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PREFACE

The mission of the Office of the Registrar is (1) to provide quality and efficient service, (2) to establish a file for each regular student, (3) to maintain accurate academic records, and (4) to communicate accurate information to constituents on-campus and off-campus.

The Procedures Manual for the Office of the Registrar is provided for persons who desire information concerning operations of the Office. The Procedures Manual is updated regularly to reflect operational changes. Recommendations for identified revisions are to be submitted to personnel in the Office of the Registrar.

Vision:
Implement workable solutions to problems.

Jarvis Christian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate degree.

For information concerning regional accreditation, contact:

The Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
404679-4501
404-679-4558 (FAX)
www.sacscoc.org
Founded by the Christian Church (Disciples of Christ)
Jarvis Christian College

is

Affiliated with:
Division of Higher Education: Christian Church (Disciples of Christ), Inc.

Christian Church (Disciples of Christ) in the Southwest

Christian Church (Disciples of Christ) in Oklahoma

Christian Church (Disciples of Christ) in Arkansas

Accredited by:
The Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate Degree

Accreditation Council for Business Schools and Programs

Approved by:
Texas Education Agency
Texas Association of Colleges and Universities

Member of:
Southern Association of Colleges and Schools
Independent Colleges and Universities of Texas
American Council of Education
National Association for Equal Opportunity in Higher Education
Texas Association of Developing Colleges
The College Fund/UNCF
National Council of Educational Opportunities Association
National Collegiate Athletic Association
Association of Collegiate Business Schools and Programs

Mailing Address:
Jarvis Christian College
Post Office Box 1470
PR 7631 @ U.S. Highway 80 East
Hawkins, TX 75765-1470
A Brief History of Jarvis Christian College

Jarvis Christian College is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since its inception. The College began as Jarvis Christian Institute, modeled after Southern Christian Institute of Edwards, Mississippi. Its formal instruction program commenced January 13, 1913, with an enrollment of twelve students, all in the elementary grades.

The recorded history begins in 1904 when the Negro Disciples of Christ in Texas, in conjunction with the Christian Woman’s Board of Missions, began to plan for a school for Black youth. Financial goals were set. The Negro Disciples of Christ in Texas were to raise $1,000 for a school; the Christian Woman’s Board of Missions would contribute $10,000 if this were done. Mrs. Mary Ann Jamison Alphin took the leadership in raising the $1,000. Meanwhile, Miss Virginia Hearn, State Secretary for Women’s Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black Youth. In turn, Mrs. Jarvis worked to persuade her husband, Major J. J. Jarvis, to donate land upon which a school could be built. Major Jarvis had received the land in lieu of payment of legal fees. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman’s Board of Missions on the condition that it keep up and maintain a school for the elevation and education of the Negro race . . . in which school there shall be efficient religious and industrial training.

Inherent in the spirit of the donation was that the land would be used to educate head, heart, and hand and to produce useful citizens and earnest Christians. Although the thrust of the educational program has changed dramatically, Jarvis Christian College has continued to educate head, heart, and hand, a challenging and ambitious purpose.

Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, completed a fundraising campaign. The Black Christian churches in Texas collected $1,000. The Christian Woman’s Board of Missions contributed $10,000.

In 1912, Mr. Thomas Buchanan Frost, a graduate of Southern Christian Institute, in Edwards, Mississippi, came to serve as Superintendent. Mr. Charles Albert Berry, also, a Southern Christian Institute graduate, and Mr. Zack Howard joined him. Mr. Berry was the Principal of the school. These men and their families were the Jarvis pioneers. This small group accepted the monumental challenge of clearing the swampland and erecting the buildings for instruction to begin. The salary for Mr. Frost was a meager $300 annually. The salary for Mr. Berry was $200. They supplemented their wages with cutting and selling railroad cross-ties.

In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first President of Jarvis Christian Institute. He served in the position until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects and a Bible program were added to the curriculum.

In 1916, commercial courses were added to the curriculum. Records indicate some college work was offered as early as 1916. Notably, during its early years, Jarvis Christian Institute existed as one of the few schools available in East Texas where Black youth had the
opportunity to complete a high school education. Between 1924 and 1937, Jarvis Christian Institute was the only accredited high school for Blacks in the Hawkins area.

In 1927, junior college courses were added to the curriculum. Ida Van Zandt Hall for women was completed. The structure housed 120 occupants. That same year, a central deep-water well system was installed and a campus power plant began operating.

In 1928, Jarvis Christian College was incorporated as a college and a governing body was established in 1929. The Texas Advisory Board, with membership consisting of prominent members of the Christian Church, advised the College on policy and operated under the auspices of the Home Department of the United Christian Missionary Society of Indianapolis, Indiana. As such, Jarvis was a mission institution. This designation would not end until 1958 when the Texas Advisory Board was replaced with the creation of an eighteen-member board, which operated under the Board of Higher Education of the Disciples of Christ and the Board of Fundamental Education of the Christian Church. Mr. J. L. Lancaster, a member of the Texas Advisory Board and President of the Texas and Pacific Rail Road, had a railroad station built across U.S. Highway 80. The “Jarvis” station was in operation until 1951.

Also in 1929, Miss Venita Carney (later Waddleton) arrived from Topeka, Kansas, to teach commercial subjects. In 1932, she took on the additional responsibilities of being the College Registrar and Secretary to the President. Mrs. Waddleton served as the Registrar until her retirement in 1979. She worked with seven presidents: J. N. Ervin, Peter C. Washington, John B. Eubanks, Cleo W. Blackburn, John O. Perpener, John Paul Jones, and Earl W. Rand. Her tenure at the College remains the longest of any other person.

President James Nelson Ervin died after suffering a stroke in 1938. That same year, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second President of Jarvis Christian College.

The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College proposes to offer “...practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...”

In 1949, Dr. Peter C. Washington resigned and Dr. John Bunyan Eubanks assumed administrative duties as Executive Vice-President of Jarvis Christian College.

In 1950, Jarvis Christian College was placed on the “Approved List of Colleges and Universities for Negro Youth.” This was the only regional accreditation available to Black colleges in the South.

Dr. John Eubanks was named the third President of Jarvis Christian College in 1951. He served until 1953. During his administration, the Southern Association of Colleges and Schools re-approved Jarvis Christian College and the quarter-hour system was introduced. Dr. Eubanks is credited with the introduction of a general education program and additional innovations that hastened recognition of Jarvis Christian College by the Southern Association of Colleges and Schools. In 1953, Dr. John Bunyan Eubanks resigned as president to pursue a career with the federal government in Southeast Asia.
Dr. Cleo Walter Blackburn became the fourth President of Jarvis Christian College. Previously, Dr. Blackburn had served as advisory consultant to president Eubanks.

In 1958, the Texas Board of Trustees and the Department of Institutional Missions of the United Christian Missionary Society was replaced with an autonomous Board.

Dr. Cleo W. Blackburn resigned to pursue a ministerial position in Indiana. His presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University, in Fort Worth, Texas, in 1964, through a “Memorandum of Understanding” (revised, 1965; reaffirmed, 1969; discontinued in 1976).

In 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, *Fundamental Education* and the Agro-Industrial offerings were eliminated as components of the educational program.

In 1966, Dr. Perpener became the fifth President of Jarvis Christian College and was the first alumnus to be appointed to that office. The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges and achieved membership in the Southern Association of Colleges and Schools.

Dr. Perpener resigned in 1971 to take a position in Washington, D.C., and Dr. John Paul Jones was named Acting President. The Southern Association of Colleges and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. The Advanced Summer Enrichment Program was begun in 1976. The major focus of this program for entering freshmen is an academic introduction to college. After the resignation of Dr. Jones in 1976, Dr. Earl Wadsworth Rand, an alumnus and a former Dean of Academic Affairs, became the seventh president of Jarvis Christian College.

Dr. E. W. Rand, retired on December 1, 1979, and Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian College, became the eighth president of Jarvis Christian College on January 1, 1980. Dr. Berry resigned as president, effective with the close of the 1988 spring semester.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. He tendered his resignation at the close of the 1990 spring semester.

Dr. Sebetha Jenkins became the tenth president of Jarvis Christian College on January 1, 1991. During the Jenkins’ administration, Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993. Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 2003. Dr. Jenkins retired at the close of the 2008 spring semester.

On January 1, 2009, Dr. Cornell Thomas became the eleventh president of the College. His tenure as president ended December 2011.
Dr. Lester C. Newman became the twelfth president of Jarvis Christian College on April 2, 2012.

MISSION STATEMENT

Jarvis Christian College is a historically Black liberal arts, baccalaureate degree-granting institution affiliated with the Christian Church (Disciples of Christ). The mission of the College is to prepare students intellectually, through academic programs that promote excellence in teaching and learning; socially, through student-centered support programs that encourage positive and constructive communication among peers, faculty, and staff; spiritually, through programs that stimulate spiritual growth and worship; and personally, through interaction that fosters self-development and maturity. The mission further seeks to prepare students for professional and graduate studies, productive careers, and to function effectively in a global and technological society.

ORGANIZATIONAL CHART
For The Office of the Registrar

- Office of the President
  - Office of the Vice President for Academic Affairs
    - Office of the Registrar
GENERAL INFORMATION

Class Rosters
Class rosters are computerized. Faculty members are to verify that the names of all students attending class appear on the class rosters by generating an undated computerized roster list each class meeting during the ADD/DROP week.

Should a student be in attendance and not appear on the computerized class roster, the faculty should (a) have the student double check his/her schedule to ensure correct enrollment in that course; (b) if a currently printed student schedule indicates that the student is currently enrolled in the course and does not appear on the electronic version of the faculty’s roster, the student should be referred to the Office of the Registrar, the Office of Financial Aid, and/or the Business Office to resolve the reason for not appearing on the faculty’s class roster.

Students who have not reported to class by the end of the ADD/DROP period (12th day of class) will be reported by the faculty to the Office of the Registrar by the end of business on the fifty day of class for deletion of said non attending student from the faculty roster.

All holds are to be resolved before the 12th day of class. Should these matters not be resolved by the 11th day of class, the student will not be registered for that academic semester.

Recording Grades
Faculty members enter mid-semester and final grades electronically. The exception is the submission of final grades for graduating seniors. Faculty members submit grades on a grade sheet, which has graduating seniors identified.

Change of Grade
It is normally assumed that grades are accurate when submitted to the Office of the Registrar and that these will not be changed. In the rare event of an error in computation or recording, however, the following procedure is followed: a grade change is submitted on the appropriate grade change form signed by the instructor, department/division chair and the chief academic officer. The grade change is not official until the appropriate form reaches the Registrar’s Office and the change is recorded. In the rare event personnel in the Office of the Registrar records the wrong grade, the grade is corrected. No grade of change form is needed.

Changes in Registration
Changes to a student’s schedule are initiated by the student or advisor and the Change of Schedule form (see Appendix) is submitted to the Office of the Registrar for the needed changes to be placed on computer. A revised schedule with indicated changes is given to the student and distributed to others, as needed. A student who wishes to change his/her schedule after completing registration must secure forms specifically provided for that purpose. Normally, a course change is attended to in person and not by mail or by proxy. These changes may be under the following conditions:

1. Adding courses: in adding courses, the student is to obtain the signature of the instructor or faculty advisor. Normally, no courses may be added after the official “Change of Schedule” period.
2. Dropping courses: a student may drop a course with the approval of the instructor or faculty advisor. Normally, no courses may be dropped after the official “Change of Schedule” period.

The above does not apply in cases where scheduled classes are discontinued by the College. Once a student has registered for a course, the student may not drop courses without the approval of the class instructor or advisor.

**Withdrawing From Courses**

Course withdrawals are initiated using the **Course Withdrawal Form** (see Appendix). The form is signed by the student and deposited in the Office of the Registrar for placement on computer. A student may withdraw from a course until the time designated by the College with a grade of \( W \). The student is not permitted to withdraw from a course after the time designated. A grade of \( F \) will be recorded for a student who unofficially withdraws from a course. After the last day to change a schedule an instructor must give the student a letter grade. Course withdrawal forms may be procured from the division offices and the Office of the Registrar. Faculty have the option of “administratively withdrawing” students (see Appendix). Extemporaneous circumstances are reviewed.

**Withdrawal from the College**

A student who wishes to withdraw from the College before the end of a semester must make an official request for withdrawal through the Office of Student Affairs and must complete the **Request for Withdrawal** form (see Appendix) and obtain signatures of appropriate administrative officials. After the student obtains the signatures of the designated administrative officers and the form has been processed in the Office of the Registrar, the withdrawal is considered official. A grade of \( W \) becomes the final grade. A \( W \) is not computed in the average. Students who leave the College during a semester, but fail to withdraw officially, are assigned grades of \( F \) for the courses in which they are enrolled.

**Substitution of Courses**

If, for good and sufficient reasons, it becomes necessary for students to substitute courses in their prescribed program, they are to secure the “Application for Course Substitutions and/or Course Waivers” form in the Office of Academic Affairs or Office of the Registrar and secure the approval of their advisor, area head/division chair, and Office of Academic Affairs. Only when the form has been processed and filed in the Office of the Registrar are the substitutions official.

**Enrollment Certification**

Upon request enrollment certification is given after students have verified their schedules for the semester. This is normally after the 12th day of class.

**Personal Data Changes**

**Name Change**

The College maintains student information according to the student’s legal name of record. Students desiring a change of name must submit proof of new name, such as a court order document, along with updated Change of Data Form (see Appendix). For married name changes, students must present a copy of the marriage license or the divorce decree, along with a new social security card confirming the name change. All other name changes must be
substantiated by a court order. The form must be accompanied with proper identification (i.e. school issued identification card).

**Address Change**
To avoid missing periodic mail-outs by the College, students must keep on file in the Registrar’s Office a current local and permanent address. Students who move during a semester should come to the Registrar’s Office and complete a Change of Data Form. The form must be accompanied with proper identification (i.e. school issued identification card).

**Transcript Evaluation**
Upon request, courses transferred from other colleges/universities are evaluated and recorded on a form in the Office of the Registrar.

Quarter hours are converted to semester hours using the *Conversion of Quarter Hours to Semester Hours Chart.*

Credits transferred are usually limited to 90 semester hours. The last 30 semester hours, prior to graduation, are to be completed at Jarvis Christian College.

**Distance Learning Courses**
A student in residence at this institution will be permitted to receive credit for distance learning courses only when the Office of Academic Affairs has granted written permission. Each request made by a student for credit in courses taken by distance learning will be considered on its own merits.

No more than 12 semester hours of credit taken in distance learning coursework may be applied toward the requirements for an undergraduate degree.

Since the last 30 semester hours of credit for a degree must be taken in residence, no credit earned through distance learning may be applied toward the requirement for a degree if taken after the student has earned 90 semester hours of credit applicable toward the requirement for a degree unless approved by the Vice for Academic Affairs.

**Credit**
Credit for academic work is measured in semester credit hours. A credit hour is defined (July 1, 2011) as not less than one hour of classroom or directed faculty instruction and a minimum of two hours of out of class student work each week or a equivalent amount of work.

**Credit Hour Load**
A minimum of 12 and a maximum of 18 semester hours of class and laboratory work, exclusive of choir, constitute a normal load for a full time student during a semester.

A Student who carried a normal load or an overload during the preceding semester and earned a “B” average may be permitted to carry a maximum load of 19 semester hours.

A student who has an over-all average of “B” may, under exceptional circumstances, be permitted to carry an overload not to exceed 21 semester hours during the final semester of the senior year.
Grade Appeal
A student may appeal a final grade given by an instructor in cases where he or she believes the grade awarded is inconsistent with the announced grading policy. The student is responsible for initiating the procedure in the following manner:

The student must contact the faculty member in writing within two weeks of the grade assignment. This letter/email should include the following:

1. Student name
2. Identification number
3. Course number, section and title
4. Semester in which the course was taken
5. Reason for the appeal

The student and faculty member will review and explain the criteria for the assignment of grades as established in the course syllabus, as well as the student’s performance. Should the student be dissatisfied with the discussion with the faculty member, the student may take the case to the appropriate Director of Faculty/Director of Adjunct Faculty. If after discussion with the Director and faculty member, the student is still dissatisfied, the next recourse of appeal is to the Vice President for Academic Affairs. At each administrative level of the appeal process, an attempt will be made to resolve the issue. If resolution results in a grade change, the requisite GRADE CHANGE form should be completed by appropriate faculty, signed by the Vice President for Academic Affairs, and received in the Registrar’s Office for processing.

Mid-Semester Grades
Mid-semester grades are entered into the computer by the respective instructor. In some instances, personnel in the Office of the Registrar will enter grades. Incomplete grades are not reported for mid-semester. Mid-semester grades are checked manually to assure accuracy. Mid-semester grades are available to students electronically. Those students who have signed the “Authorization for Receiving Grades” form will have their mid-semester grades mailed to whomever the student designates.

Final Semester Grades
Final grades for the semester are entered in the computer by the respective instructor. In some instances, personnel in the Office of the Registrar will enter grades. Final grades are checked manually to assure accuracy. Those students who have signed the “Authorization for Receiving Grades” form will have their final semester grades mailed to whomever the student designates. An incomplete (I), which may only be submitted at the end of a semester, must be accompanied by an “Analysis of Incomplete Work”, which is to include all information needed to remove the incomplete. An incomplete is to be removed by mid-semester of the next semester the student is enrolled.

Grade Distribution
The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on-line at the end of each semester. Grades are accessed on the Jarvis website through the JCC Web. Mid-semester and final grades are mailed to the parents of students who have signed an “Authorization for Receiving Grades”.

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Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
<th>Grade Point Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>*I</td>
<td>Incomplete (not computed in GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Administrative withdrawal (not computed in GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew (not computed in GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit (not computed in GPA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (not computed in GPA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This grading scale will be followed unless otherwise noted in course syllabus.

*“I”—A grade of “I” may be assigned as a grade under special circumstances. A grade of “I” may be assigned to allow a student who had a passing grade at the time of final grade assignment to complete the course in a relatively short period of time. Guidelines for conditions warranting an “I” include:

a) Prolonged illness;
b) Documented personal emergencies preventing completion of final work, including examinations;
c) Extenuating circumstances that have prevented completion of final papers or project.

The issuance of an “I” is a decision made by the instructor after conferring with the student. Incomplete course work must be completed no later than 8 weeks in the next semester of enrollment. If the work has not been completed by this time, the “I” will become the passing grade that the student had in the course prior to the issuance of the incomplete. The instructor of record is responsible for filing the required documentation of terms of the incomplete with the Office of the Registrar within three days of submission of final grades for the semester and providing the following:

a) Grade student had at time of grade assignment;
b) Circumstances warranting the granting of a grade of incomplete;
c) Written guidelines of work lacking and date due;
d) Faculty and student signature and date of agreement;
e) Copy of course syllabus.

Permanent Record

Each enrolled student has a permanent record on file in the Office of the Registrar. Most student files are kept in fireproof files and/or in a fireproof room. Files are maintained in alphabetical order.

The permanent records for graduates of the College are filed in the vault. The permanent records for ex-students are filed designated for non-graduates. Currently enrolled student records are filed in the active/current student file.
The permanent record for each student consists of:
- The Jarvis Christian College transcript
- Application for Admission to Jarvis Christian College
- High School Transcript/GED
- Other College Transcript(s), as applicable
- Test Scores, as applicable
- Grade Change Forms, as applicable
- Official Name Change, if applicable
- Letters of Probation, Suspension or Expulsion, if applicable
- Declaration of Major/Minor

**Release of Transcript**
The cost ($3.00) of an official/unofficial transcript is payable by credit card, cash, money order or cashier’s check. Transcripts cannot be released if account balances have not been satisfactorily settled with the College or if the student is in loan default. Individuals off campus requesting transcripts are encouraged not to send cash through the mail.

Current students and non-current students are able to request a transcript using the Jarvis website. Transcripts requests must be in writing as student information is not to be released without the written permission of the student per the *Family Educational Rights and Privacy Act of 1974* (see Appendix).

Official transcripts which bear the signature of the issuing officer and the College Seal are issued to agencies, institutions, or designated officials upon request by the student. However, a student may request and receive an unofficial transcript or a student may print his/her transcript from the Jarvis website. Sealed official transcripts are issued to students. Written requests for transcripts are to be addressed to:

Office of the Registrar  
Jarvis Christian College  
Post Office Box 1470  
Hawkins, TX 75765-1470

If requested on-line, the transcript request is fax to 903-769-1282 or e-mailed to Registrar.

**Degree Plan**
A degree plan is prepared, by the student’s advisor, for each student and approved by the appropriate College officials. Each student is responsible for completing the courses designated on the approved degree plan.

**Repeated Course Work**
An “R” is indicated on transcripts for repeated coursework. The repeated course grade is computed in the GPA, and not the initial grade. An asterisk (*) appears by the initial grade, which remains on the transcript.
Transfer of Courses
Jarvis Christian College accepts all transfer course work from other accredited institutions. However, students must complete the last 30 semester hours of course work in residence. Hours earned that are equivalent to courses offered at Jarvis Christian College are substituted when the degree plan is prepared with the major advisor. Courses that are not equivalent to courses required for the prescribed degree are indicated on the degree plan as electives.

Exceptions may be made at the discretion of the Vice President of Academic Affairs.

Auditing
A student may audit a course by paying $10.00 per semester hour and any special charges assessed. The student must indicate, at the time of registration, the intent to audit. A course that is audited does not yield credit. It is merely indicated on the student’s transcript.

Credit by Examination
Credit is granted to individuals who achieve satisfactory scores on an examination from the College Level Examination Program (CLEP). There are general examinations and subject examinations. The College offers the opportunity for advanced placement. Applications and instructions are available at the Counseling and Testing Office. It is possible to receive a maximum of eighteen semester hours of college credit through CLEP. Under the advanced placement policy, regular tuition charges are waived.

Graduation under a Particular Catalog
A student is entitled to graduate under the provisions of the catalog in effect at the time of initial entry. However, the following exceptions apply:

(a) If changes occur in the program of study being pursued, the advisor and the Office of Academic Affairs will assist the student in selecting appropriate course substitutions.

(b) If a student remains out of school for ten years after initial entry and if the program of study has changes, the student will be governed by the catalog in effect at the time of re-enrollment.

Military Credit
Military credit is granted according to the recommendations of the American Council on Education. Individuals must present official documents before an evolution will be made.

Requirements for Graduation
Although students traditionally complete requirements for graduation in eight semesters, many students find it is necessary to extend their undergraduate program to nine or ten semesters, depending on preparation for college, degree program, change of major or for any other number of reasons.

Candidates for the Bachelor’s degree must meet the following requirements:

1. Completion of a minimum of 124 (prior to entering fall 2009 and 120 if enrolling fall 2009 and thereafter) semester hours.
2. A minimum cumulative grade point average of 2.00 (C).
3. Completion of the last thirty hours in residence.
4. Approval by the faculty for graduation.
5. Two semesters of assembly attendance.

**Graduation with Honors**
Students who have completed their last year of work in residence and have maintained cumulative grade point averages as indicated below are eligible for honors at graduation.

- **Cum Laude**………………………3.25 – 3.49
- **Magna Cum Laude**………………3.50 – 3.79
- **Summa Cum Laude**………………3.80 – 4.00

**Commencement**
Degrees at Jarvis Christian College are conferred in May. Transcripts carry the date on which requirements for the degrees were satisfied. Candidates completing degree requirements at the close of the spring semester are expected to participate in commencement exercises. Candidates who complete degree requirements at the close of the first semester or at the end of a summer session may have their degrees conferred in absentia.
ASSESSMENT PROCESS

The assessment process in the Jarvis Christian College Office of the Registrar is a collaborative effort, with the Office of Academic Affairs and the Office of Information Technology, to implement and improve services and technologies that will meet the demands and expectations of the College community on campus and off-campus agencies. Utilizing in-office and website surveys to acquire information and suggestions, the Office of the Registrar will, where appropriate and feasible, modify existing operations and procedures to better meet identified constituent observations/survey responses.

The institutional effectiveness plans are aligned to coincide with the Jarvis Christian College campus-wide institutional effectiveness plan.

Outcome: #1 - Transcripts

The Office of the Registrar will effectively process on-line requested transcripts in a timely manner.

Measure: #1.1
Former or current students will indicate on the Registrar’s Survey that they were able to acquire a transcript requested on the JCC website the first time he/she attempted to order/request a transcript using the JCC website.

Measure: #1.2
60% of former students responding to the Student Record’s Survey will indicate that they are satisfied with the timeframe in which the on-line transcript was requested and when it was received.

Outcome: #2 – Services

Using an in-house evaluation form, students, faculty, and staff who utilize services of the Office of the Registrar will indicate that they were satisfied with the services provided.

Measure: #2.1
Seventy-five percent (75%) of students who utilized the services will answer “positive” (satisfied and/or very satisfied) to questions about their previous semester’s experiences with the Office of the Registrar on a website survey. The survey will be posted on the JCC website thirty days after the beginning of a semester.

Measure: #2.2
Ninety percent (90%) of faculty who utilized the services during a semester will answer “positive” (satisfied and/or very satisfied) to questions about their previous semester’s experiences with the Office of the Registrar on a website survey. The survey will be posted on the JCC website thirty days after each semester begins.

Measure: #2.3
Ninety percent (90%) of staff who utilized the services during a semester will answer “positive” (satisfied and/or very satisfied) to questions about their previous semester’s experiences...
experiences with the Office of the Registrar on a website survey. The survey will be posted on the JCC website thirty days after each semester begins.

Outcome: #3 – FERPA (Family Educational Rights and Privacy Act)
First-time students, new faculty, and new staff members who receive information concerning FERPA Rules and Regulations will be able to indicate knowledge of FERPA rules and regulations.

Measure: #3.1
Sixty percent (60%) of first-time students who participate in the FERPA Rules and Regulations presentation given during orientation will be able to identify three examples of Directory Information immediately after the presentation.

Measure: #3.2
Sixty percent (60%) of first-time students who participate in the FERPA Rules and Regulations presentation given during orientation will be able to identify three examples of Directory Information a month after the presentation.

Measure: #3.3
Ninety percent (90%) of new faculty who participate in an on-line questionnaire will achieve a score of 80% or better on their first attempt at the FERPA Rules and Regulation questionnaire. The survey will be posted on the JCC website within thirty days after the opening of a semester.

Measure: #3.4
Ninety percent (90%) of new staff who participate in an on-line questionnaire will achieve a score of 80% or better on their first attempt at the FERPA Rules and Regulation questionnaire. The survey will be posted on the JCC website thirty days after the opening of a semester.

Outcome: #4
With the assistance of the Office of Information Technology, first-time students and new faculty who attend the orientation sessions will be able to demonstrate their knowledge of how to utilize the JICS system.

Measure: #4.1
Sixty percent (60%) or more of first-time students who attend the orientation sessions will register for a class using JICS.

Measure: #4.2
Sixty percent (60%) or more of first-time students who attend the orientation sessions will be able to view mid-semester grades by October 20, of the fall semester and April 15th of the spring semester.
Measure: #4.3
Ninety percent (90%) or more of first-time students who attend the orientation sessions will be able to view final semester grades by December 20th, of the fall semester and May 15th of the spring semester.

Measure: #4.4
Ninety percent (90%) or more of new faculty who attend the orientation sessions will be able to view their class rosters on JICS by September 1st, of the fall semester and January 20th of the spring semester.

Measure: #4.5
Ninety percent (90%) or more of new faculty who attend the orientation sessions will be able to input final semester grades by the indicated due date for the fall semester and the indicated due date for the spring semester.
SCHEDULED MONTHLY ACTIVITIES

August
Update office files
Hold registration for fall semester
Distribute graduation applications
Update transfer credits
Enter transfer transcript grades, as applicable

September
Process Schedule Changes
Print and distribute Student Directory
Print and distribute 12th Day Report
Update transfer credits
Enter transfer transcript grades, as applicable

October
Update incomplete grades
*Process mid-semester grades
Review mid-semester grades submitted to ensure that all grades are submitted
Notify Academic Dean of outstanding grades, as applicable
Prepare schedule for spring semester
Update transfer credits
Enter transfer transcript grades, as applicable

November
Prepare Permit to Register for spring semester
Update transfer credits
Enter transfer transcript grades, as applicable

December
Complete graduation check-list for December graduates
*Process final semester grades and provide for final grades access
Print and distribute end of semester reports
Update transfer credits
Enter transfer transcript grades, as applicable
Review final grades submitted to ensure that all grades are submitted (including incompletes)
Notify Academic Dean of outstanding grades, as applicable

January
Hold registration for the spring semester
Print and distribute 12th Day Report
Print and distribute Student Directory
Enter transfer transcript grades, as applicable
Update transfer credits

February
Complete graduate check-list for May graduates
Prepare and distribute reports for spring honors convocation
Enter transfer transcript grades, as applicable
Update transfer credits
March
Update incomplete grades
*Process mid-semester grades
Review mid-semester grades submitted to ensure that all grades are submitted
Notify Academic Dean of outstanding grades, as applicable
Prepare schedule for fall semester
Enter transfer transcript grades, as applicable
Update transfer credits

April
Prepare and distribute list of proposed graduates for faculty/Board endorsement
Identify graduating seniors and forward for final grade reporting
Strategic Area Clearances for graduating seniors
Input final grades for graduating seniors
Enter transfer transcript grades, as applicable
Update transfer credits

May
Prepare honor graduates for Commencement program
Issue graduation line-of-march to graduation candidates
*Process final grades
Complete ASEP schedule
Enter transfer transcript grades, as applicable
Update transfer credits
Review final grades submitted to ensure that all grades are submitted (including incompletes)
Notify Academic Dean of outstanding grades, as applicable

June
Hold ASEP Registration
Print and Distribute ASEP Reports and ASEP Student Directory
Enter transfer transcript grades, as applicable
Update transfer credits

July
Process ASEP grades and mail final ASEP grades to students
Print and distribute final ASEP grades and reports
Print and mail Permit to Register for fall Semester
Enter transfer transcript grades, as applicable
Update transfer credits
Review final grades submitted to ensure that all grades are submitted
Notify Academic Dean of outstanding grades, as applicable

*Faculty members enter mid-semester and final grade on computer.
APPENDICES
CHANGE OF SCHEDULE FORM

Student ID# __________________________ Date ______

Name ______________________________________

has been granted the following schedule changes(s):

<table>
<thead>
<tr>
<th>DROP</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit</th>
<th>Time</th>
<th>Day</th>
<th>Place</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
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</table>

Reason(s): __________________________________________

ADD

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Credit</th>
<th>Time</th>
<th>Day</th>
<th>Place</th>
<th>Instructor</th>
</tr>
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Total number of hours enrolled after drop/add has been completed _______

Does this change of schedule enroll the student in 20 or more hours? _____yes _____no

If YES, complete the Permission to Take Course Overload portion of this form and secure the required signatures.

PERMISSION TO TAKE COURSE OVERLOAD

Classification: _____ Major: ______________________

Grade Point Average: _____ Number of hours requested: ___ hours during the _____ 20___ semester.

Reason for requested overload: __________________________________________________________
____________________________________________________________________________________

Student Signature : __________________________________________ Date: _____________________

Approval of drop/add and/or course overload

Approved by Advisor________________________________________ Date __________

Approval of Course Overload

________________________________________ Date __________

Approved by Division Chair of MAJOR area

________________________________________ Date __________

Approved by Vice President of Academic Affairs

NOTE: A copy of the student’s current schedule must be attached to this form when requesting approval for course overload.

Change of schedule cannot be completed in the Registrar’s office without the completion of this form with appropriate signatures.

February 9, 2006
JARVIS CHRISTIAN COLLEGE
Course Withdrawal Form

Student ID#___________________________________________________                  Date_________________

Student Name _________________________________________________

has requested to be withdrawn from the following course(s):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Credit</th>
<th>Time</th>
<th>Day</th>
<th>Place</th>
<th>Instructor</th>
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</tbody>
</table>

Reason(s): ______________________________________________________

_________________________________________________________________

Advisor: ____________________________                  Student: ____________________________

Received by __________________________ and posted on ____________________________

Revised 9/11/06
COURSE WITHDRAWAL FORM FOR ADMINISTRATIVE WITHDRAWALS

TO BE E-MAILED TO THE OFFICE OF THE REGISTRAR

STUDENT NAME

STUDENT ID

DATE

_____________________________  _________________________  __________

Course Number  Section  Course Name  Instructor


Reason(s) _________________________________________________________________________________

Instructor must sign: _________________________________________________

Revised 11/6/2012
# Request for Withdrawal

**Office of Enrollment Management**

This form must be completed with the indicated signatures and returned to the Office of Student Development for distribution to the offices indicated below. Withdrawal is not official until this form is in the Office of the Registrar.

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>SS#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td></td>
</tr>
<tr>
<td>[ ] Freshman</td>
<td>[ ] Sophomore</td>
</tr>
<tr>
<td>[ ] Junior</td>
<td>[ ] Senior</td>
</tr>
<tr>
<td>[ ] Other</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Date of Withdrawal: __________ / __________

Last Date of Attendance: __________ / __________

## Student Retention

Reason given for withdrawing:

Signed: ____________________________  Date: __________ / __________

## Residence Hall Manager

Room Inspected  [ ] Yes  [ ] No

Room Damage Charges: $______

Key:  [ ] Returned  [ ] Not Issued  [ ] Not Returned

Key Replacement Charge: $______

Identification Card returned:  [ ] Yes  [ ] No  *( ) Athletic Equipment  *( ) Other

Signed: ____________________________  Date: __________ / __________

## Library

Library card and library materials returned:  [ ] Yes  [ ] No

Charges Owed: $______

Signed: ____________________________  Date: __________ / __________

## Financial Aid

Refund/repayment calculation made:  [ ] Yes  [ ] No

Remarks: ____________________________

Signed: ____________________________  Date: __________ / __________

## Federal Collection

Conference and exit interview conducted:  [ ] Yes  [ ] No

Remarks: ____________________________

Lender notified of status change:  [ ] Yes  [ ] No

Remarks: ____________________________

Student loan exit interview conducted:  [ ] Yes  [ ] No

Balance Owes: $______

Sign: ____________________________  Date: __________ / __________

## Business Office

Account cleared or arrangement made:  [ ] Yes  [ ] No

Balance Owed: $______

Signed: ____________________________  Date: __________ / __________

## Office of the Registrar

Withdrawal Form received on: ____________________________

Signed: ____________________________

A copy of this withdrawal form is to be forwarded to the following offices: Academic Affairs, Business Office, Financial Aid, Registrar, Student Affairs, Student Development, Student Housing and Vice President of the College.

*call Athletic Director/Band Director
Jarvis Christian College  
Office of the Registrar  
P.O. Box 1470 – Hawkins, TX 75765  

Change of Data Form  

<table>
<thead>
<tr>
<th>Check the Appropriate Box(es) Below</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>ID#</td>
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<tr>
<td>Address</td>
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<tr>
<td>Street</td>
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<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Cell Phone Number</td>
</tr>
<tr>
<td>Home/Other Phone Number</td>
</tr>
</tbody>
</table>

☐ Change Surname (Attach a Copy of the Official Document i.e. marriage license, divorce decree, and a new social security card)

Former (Old) Name

Current (New) Name

☐ Change Permanent Address

New Address

Street

City

State

Zip

☐ Change Mailing Address

New Address

Street

City

State

Zip

Signature

Date

Revised July 14
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The FERPA is a federal law designed to protect the privacy of a student’s educational records.

The FERPA gives certain rights to parents regarding their children’s educational records. The rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student’s education records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for a reason such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:

* School employees who have a need-to-know.
* Other schools to which a student is transferring.
* Parents, when a student over 18 is still a dependent;
* Certain government officials in order to carry out lawful functions.
* Appropriate parties in connection with financial aid to students.
* Organizations doing certain studies for the school.
* Accrediting organizations.
* Individuals who have obtained court orders or subpoenas.
* Persons who need to know in cases of health and safety emergencies.
* State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to each school.

Schools must adopt a written policy about complying with the FERPA. Schools must give the parent or eligible student a copy of the policy, on request.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY OF 1974  
(As Defined By Jarvis Christian College)

Educational records, as defined by Jarvis Christian College, include information directly related to a student and are maintained by the College. A record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records do not include:

Those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.

Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.

Employment records provided that employment is not contingent upon being a student, except in relation to the individual’s employment.

Records are revealed only to law enforcement agencies and the enforcement unit does not have access to education records.

Records collected about an individual after the individual is no longer a student at Jarvis Christian College.

Information on an individual that was obtained after the student is no longer enrolled at the College.

Jarvis Christian College provides students with the right to inspect and review information contained in their educational record. Students wanting to review their file are to make written request forty-five days prior to the request. Students may have copies made of their records with certain exceptions (e.g., a copy of academic records which have a financial “hold” or a transcript from another institution). These copies are made at the student’s expense ($3.00 for each transcript). For records including semester schedules, admission application, etc., the charge is $50.00.

Students may not inspect or review financial information submitted by their parents, confidential letters and recommendations, associated with admission, employment or job placement, or honors to which they have waived their rights of inspection, or education records containing information about more than one student. Jarvis Christian College permits access only to those parts of the record which pertains to the inquiring student.

The College is not obligated to provide review of records that were collected prior to 1975.