester and receiving a grade of "W." A student may not withdraw from a course which has already ended.

X - Administrative Withdrawal - 0 Q.P. - The administrative 'X' grade will be used for financial dismissals, third week no-shows, non-compliance health dismissals, and failure to complete an 'AU' course. For third week no-shows, if a student returns to class, faculty will have the option of changing the 'X' to a standard grade by the end of the semester. A full-time student who receives all 'Xs' must reapply for admission to JCC.

Total Withdrawal - **A full-time student desiring to withdraw totally from JCC may officially do so through the counseling center (without seeing each faculty member separately). A 'W' grade and official withdrawal date will be recorded on the transcript. Without withdrawing officially, an 'F' grade will be recorded. Any full-time student who officially withdraws is withdrawing from JCC and must reapply for admission should he/she desire to return. Withdrawal forms are available online at www.sunyjcc.edu or at the registrar's office on the Jamestown Campus, the Counseling and Career Planning Center on the Cattaraugus County Campus, and at JCC's extension sites.*

Imputed Credit

The faculty and administration have determined that some courses listed in this catalog may not be counted toward degree programs offered by JCC. These are developmental courses for students who need to prepare themselves for college level work. Courses in this category carry imputed credit and are designated as IC. Courses carrying imputed credit will count toward financial aid requirements. Students should check with the financial aid office about imputed credits and financial aid eligibility.

The following imputed grade designations were in place at the time of the publication of this catalog:

Grade	Meaning	Quality Points
IA	Excellent	0.0
IB+	Above Average	0.0
IB	Above Average	0.0
IC+	Average	0.0
IC	Average	0.0
ID+	Below Average	0.0
ID	Below Average	0.0
IF	Failure	0.0
II	Imputed Incomplete	
ICR	Imputed Credit	
IW	Imputed Withdrawal	
IX	Imputed Administrative Withdrawal	
IAU	Imputed Audit	

Other historic grades may appear on a student's transcript. Contact the registrar's office for an explanation of any grade that does not appear in this catalog or on the transcript legend.

Grade Point Average

Each student's academic standing is based on the average of all grades earned, as determined by his/her Grade Point Average (GPA). The GPA is determined by dividing the total number of quality points by the number of credit hours undertaken in courses for which a letter grade has been assigned. No quality points are given for courses in which a grade of CR is received, although credit hours for such courses will be included in the compilation of hours needed for completion of degree or certificate requirements.

Neither credit hours nor quality points are earned for courses in which the grade "I" is recorded. Grades of "I" (incomplete) must be removed by the end of one calendar year, or earlier if specified by the instructor, or they will be replaced by an "F". Neither credit hours nor quality points are earned for courses in which grades of I, AU, W, or X are recorded.

Credit/Fail Policy

Students may elect to take one course per semester graded on credit/fail basis (in addition to those courses normally graded on a credit/fail basis). No more than 16 credit hours taken on a CR/F basis may be applied toward an associate degree. Students should avoid using the CR/F option in their major field of study. The student must inform the registrar's office at the beginning of each semester of his/her desire to take the course on this basis. Upon the completion of the proper form, the registrar will notify the instructor of the student's choice.

The student will have a period of up to 33% of individual class meetings to decide on the credit/fail option. The student retains the right to return to the standard letter grade system in that course at any time up to and through 57% of individual class meetings.

The "F" grade is reflected in the computed grade point average while the "CR" grade is not.

Course Withdrawals

A student can withdraw from a single course up to and through 66% of individual class meetings for the fall and spring semesters and receive a "W" grade. During a summer session, a student can withdraw through the last day of instruction and receive a "W" grade. A student who wishes to withdraw from a single course must discuss the withdrawal with his/her instructor and obtain the instructor's approval in writing (via email is acceptable for online students). On-campus students can obtain a withdrawal card online at www.sunyjcc.edu, from the registrar's office, the Counseling and Career Planning Center in Olean, or from the main office at any of the extension sites. The student must fill out the card and obtain the instructor's signature on the card to indicate the student has discussed his/her withdrawal with the instructor. If the instructor is unavailable, the student should see the assistant dean of that academic area or a dean if the assistant dean is unavailable.

Signed withdrawal cards must be submitted to the registrar's office. Failure to withdraw properly from a course will result in the student receiving the grade he/she earned in the course.

Repeating a Course

When a student wishes to raise his/her grade and average by repeating a course, his/her highest grade will be used in the computation of his/her grade point average. Only the number of credit hours offered in that course for one particular semester will be used in the computation of total hours and GPA for graduation. Repeating coursework may impact financial aid eligibility. Students who anticipate repeating a course should check with the financial aid office.

Writing Across the Curriculum

JCC's faculty have long understood the mutual relationship between knowing and writing. Writing Across the Curriculum commits JCC's students and faculty to the most authentic and valuable kind of higher education.

Writing assignments compose an important part of the instruction in many of JCC's courses, including those in nursing, psychology, Spanish, criminal justice, economics, and occupational therapy assistant, as well as in such traditional writing courses as literature and philosophy.

In some courses, student writing is read for evidence of mastery of the subject; in others it is read for evidence of self-inquiry and personal growth; in still others it is read for evidence that the writer has learned the forms and conventions of a profession's polished discourse.

Teachers respond to a student's writing in many ways: face-to-face conferences, referrals to the tutoring center, creation of peer-editing sessions or discussions in class, and marginal notes. Revision is taught as a way to reexamine the subject or to deepen and enrich one's sense.

Academic Standing

The academic policies of the college are carried out by the academic standings committee which meets regularly to review student progress, recommend policy changes, and review students for probation or dismissal.

Satisfactory Academic Progress

Because graduation from JCC requires 60 semester hours with a cumulative grade point index of 2.00, the academic standings committee directs the registrar to identify at the end of each semester students who have attempted six credit hours or more and have a cumulative grade point average or number of hours completed which is less than those shown on Chart A on page 17.

Any student identified as not meeting these minimal standards will be considered as not making satisfactory progress and will be placed on academic or progress probation. Academic probation is deficiency in cumulative grade point average. Progress probation is deficiency in hours earned only. Academic probation supersedes progress probation. For students enrolled in credit courses spring 1997 and thereafter, whose last hours attempted at JCC were five or more years ago, the W, X, NC, or bankruptcy hours earned five or more years prior to the semester being reviewed will be excluded for progress probation. Once identified, these hours are permanently removed from progress probation consideration.

A student on academic probation will continue to be on academic probation or may be dismissed if either the semester GPA, or the cumulative GPA, remains below the required standards in subsequent semesters. Dismissal is at the discretion of the academic standings committee, which will consider the status of each student based upon current grades and academic history. A student on progress probation will continue to be on progress probation as long as hours earned remain below the required standards in subsequent semesters.

Students placed on progress probation because of a deficiency in "hours earned" have the opportunity to appeal their probation status to the academic standings committee.

Students have the right to appeal any academic standings decision. First, they may appeal in writing to the academic standings committee within a period of time specified in a letter that is sent to students when a decision is rendered. Second, after the committee decides on the appeal, students have the right to further appeal to the dean of academic affairs.

The first time a student is placed on either probation, the student retains federal financial aid eligibility. However, if the student fails to meet satisfactory quality point average standards or hours earned standards a second time, eligibility for federal financial aid is lost until the student can again demonstrate satisfactory academic progress in both areas. Students who lose financial aid eligibility may, under special circumstances, receive a waiver in order to receive federal aid. Information about the waiver process can be obtained in the financial aid office.

Upon review of records, the committee reserves the right to waive probation status when it deems the circumstances warrant such a waiver.

Warning Status

Warning status is defined as:

	<i>Credit hours attempted</i>	<i>GPA</i>
Category I	1-23	0.0 to 1.75
Category II	24-41	0.0 to 1.99

A student will be warned if his/her semester or cumulative grade point average falls in the above range for a given semester.

Warning status denotes students who are above but close to the college's minimum standards for satisfactory academic progress (see Satisfactory Academic Progress/Probation chart on page 17).

Grade Appeal

A student who believes that he/she has been graded unjustly or who wishes to present evidence of extenuating circumstances may appeal to the academic standings committee for review of his/her case within one year after the grade has been assigned. Grade appeals must first be considered at the instructor and division levels.

Appeal of Dismissal

A student who believes he/she has been dismissed unjustly or who wishes to present evidence of extenuating circumstances which may have contributed to his/her dismissal may appeal directly to the academic standings committee for a review of his/her case. Such appeal must be made in writing to the committee one week after notification of dismissal has been received. A student readmitted to JCC is given one semester in which to satisfy the college's policy of academic progress.

Dean's List/Honors and Awards

In February and June of each year, the dean's lists are issued to recognize full- and part-time students who have achieved outstanding academic success. The names of all full-time students who have earned a GPA of 3.5 or better in 12 or more credit hours of work completed during the preceding semester are included on the dean's list. The names of all part-time students who have earned a GPA of 3.5 or better in 6-11 credit hours of work completed during the preceding semester are included on the part-time student dean's list. CR and imputed credits are excluded.

At commencement, the JCC board of trustees honors outstanding graduates who have been full- or part-time students and who have achieved the highest scholastic standings in each of the three associate degree areas with 60 or more credits earned at JCC. Students who have earned highest honors (4.0 GPA), high honors (3.5 to 3.99 GPA) and honors (3.25 to 3.49 GPA) in all courses at JCC have this noted on their transcripts.

JCC also recognizes special achievements in scholarship, athletics, service, and leadership at annual awards ceremonies. Traditionally, about 100 awards are presented at these events.

Honors Program

JCC's honors program provides a challenging curriculum and enrichment opportunities for highly motivated students who have demonstrated their academic ability. Honors students work in a community of scholars, engaging in academic discussion and projects that require a high level of participation as well as independent investigation.

Eligible students will choose from:

- Special courses which focus on an interdisciplinary approach to a particular topic.
- Targeted sections of standard courses, which would incorporate more coursework and/or extra meetings for the purposes of more in-depth discussion and interaction.
- Mixed section courses which include students taking the courses at a regular level as well as a cohort taking the course at an honors level.

Many honors courses are interdisciplinary, combining such diverse fields as history, literature, biology, anthropology, psychology, art, and sociology. The courses are typically offered in the fall and spring semesters. Each course is limited to 20 students. Some courses are taught by two or more instructors who invite guests to provide different viewpoints, teaching styles, and areas of expertise.

To be eligible for the program, students entering JCC for the first time must have a high school GPA of B+ or better. Current JCC students or returning students with previous JCC credits become eligible for program participation by earning a GPA of 3.5 or better in 12 or more semester hours of study. To continue in the program, students must earn cumulative GPAs of 3.0 or better. Students who maintain and graduate with a cumulative GPA of 3.0 or better and complete 10-12 hours of honors level work with a minimum of one hour earned through a field experience will receive an honors designation on their transcripts.

In addition to coursework, the program provides a variety of enrichment opportunities and extends library, registration, and other special benefits to participants.

Phi Theta Kappa

Each year a number of students are nominated for membership in Phi Theta Kappa, a national honor society for two-year colleges. For many years Phi Theta Kappa has been the most prestigious national honors group to which a community college student can belong. Nominated students must have a GPA of at least 3.5, completed at least 15 credit hours which are applicable toward a degree and contribute to a student's GPA, and be recommended by at least two faculty members.

Graduation Requirements

To graduate with an associate degree from JCC all students must have earned a cumulative average of 2.0 or better in at least 60 credit hours of appropriate coursework as described by the Board of Regents of the State of New York and must have met the specific requirements of a degree program. If a student transfers in appropriate credits toward an associate degree, a minimum of 30 JCC credits is required to complete a degree. Students graduating in a certificate program must complete all courses listed in the certificate with a minimum 2.0 cumulative average. If a student transfers in appropriate credits toward a certificate, a minimum of 15 JCC credits is required to complete a degree. After entering JCC, a student may transfer back a maximum of three of the last credits toward a certificate or seven of the last credits of an associate degree.

A student who is nearing completion of degree or certificate requirements must make formal application for the degree or certificate by completing the appropriate form at the registrar's office at the Jamestown Campus or the counseling center at the Cattaraugus County Campus. The form should be completed five weeks prior to graduation. Failure to do so may result in not being included in the final review of candidates and in the awarding of degrees and certificates at commencement exercises.

All graduates of JCC who entered the college: 1) fall 1982 through spring 1991, must have successfully completed ENG 1530 (three credits), and ENG 1540 or ENG 1560 (three credits); 2) fall 1991 through spring 1996, must have successfully completed ENG 1530 (three credits), ENG 1540 (three credits), and MAT 1510 or above (three credits); 3) fall 1996 through spring 2007, must have successfully completed ENG 1530, ENG 1540, and any non-imputed, credit bearing mathematics course; and 4) fall 2007 and later, must have successfully completed six credit hours of non-imputed credit bearing English. They must also successfully complete any non-imputed, credit bearing mathematics course.

General Education Requirements

Values, Ethics, and Diverse Perspectives

JCC is committed to providing general education experiences for graduates that will prepare them to make reasoned judgments in both personal and professional circumstances.

To support this goal, graduates of JCC who matriculate for the first time beginning fall 2008 or thereafter will be required to include in their degree programs at least one course that has been designated as incorporating study of values, ethics, and diverse perspectives.

These courses, tagged as "VEDP" courses, carry this notation in the master schedule of courses issued each semester and in the summer. Faculty advisors can assist students in selecting courses that will meet this graduation requirement.

SUNY General Education Requirements

Students who plan to transfer to SUNY upper-division colleges can meet many SUNY General Education Requirements for a bachelor's degree by carefully selecting approved JCC courses which meet these requirements. Consult the master schedule for the current list of approved SUNY General Education courses.

Transferring Credits to JCC

A student may transfer up to 30 semester hours of credit to JCC from another institution or other external sources. Students must complete a minimum of 30 semester hours of credit from JCC to be eligible for an associate degree from JCC. Each additional associate degree will require 30 additional hours, 15 of which must be earned from JCC.

If transfer credits are applied toward additional degrees, the credits must be a part of the maximum of 30 allowable transfer credits. Students must complete 15 semester hours of credit from JCC to be eligible for a certificate from JCC. This policy applies to students enrolling for the first time beginning in fall 2008 or thereafter.

An exception to this policy will be made for professional piloting students enrolled in partnership programs involving the agreement developed by JCC with other colleges. Students participating in these approved partnership programs will be allowed to transfer up to 31.5 credits from the partner institution toward their JCC degree.

Students who transfer to another institution prior to graduation are permitted to transfer back a maximum of seven credits for the purpose of receiving an associate degree or three credits for a certificate from JCC as long as the total number of credits transferred does not exceed 30. A student may transfer credit hours to JCC from another institution providing the student has earned a C grade or better or equivalent in each course being transferred to JCC. No "D" grades are accepted as transfer credits.

Earning Additional Degrees and/or Certificates

For each additional degree, an additional 30 hours of credit with a grade point average of 2.0 or better must be earned. To earn a second degree, students must complete the current requirements of the additional degree. Additional certificates are earned upon completion of appropriate certificate requirements. Upon applying for an additional degree or certificate, a \$20 fee is charged. This charge includes the diploma and diploma cover.

Additional Certificate and/or Degree Diploma Charges

To replace an original diploma for a certificate and/or degree, these charges apply: \$5, diploma only, and \$10, diploma and cover, plus a mailing charge.

Issuance of Official Transcripts

At any time, a student may request in writing that the registrar's office send an official transcript of his/her record directly to another college or to a prospective employer. All official transcript requests must be signed by the student. Students may request unofficial copies of their transcripts for personal use at any time from the registrar's office. Please allow up to 48 hours for processing of an official transcript. Students requesting six or more transcripts at one time should allow at least five business days for processing. No fee is charged for transcripts.

Adjunct Faculty

Of the total credit hours taken by students at JCC in fall 2007, 43.3% were taught by full-time faculty. The other 56.7% were taught by adjunct faculty.

Graduate Job Placement

A total of 80% of 2005-2006 JCC graduates with Associate in Applied Science degrees responding to a survey indicated they were employed full-time. Of those responding, 86% said their current occupation is related highly to their JCC degree area; 100% said JCC prepared them for their positions in the workforce (71% indicated "very well," 29% noted "adequately").

In the same survey, 93% of full-time transfer students responded that JCC prepared them for continuing their education. Of the respondents, 57% indicated JCC had prepared them "very well" and 36% said "adequately." Also, 84% of the full-time transfer students are studying in a program related to their JCC program.

Retention and Graduation Rates

Current retention and graduation rates are published in the master schedule.

Transfer Agreements

JCC has signed specific transfer articulation agreements with numerous four-year colleges and universities for many of its degree programs. The purpose of these agreements is to identify JCC courses that meet degree requirements at the transfer institution, and to facilitate the transfer process. Most of the agreements guarantee acceptance of JCC students who meet requirements specified by the various four-year schools. Most also guarantee junior status and the opportunity to complete a bachelor's degree with four semesters at a transfer school, and several are dual admission agreements that simultaneously admit a student to JCC and to a bachelor's, master's, or doctoral degree program at the transfer school.

These transfer agreements are too numerous and too detailed to include in this catalog, and new agreements are negotiated each year. All transfer agreements are on file in the counseling centers at the Cattaraugus County and Jamestown campuses, at the Allegany County, North County, and Warren centers, and in the office of the dean of academic affairs. Divisional offices maintain files of transfer agreements appropriate to their disciplines, and all transfer agreements are available online on JCC's website. Students are encouraged to examine those agreements in which they have a specific interest. Transfer agreements are updated on a regular basis to reflect any changes made in the curriculum at JCC or the transfer institutions. Transfer counselors at all JCC sites are knowledgeable about these agreements and are fully prepared to assist students in the transfer process.

JCC also has special "one-plus-one" arrangements for transfer to several A.A.S. degree programs at the State University of New York College of Technology at Alfred (Alfred State) and the SUNY College of Environmental Science and Forestry - New York State Ranger School at Wanakena.

Transfer Information

A majority of the graduates of JCC transfer as juniors to four-year colleges and universities throughout the United States. The Associate in Arts and the Associate in Science degrees are designed as transfer degrees and represent the first half of a baccalaureate education. While originally not intended as a

transfer degree, some Associate in Applied Science degree programs are now transferable. Graduates of some A.A.S. degree programs are actively recruited by some four-year colleges and universities for transfer.

Students interested in transferring to another college or university after completing a degree program at JCC are urged to engage early in a planning process with a JCC counselor or advisor. Most four-year colleges accept transfer with a C average (GPA=2.0), but some degree programs require a higher GPA. Students should check the requirements of transfer institution(s) prior to making application.

During the past several years, graduates of JCC have successfully transferred to these colleges and universities: Alfred University, Allegheny College, Armstrong Atlantic State, Becker College, College of Charleston, Continental School, Daemen College, Dobson University, Edinboro University, Embry-Riddle Aeronautical University, Erie Community College, Farmingdale State University, Florida Atlantic University, Franklin University, Gannon University, Grove City College, Hannibal-LaGrange College, Hilbert College, Houghton College - PACE, Indiana University of Pennsylvania, Ithaca College, Lake Erie College of Osteopathic Medicine, Liberty University, Loyola Marymount University, Mercyhurst College, Montclair State University, New York University - Stern School of Business, Niagara University, Ohio University, Pennsylvania State University - Behrend, Simmons Institute of Funeral Service, St. Bonaventure University, SUNY Albany, SUNY Binghamton, SUNY Brockport, SUNY Buffalo State, SUNY Cortland, SUNY Empire State College, SUNY Environmental Science and Forestry, SUNY Fredonia, SUNY Geneseo, SUNY Oneonta, SUNY Plattsburgh, SUNY Potsdam, SUNY Stony Brook, SUNY University at Buffalo, Temple University, University of Maryland, University of North Carolina, and University of Pittsburgh

Advanced Program in Learning for Underprepared Students (APLUS)

Full-time students who place into the APLUS Program will find a learning community to meet their unique needs. Selected English, mathematics, and human development faculty work closely with APLUS students to help them attain the skills they need to succeed in college. Students will also find support in the connections they make with other students in the program.

College-Level Examination Program (CLEP)

CLEP is a national program of credit-by-examination sponsored by the College Entrance Examination Board. CLEP exams allow a person to receive college credits for knowledge gained in a wide range of subjects.

The 34 CLEP exams cover material that is taught in introductory level courses and specific subject areas at many colleges and universities across the country. Each institution determines the CLEP exams for which credit will be awarded. A list of the exams for which JCC awards credit is available in the admissions office at the Jamestown Campus or at the counseling center at the Cattaraugus County Campus.

CLEP tests are administered on a regularly scheduled basis. Information on time and place is available upon request at the offices listed above. Information on the exact number of credits that may be earned under this program and their transferability is also available from these offices.

Special Academic Programs

College Connections:

College Courses in High Schools

As part of its College Connections program, JCC offers courses in over 40 area high schools. High school students who qualify for the program are able to choose from among several courses that are completed for both high school and college credit. To date, thousands of high school students have received college credits prior to graduation. Some have accumulated enough credits to enter college with sophomore standing. College Connections credits may be used at JCC or easily transferred to most other colleges and universities.

Courses are taught by high school teachers who meet JCC's adjunct instructor qualifications. JCC faculty oversee course development and ensure that a quality, college level educational experience is provided. Courses are taught in the high school classroom and over the BOCES interactive network in Chautauqua, Cattaraugus, and Allegany counties.

For additional information, contact JCC's academic affairs office.

College Online Courses in the High Schools

JCC offers an opportunity for high school seniors to take college courses online through its *Online Connections* program. Online courses allow students to complete college coursework at a time that fits their schedules. The high school agrees to schedule participating students in a supervised study hall that is equipped with the necessary computer access. Students work on their online course during this study hall. The study hall supervisor makes sure students are logging into their online course and working on the class.

Online courses are not for everyone. They require self-motivation and discipline along with strong writing and reading skills. Students must have the recommendation of their guidance counselor and meet the course prerequisites to participate in this program. For more information, contact JCC's distance learning director.

Online Courses and Degree Opportunities

JCC is a member of a statewide consortium of campuses that offers graduate and undergraduate online courses called the SUNY Learning Network (SLN). SLN's student-centered approach to teaching and learning eliminates the constraints of time and location for students. It utilizes an asynchronous learning model, which means students and teachers do not have to be online at the same time; rather, they logon when it is convenient for them.

Class activities are the same: students read course materials, write papers, do research, and communicate with their instructor and fellow students. What is unique is that courses are designed so that you can do everything online. The learning is both interactive with faculty and collaborative with other students. Even more, a wealth of resources is readily available through the Internet.

JCC offers six degrees and three certificates online:

- A.S.-Computer Science
- A.A.S.-Computer Information Systems
- A.A.S.-Information Technology
- A.S.-Individual Studies
- A.A.S.-Individual Studies
- A.A.-Individual Studies
- Certificate-Information Technology
- Certificate-Individual Studies
- Certificate-Psychology of the Workplace

Required core courses in computer science and mathematics are taught online on a regular basis by JCC instructors. Other liberal arts courses in English, history, criminal justice, and psychology are offered frequently online which allows most students to complete all their degree requirements through JCC. If necessary, students can complete the remainder of their degree by taking courses from other colleges. Students need not be enrolled in a degree program to take online courses. For more information regarding online courses, visit www.sunycc.edu/online.

Cooperative Education

Students who wish to be paid for work experience while attending JCC may earn one credit hour per semester for a total of no more than four credits. A student works with the coordinator of cooperative education who meets with him or her regularly and supervises a paper the student submits each semester. (See cooperative education course descriptions.)

Independent Study

A student who wants to participate in an independent study project must make arrangements directly with a faculty member who agrees to serve as his/her project advisor. With the assistance of the advisor, the student establishes a proposal covering the work and goals to be accomplished. The number of credits to be earned for completion of the project is determined and the appropriate assistant dean approves the project. The final grade is determined by the advisor. Credit for a single project is limited to 1-3 credit hours, and no more than six credit hours in independent study earned at JCC may be applied toward an associate degree. Independent study projects are designated on the student's record by appropriate discipline and the course number 1900 or 2900: Independent Study.

Interdisciplinary Studies

Courses which cross the normal boundary lines between disciplines are listed under the common heading of Interdisciplinary Studies (INT). These courses draw upon the faculty from various academic areas and are often team taught. They are wide-ranging in their approach to important topics and are considered suitable electives in either a transfer or career program.

International Studies Program

JCC students have the opportunity to study abroad through the college's membership in the College Consortium of International Studies. The International Studies Program is open to sophomore students with a minimum GPA of 2.5 and to freshmen with exceptional academic credentials. Students may earn 15 credits while studying abroad which are counted toward their degrees at JCC.

Students should consult with the study abroad coordinator to determine the appropriate program in which to register. CCLS offers programs in many countries including Australia, Ecuador, England, Ireland, and Spain. Programs consist of courses taken at a college or university in the host country and credit hours earned vary by program and sessions.

Students can choose courses in the humanities, social sciences, and business as well as internships in service professions. Classes are conducted in English and other languages. Students may take a conventional semester abroad, studying at a university, or they may engage in service learning for 20 hours per week while attending a university abroad. Financial aid for which a JCC student is eligible applies to these programs also. The application deadline is March 1 for the summer session, April 1 for the fall semester, and November 1 for the spring semester, with some exceptions for certain programs.

Details about study abroad opportunities are available from the study abroad coordinator, the vice president and dean of academic affairs at the Jamestown Campus, or the vice president and dean at the Cattaraugus County Campus.

Internships

Internships are available to students who wish to acquire work experience related to a particular field of study while attending JCC.

Internships are intended for full-time sophomores who have at least a 2.0 GPA. (Disney internships require a minimum 2.5 GPA and successful completion of the application process.) Some certificate and degree programs require internships; students in other programs have the option of completing an internship to help them gain valuable work experience. Students may earn up to six college credits for internships and must fulfill 135 hours of work along with a satisfactory evaluation for each three credits awarded.

Students who wish to arrange an internship should speak to the assistant dean and/or designated faculty of the desired academic field. The faculty member involved with the internship will work with the business or agency and with the student to develop specific learning objectives. The employment development specialists in JCC's counseling centers maintain a list of potential internship opportunities. Although many internships are non-paid work experiences, students may receive remuneration for the work. See course descriptions and eligibility at www.sunyjcc.edu for additional details.

Life Experience Credit Assessment

JCC believes that valuable and meaningful learning takes place for the individual in his/her personal world. Through work, training, and other experiences, learning occurs which can be complementary to short- or long-term educational goals. It is the desire of the college to help the individual focus on his/her life experiences and translate them into college credit if appropriate.

The assessment process is one of deciding on an educational objective, determining how the life experience to be evaluated supports this goal, and developing a portfolio to substantiate the involvement and learning from the experiences. The portfolio is then evaluated for credit. Life experience credit is considered transfer in credits; therefore, refer to Transferring Credits to JCC on page 32 for limitations.

Military experiences are another component of the life experience assessment program. Veterans with college equivalent learning and training experiences may present them for credit evaluation.

Additional information may be obtained at the counseling centers on both campuses.

Off-Campus Study Programs

Credit earned through a variety of non-traditional, off-campus study programs may be applied toward the requirements for an associate degree from JCC or may be used in combination with credit earned at JCC for fulfilling the requirements for higher academic degrees. Information regarding these programs, which include the New York External Degree Programs and Empire State College, is available at JCC's Center for Continuing Education.

Degrees and Certificates

JCC, in affiliation with the State University of New York (SUNY), offers three types of degree programs:

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in Applied Science (A.A.S.)

The college also offers certificate programs which are described in this catalog.

Associate in Arts (A.A.)

JCC is authorized to offer the Associate in Arts (A.A.) degree in Humanities, Social Science, Communication and Media Arts, and Individual Studies. The course of study for each consists primarily of courses in the liberal arts. The A.A. degrees are primarily intended to prepare students for transfer to a four-year college or university to enter a bachelor's degree program in a specialized area of the humanities and social sciences.

JCC graduates have successful transfer experiences in such disciplines as art, anthropology, criminal justice, economics, English, French, history, music, philosophy, psychology, secondary education, sociology, and related areas. JCC does not offer a major or specific degree in any of the above disciplines with the exception of art and music.

To earn the A.A. degree, a minimum of 48 credit hours of study must be taken in the liberal arts and sciences. These 48 hours must include both a breadth and depth in the liberal arts and sciences. The breadth requires a minimum of nine credit hours in each of three categories: humanities, mathematics and science, and social sciences. The depth requires a minimum of 24 credit hours in one of these three categories. The general degree requirements for the A.A. degrees are outlined in the program section of this catalog.

Associate in Science (A.S.)

JCC is authorized to award Associate in Science (A.S.) degrees in art, engineering science, business administration, natural science and mathematics, computer science, human services, music, and individual studies. Intended as a transfer degree, the A.S. degree programs offered by JCC are designed to prepare students to enter a bachelor's degree program at a four-year college or university.

The A.S. degree programs provide a course of study which demonstrates a balance between the liberal arts and sciences and those courses related to specific professions. Students earning the A.S. degree are prepared to enter Bachelor of Science (B.S.) degree programs in such areas as art, engineering science, business, chemistry, biology, mathematics, geology, physics, computer science, secondary education, music, and human services.

To earn the A.S. degree, a minimum of 30 credit hours of study must be taken in the liberal arts and sciences and must include both breadth and depth. The breadth includes a minimum of six hours in each of three categories: humanities, social sciences, and mathematics and sciences. The depth includes a minimum of 18 credit hours in one of these categories or a career area where appropriate. The requirements of each A.S. degree program are outlined in the program section of this catalog.

Associate in Applied Science (A.A.S.)

JCC is authorized to offer Associate in Applied Science (A.A.S.) degrees in the following areas: business-accounting, business-business administration, criminal justice-police, digital/computer technology, computer information systems, human services, information technology, mechanical technology, office technology, nursing, occupational therapy assistant, public safety technology-fire science, welding technology, and individual studies.

The course of study for these degree programs includes a balance between courses related to career areas and the liberal arts and social sciences. The sequence of courses in A.A.S. degrees is designed to prepare the student for proficiency in a specific career and provide a minimum of 20 credit hours in the liberal arts and sciences. These 20 credit hours must be distributed to include a minimum of six hours in each of three categories: humanities, social sciences, and mathematics and science. The remainder of each degree program consists of core courses related to a specific field and electives. Some A.A.S. degree programs require more than 60 credit hours for completion. The requirements for each A.A.S. degree are shown in the program section of this catalog.

Originally intended as career degrees, some A.A.S. degree programs are transferable to four-year colleges and universities. The development of new degree programs by four-year colleges and universities are designed to make it possible for some A.A.S. degree holders to transfer. In recent years a growing number of JCC graduates with A.A.S. degrees transfer to bachelor's degree programs while others enter the work world after graduation. Specific information about the transferability of the A.A.S. degree is available from program faculty or at the counseling centers.

Certificate Programs

Any student who wishes to receive a certificate must complete all courses listed in the certificate with a minimum 2.0 cumulative average. If a student transfers in appropriate credits toward a certificate, a minimum of 15 JCC credits will be required to award the certificate. A student may only transfer back a maximum of three of the last credits toward a certificate.

Accreditation

JCC is a member of and fully accredited by the Middle States Association of Colleges and Secondary Schools. Its curricula are approved by the State University of New York and are registered by the New York State Department of Education. In addition, the nursing program is accredited by the National League for Nursing Accrediting Commission and the occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association.

Requirements By Degree

To complete any of the degrees, a student must complete a minimum of 60 credit hours of study. The following chart indicates the minimum distribution and depth requirements for liberal arts and sciences courses for each of the degrees. The remaining number of hours needed to fill the required 60 credit hours may be filled with additional liberal arts and sciences courses, electives, and/or career courses. A description of which courses are in each category is given on page 38.

	Liberal Arts and Sciences			Additional Liberal Arts & Sciences	Minimum Number of Liberal Arts & Sciences	Additional Liberal Arts & Sciences, Electives, and/or Career Electives	Total Degree Hours	
	Humanities	Social Sciences	Mathematics/ Sciences					
Associate in Arts								
Humanities	24	9	9	6	48	12	60	
Social Science	9	24	9	6	48	12	60	
Individual Studies	24	9	9	6	48	12	60	
or	9	24	9	6	48	12	60	
or	9	9	24	6	48	12	60	
	Liberal Arts and Sciences			Additional Liberal Arts & Sciences	Minimum Number of Liberal Arts & Sciences	Program Core Requirements	Additional Liberal Arts & Sciences, Electives, and/or Career Electives	Total Degree Hours
	Humanities	Social Sciences	Mathematics/ Sciences					
Associate in Science								
Biotechnology	6	6	42	0	58	0	3-4	61-62
Business Administration	6	6	11	7	30	17	13	60
Communications	9	9	9	3	30	24	6	60
Computer Science	6	6	9	9	30	23	7	60
Criminal Justice	9	9	9	3	30	18	12	60
Engineering Science	6	6	42	0	54	6	0	60
Fine Arts: Music	15	9	9	0	33	27	0	60
Fine Arts: Studio Arts	18	9	9	0	36	18	6	60
Human Services	6	6	6	12	30	23	7	60
Individual Studies	18	6	6	0	30	0	30	60
or	6	18	6	0	30	0	30	60
or	6	6	18	0	30	0	30	60
Mathematics & Science	6	6	24	0	36	0	24	60
Media Arts	9	9	9	3	30	27	3	60
Physical Education & Health Studies	6	9	18	0	33	12	15	60
	Liberal Arts and Sciences			Additional Liberal Arts & Sciences	Minimum Number of Liberal Arts & Sciences	Program Core Requirements	Additional Liberal Arts & Sciences, Electives, and/or Career Electives	Total Degree Hours
	Humanities	Social Sciences	Mathematics/ Sciences					
Associate in Applied Science								
Accounting	6	6	7	2	20	29	11	60
Business Administration	6	6	7	2	20	26	14	60
Computer Information Systems	6	6	6	2	20	32	8	60
Criminal Justice—Police	6	6	6	2	20	21	19	60
Digital/Computer Technology	6	6	16	0	28	35	0	63
Human Services	6	6	6	2	20	31	9	60
Individual Studies	6	6	6	2	20	0	40	60
Information Technology	6	6	6	2	20	24	16	60
Mechanical Technology	6	6	11	0	23	18	22	63
or	6	6	11	0	23	18	21	62
Medical Office Technology	12	11	6	0	29	31	0	60
Nursing	6	9	14	0	29	40	0	69
Occupational Therapy Assistant	6	9	11	0	26	41	0	67
Office Technology	12	6	7	0	25	35	0	60
Public Safety Technology - Fire Science	6	6	6	2	20	29	11	60
Professional Piloting	6	6	7	1	20	31	9	60
Welding Technology	6	6	16	0	28	35	0	60

To graduate with an associate's degree a student must:

1. Complete at least 60 credit hours of study (at least 24 hours at JCC).
2. Meet the degree requirements above.
3. Earn a grade point average of 2.0 or better (2.0 is a 'C' average).
4. If seeking the A.A.S. degree, meet the published core requirements for the degree expected.
5. Apply at the registrar's office for graduation at least 5 weeks prior to the end of the semester.
6. Must pass ENG 1530-1540 or ENG 1560, beginning with first-time registrants in fall 1982.
7. Must pass ENG 1530-1540 and mathematics graduation requirement beginning with first-time registrants in fall 1991 unless otherwise stated.
8. Beginning fall 1996, complete a three- or four-credit mathematics course (imputed credit courses excluded).
9. Imputed credit courses (numbered 0990 or below) do not meet graduation requirements in any degree.

Course Information

The following list is designed to assist students in the selection of appropriate courses to meet the distribution requirements of a degree program. Students should also consult the current college master schedule for a list of courses approved as State University of New York general education requirements.

Current course, degree, and certificate information can also be found on JCC's website, www.sunyjcc.edu.

LIBERAL ARTS & SCIENCES:

The liberal arts and sciences are comprised of all courses in the humanities, social sciences, and math/sciences, as well as other liberal arts and sciences electives.

Humanities

Art
Communication (except CMM 2500)
Dance
English (except ENG 0110, 0190, 0410, 0430)
INT 1750: Arts in the Apple
INT 2530-2540: Humanities I & II
International Education
Foreign Languages
Music
Philosophy
Theatre

Mathematics/Sciences

Astronomy
Biology (except BIO 1450)
Chemistry
Computer Science (except CSC 1300, CSC 1310, CSC 1320, CSC 1330, CSC 2010, and CSC 2020)
CRI 2540: Criminalistics
Engineering courses with #'s 1500-1990 or 2500-2990
Geology
INT 2800: Science Connection
Mathematics (except MAT 0300, MAT 0400, MAT 0500, and MAT 0600)
Meteorology
Physics (except PHY 2010-2020)

Social Sciences

Anthropology
Economics
Geography
History
Political Science
Psychology
Sociology
HUS 2370: Introduction to Gerontology
CRI 1510: Introduction to Criminal Justice
CRI 1520: Introduction to Corrections
CRI 1540: Introduction to Legal Systems
CRI 2570: Organized Crime in the United States

Other Liberal Arts/Sciences Electives

CMM 2500: Interpersonal Communications
HUM 1510: Achievement and Self
HUM 1550: Life/Career Planning
HUM 1650: Leadership Development
INT 1500: Becoming a Master Student
INT 1520: Student Success Seminar
Library
Physical Education

CAREER:

Aviation
BIO 1450: Emergency Medical Technology
Business
Computer Science
Cooperative Education
Criminal Justice
Digital/Computer Technology
Education
Human Services
Mechanical Technology
Medical Office Technology
Nursing
Occupational Therapy Assistant
Welding Technology

SELECTED STUDIES:

Each academic division may occasionally elect to offer courses of a topical or experimental nature which draw upon the special interests and expertise of the faculty members. These courses are listed in the master schedule and are numbered within the appropriate discipline at 7000-7999 (freshman level) or 8000-8999 (sophomore level); i.e. POL 8500: Selected Studies - American Political Parties.

Selected Studies courses count as electives in JCC programs or may meet depth, distribution, or core requirements. Consult your faculty advisor or counselor for details.

Frequency of Course Offerings

All courses required to earn a specific associate degree are normally offered with such frequency that a full-time student can earn the degree in a two-year period.

Each course description has designations indicating during which semester and on which campus (Jamestown - J, Cattaraugus County Campus - C, and Online) the college intends to offer the course.

Certain courses do not have a designation indicating which semester they are offered. These courses may or may not be offered on the specified campus(es) during the period 2008-2010. The college reserves the right to cancel course offerings if enrollment is insufficient.

Course Numbering

Credit hours to be earned in each course are shown in parentheses following the course title. Course numbers are designated as: 0000-0990 - imputed and developmental courses, 1000-1990 - freshman level courses, and 2000-2990 - sophomore level courses.

Academic Program Summary

While the programs in this section meet the graduation requirements of the college, the needs of individual students may dictate modification or substitution. Students should develop their degree programs with the help of faculty advisors.

Students planning to transfer to four-year institutions following graduation should take care in planning programs which conform to the requirements of those institutions. Those in career programs may find, in many cases, that their A.A.S. degrees are also transferable. Students who are undecided about their abilities and objectives are encouraged to meet with the college's counselors for assistance in career decision-making.

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for state student financial assistance.

Degrees and Certificates Offered By Jamestown Community College

Associate in Arts Degree (A.A.)

Individual Studies (Hegis Code 5699) ^{♦♦}	46
Liberal Arts & Sciences: Humanities (Hegis Code 5649) <i>with preparation to continue studies in:</i>	49
English	
Foreign Languages	
Philosophy	
Theatre	
Liberal Arts & Sciences: Social Science (Hegis Code 5649) <i>with preparation to continue studies in:</i>	50
Anthropology	
Economics	
History	
Political Science	
Psychology	
Sociology	
Teaching	

Associate in Science Degree (A.S.)

Biotechnology (Hegis Code 5604)	40
Business - Business Administration (Hegis Code 5004)	41
Communications (Hegis Code 5008)	41
Computer Science (Hegis Code 5101) ^{♦♦}	42
Criminal Justice (Hegis Code 5505)	43
Engineering Science* (Hegis Code 5609)	44
Fine Arts: Music* (Hegis Code 5610)	44
Fine Arts: Studio Arts* (Hegis Code 5610)	45
Human Services (Hegis Code 5501)	46
Individual Studies (Hegis Code 5699) ^{♦♦}	47
Liberal Arts & Sciences: Adolescence Education (Teacher Education Transfer) (Hegis Code 5649)	48
Liberal Arts & Sciences: Childhood Education (Teacher Education Transfer) (Hegis Code 5649)	48
Liberal Arts & Sciences: Early Childhood Education (Teacher Education Transfer) (Hegis Code 5649)	49
Liberal Arts & Sciences: Math/Science (Hegis Code 5649) <i>with preparation to continue studies in:</i>	50
Biology	
Chemistry	
Geology	
Health-Related Occupations	
Mathematics	
Medical Technology	
Physics	
Pre-Environmental Sciences	
Media Arts* (Hegis Code 5012)	51
Physical Education Studies* (Hegis Code 5299)	53

Associate in Applied Science Degree (A.A.S.)

Business-Accounting* (Hegis Code 5002)	40
Business-Business Administration (Hegis Code 5004)	41
Computer Information Systems (Hegis Code 5103) ^{♦♦}	42
Criminal Justice-Police (Hegis Code 5505)	43
Digital/Computer Technology* (Hegis Code 5310)	43
Human Services (Hegis Code 5501)	45
Individual Studies (Hegis Code 5699) ^{♦♦}	47
Information Technology (Hegis Code 5101) ^{♦♦}	47
Mechanical Technology* (Hegis Code 5315)	50
Medical Office Technology** (Hegis Code 5214)	51
Nursing (Hegis Code 5208.1)	52
Occupational Therapy Assistant* (Hegis Code 5210)	52
Office Technology (Hegis Code 5005)	53
Professional Piloting* (Hegis Code 5302)	54
Public Safety Technology-Fire Science* (Hegis Code 5507)	62
Welding Technology* (Hegis Code 5308)	54

Certificate Programs

Computer-Aided Design & Computer Numerical Control* (Hegis Code 5303)	55
Corrections Officer Technology** (Hegis Code 5505)	61
Digital Audio Production* (Hegis Code 5008)	55
Digital Graphic Design and Publishing* (Hegis Code 5012)	55
Early Childhood Development (Hegis Code 5503)	56
Electricity/Electronics* (Hegis Code 5310)	56
General Studies (Hegis Code 5699)	56
Individual Studies (Hegis Code 5699) ^{♦♦}	56
Information Technology (Hegis Code 5101) ^{♦♦}	57
Law Enforcement Technology* (Hegis Code 5505)	61
Machine Tool Technology* (Hegis Code 5315)	57
Medical Office Technology** (Hegis Code 5214)	57
Multimedia Production* (Hegis Code 5012)	57
Network Administration (Hegis Code 5103)	58
Office Technology (Hegis Code 5005)	58
Psychology of the Workplace (Hegis Code 5699) ^{♦♦}	58
Public Safety Technology-Fire Science* (Hegis Code 5507)	62
Special Studies (Hegis Code 5699)	59
Web Design (Hegis Code 5104)	59
Welding Technology* (Hegis Code 5308)	59

One-Plus-One Programs***

Biological Science	60
Forest Technology	
Health Information Technology/Medical Records	
Land Surveying Technology	

Unless otherwise noted, programs may be completed at either the Jamestown or Cattaraugus County Campus.

- * Program completion will require students to attend some classes on the Jamestown Campus.
- ** Program completion will require students to attend some classes on the Cattaraugus County Campus.
- *** Students spend their first year at JCC and then transfer to other colleges to complete their degree program.
- ♦♦ Program is also available online.