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**ABSTRACT**

Grade distributions were determined for 188 students enrolled at John Tyler Community College (JTCC) in fall 1985, who completed high school in spring 1985. Analyses, which focused on high school attended, courses for which grades were recorded, and status and curriculum of the students, revealed the following: (1) over one-half of all grades received were passing, representing a slight improvement over the grades of first-time students in 1984; (2) almost one-fourth of the grades were recorded in developmental English, reading, and mathematics; (3) of the first-time students enrolled in developmental courses, 50% were given satisfactory ratings, 41% were designated to re-enroll to complete course requirements, 5% received unsatisfactory ratings, and 3% withdrew from developmental classes; (4) the largest number of failing grades were recorded in business administration, accounting, data processing, English, and secretarial science; and (5) 100% passing grades were recorded in air conditioning, architecture, arts, electronics, engineering, French, funeral services, German, natural sciences, Spanish, and word processing. Data are presented by high school of attendance. (EJV)

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PROGRESS REPORT  
TO  
HIGH SCHOOL COUNSELORS

GRADE DISTRIBUTION FOR FALL QUARTER STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
WHO COMPLETED HIGH SCHOOL IN THE SPRING 1985

ED274409

JC 860 543

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## TABLE OF CONTENTS

	<u>Page</u>
I. Executive Summary . . . . .	5
II. Chesterfield County Graduates	
. Clover Hill . . . . .	15
. Lloyd C. Bird . . . . .	17
. Manchester . . . . .	19
. Matoaca . . . . .	21
. Meadowbrook . . . . .	23
. Midlothian . . . . .	25
. Monacan . . . . .	27
. Thomas Dale . . . . .	29
III. Other High Schools	
. Amelia County (and Amelia Academy). . . . .	33
. Charles City County . . . . .	35
. Colonial Heights . . . . .	37
. Dinwiddie . . . . .	39
. Hopewell . . . . .	41
. Isle of Wight (Tidewater Academy) . . . . .	43
. Petersburg . . . . .	45
. Bollingbrook Day School . . . . .	47
. Gibbons . . . . .	49
. Prince George . . . . .	51
. Richmond (Armstrong, John F. Kennedy and Thomas Jefferson) . . . . .	53
. Sussex County . . . . .	55
IV. Findings and Recommendations . . . . .	59
V. Appendix	
. 1985 Graduates By Sex Who Enrolled at JTCC, Summer 1985 . . . . .	63
. 1985 Graduates By Sex Who Enrolled at JTCC, Fall 1985 . . . . .	64
. 1985 Graduates By Sex Who Enrolled at JTCC, Winter 1986 . . . . .	65
. Key to Course Names . . . . .	66
. Curriculum Definitions . . . . .	67

## EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

Grade distributions were requested for 188 Fall Quarter 1985 students enrolled at John Tyler Community College who completed High School in the Spring 1985. Upon reviewing the grade distributions, it was found that over one-half of the grades received were passing (A, B, C, and D). Of the other grades received, 24 percent were satisfactory (S's), 9 percent were R's (Re-enrolled) and 1 percent was U's (Unsatisfactory). Course withdrawals (W's) accounted for 8 percent, failures (F's) for 5 percent and incompletes (I's) totaled less than 1 percent.

Developmental English, Reading and Mathematics accounted for almost one-fourth of all the grades recorded for first-time students. Of these courses, 50 percent of the grades were S's, 41 percent were R's, 5 percent were U's, and 3 percent were W's.

The line graphs included in this report illustrate a bimodal distribution for all first-time students. The grades of A, B, C, D, and F constitute a normally distributed curve (with C as the average grade). A second distribution showing the grades R, S, W, and U is displayed (with S as the average grade).

A description of each high school in the JTCC service area (and some outlying areas) is presented. In addition to grades and courses, the status and curriculum of the students are also given. Where significant, comparisons of the high schools are made with the total population of first-time student grades.

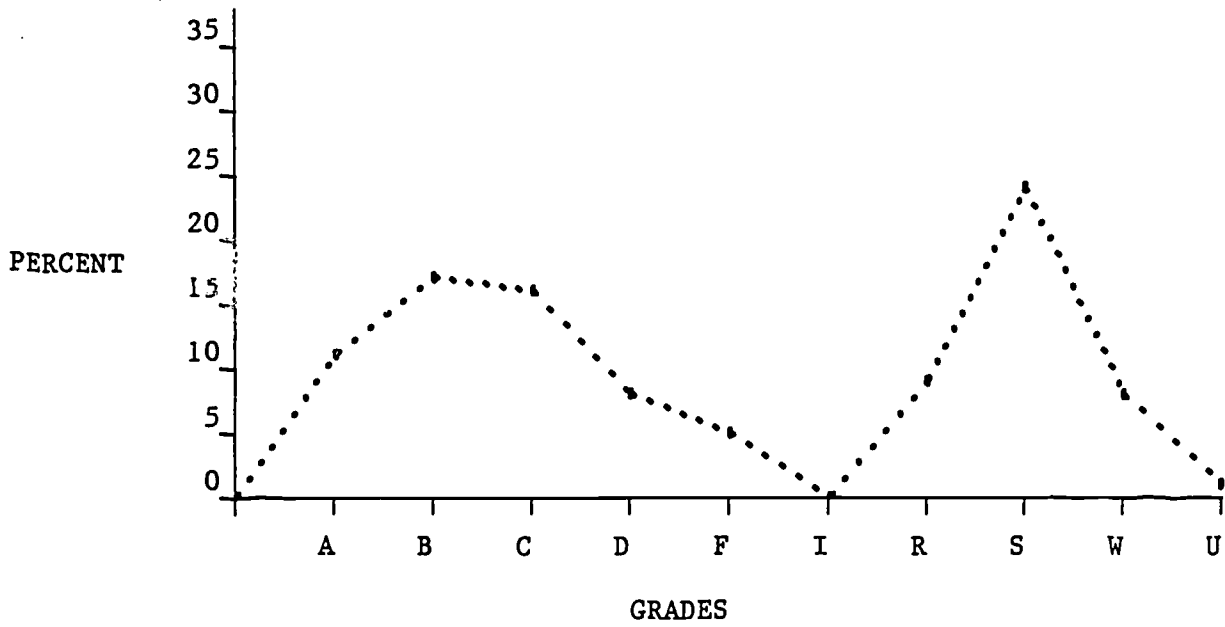
Principal findings include:

1. Over one-half of all grades received were passing (A, B, C, and D), which is slightly higher than the group of first-time students last year.

2. Almost one-fourth of the grades were recorded in developmental English, Reading, and Mathematics.
3. First-time students who were enrolled in developmental courses received the following grades: 50 percent were given satisfactory ratings, 41 percent were designated to re-enroll to complete course requirements, 5 percent were unsatisfactory, and 3 percent withdrew from developmental classes.
4. A large percentage of grades were recorded in developmental English, Reading and Mathematics for high school graduates from the following schools: Colonial Heights (25 percent), Dinwiddie (30 percent), Hopewell (28 percent), Matoaca (27 percent), Petersburg (32 percent), and Sussex (37 percent). Note: Sample size is an important factor in the interpretation of these data.
5. The largest number of failing grades (F's) were recorded in the following areas: Business Administration, Accounting, Data Processing, English, and Secretarial Science.
6. The largest number of withdrawals (W's) were recorded in the following areas: General 100 - Orientation, Accounting, and Secretarial Science.
7. The following areas recorded 100 percent passing grades by students: Air Conditioning, Architecture, Arts, Electronics, Engineering, French, Funeral Services, German, Natural Sciences, Spanish, and Word Processing.
8. The largest number of first-time students were enrolled in the

following curriculums (excluding unclassified): Business Administration - A.S. (20 students), Business Management - A.A.S. (12 students), Electronics - A.A.S. (12 students), and Data Processing - A.A.S. (11 students).

9. Thirty-nine percent of the graduates were enrolled as unclassified students in the Fall 1985.



DISTRIBUTION OF TOTAL GRADES  
OF FIRST-TIME STUDENTS  
FALL 1985

<u>GRADE</u>	<u>N</u>	<u>%</u>
A	78	11
B	119	17
C	109	16
D	53	8
F	34	5
I	3	*
R	60	9
S	161	24
W	53	8
U	8	1
Total	<u>678</u>	<u>99**</u>

\*Less than 1 percent  
\*\*Rounding Error



GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

	A	B	C	D	F	I	R	S	W	U	TOTAL
ACCT	5	1	4	1	4				4		19
ADJU	3	3	1						1		5
AIRC			1	4							8
ARCH	2	3	4								9
ARTS		2	1	1							4
AUTO		2	1	1					1		5
BIOL		1	1	2	2				1		7
BUAD	7	6	5	3	3	1			3		28
CHEM	1	1	1			1			1		5
DAPR	4	6	5	3	5				2		25
DRFT	2	1	1		2				1		7
ECON			1		1				1		3
EDUC	3	3	2						1		9
ELEC	5	6	3								14
ENGL	5	19	28	8	5				3		68
ENGR	10	17	2								29
FREN	1		1								2
FNSV		1	3								4
GENL								87	12		99
GERM		1									1
GOVT			2	1	1						4
HIST		3	10	6					5		24
HLTH	1										1
HMSV	2	2	3	1	1						9
INDT	3	1	3			1					8
MATH	5	7	8	6	2				1		29
MECH	3	1	2						1		7
NASC		1	1	4							6
PHTG	1	1			1				1		4
PHED	10	2							2		14
PHYS		2	2		1						5
PSYC	2	9	6	5	2				2		26
SECR	1	8	2	2	3				4		20
SOCI	1		3	4	1						9
SPAN		1		1							2
SPDR		1	1						1		3
WOPR	1	7	1								9
DEVELOPMENTAL COURSES**											
ENGL01							18	21	2	2	43
ENGL08							13	15	1	1	30
MATH01							6	12		1	19
MATH05							7	5		2	14
MATH06							12	17	1	2	32
MATH07							1	1	1		3
MATH33							3	3			6
TOTAL	78	119	109	53	34	3	60	161	53	8	678
%	11	17	16	8	5	*	9	24	8	1	

\*Less than 1 percent

\*\*Developmental Courses Taken by All First Time Students - 22 percent

CURRICULUM OF  
FIRST-TIME STUDENTS  
FALL 1985

Unclassified	Upgrading Skills	19
	Developing Skills	13
	Career Exploration	5
	Personal Satisfaction	6
	Non-degree Transfer	13
	Pending Curriculum	8
	Restricted Enrollment	<u>9</u>
	Total	73 (39%)
College Transfer	Liberal Arts	4
	Business Administration	20
	Education	1
	General Studies	7
	Science	<u>0</u>
	Total	32 (17%)
Occupational/Technical	Accounting	3
	Architecture	6
	Automotive	0
	Beverage Marketing	0
	Business Management	12
	Data Processing	11
	Electronics	12
	Engineering	3
	Funeral Services	2
	Human Services	4
	Instrumentation	1
	Nursing	1
	Police Science	4
	Secretarial Science	<u>6</u>
	Total	65 (34%)
Certificate	Automotive Diagnosis	1
	Building Construction	0
	Career Studies	7
	Child Care Aide	4
	Clerk Typist	1
	Machine Shop	5
	Teacher Aide	0
	Welding	<u>0</u>
	Total	18 (9%)
Grand Total		188 students

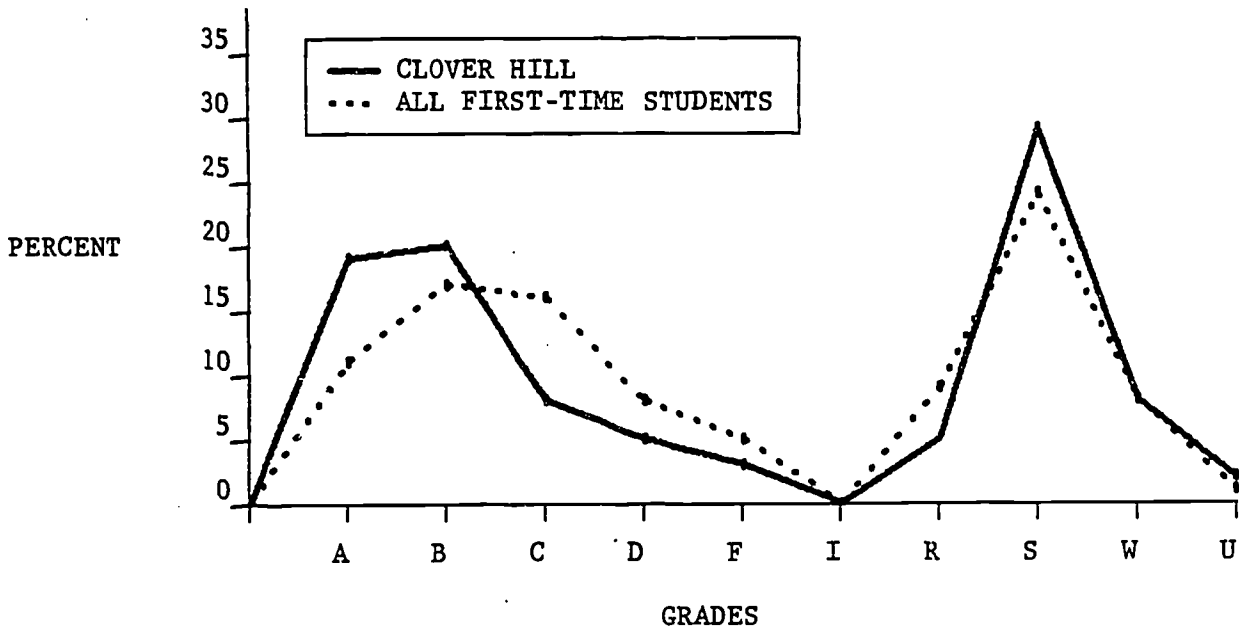
STATUS OF  
FIRST-TIME STUDENTS

	<u>N</u>	<u>%</u>
Full-time	112	59
Part-time	<u>76</u>	<u>40</u>
Total	188	99*

\*Rounding Error

CHESTERFIELD COUNTY

1. Clover Hill
2. Lloyd C. Bird
3. Manchester
4. Matoaca
5. Meadowbrook
6. Midlothian
7. Monacan
8. Thomas Dale



	<u>N</u>	<u>%</u>	<u>Clover Hill</u>
A	17	19	<p>Twenty-six Clover Hill graduates attended JTCC this fall (26) compared to 9 graduates last fall, which represents a 189 percent increase. Fifty-two percent of all grades received by Clover Hill graduates were passing (A, B, C, D), which is identical to the total group of first-time students. A slightly higher percentage of A's, B's, and U's were received by Clover Hill graduates than were received by the total group. The next page gives a breakdown of grades by subject areas, the curriculum of the students and their status.</p>
B	18	20	
C	7	8	
D	5	5	
F	3	3	
I	0	-	
R	5	5	
S	26	29	
W	7	8	
U	<u>2</u>	<u>2</u>	
	90	99*	

\*Rounding error  
 26 students  
 (9 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

CLOVER HILL	A	B	C	D	F	I	R	S	W	U
ACCT	1									
ADJU	1								1	
ARCH			1							
BUAD		1	1							
CHEM		1							1	
DAPR	1		1							
DRFT									1	
ECON									1	
EDUC		2							1	
ELEC	1	2								
ENGL	2	3	3		1					
ENGR	4	1								
FREN	1									
GENL								11	2	
HIST				3						
MATH	2	1		1						
PHTG		1			1					
PHED	3									
PHYS		2								
PSYC		2	1	1						
SECR		1								
SOCI	1				1					
WOPR		1								
DEVELOPMENTAL COURSES										
ENGL01							2	3		1
ENGL08							1	2		
MATH01								2		
MATH05								1		
MATH06							2	5		1
MATH07								1		
MATH33								1		
TOTAL	17	18	7	5	3	0	5	26	7	2

26 Students

Status  
15 Full-time  
11 Part-time

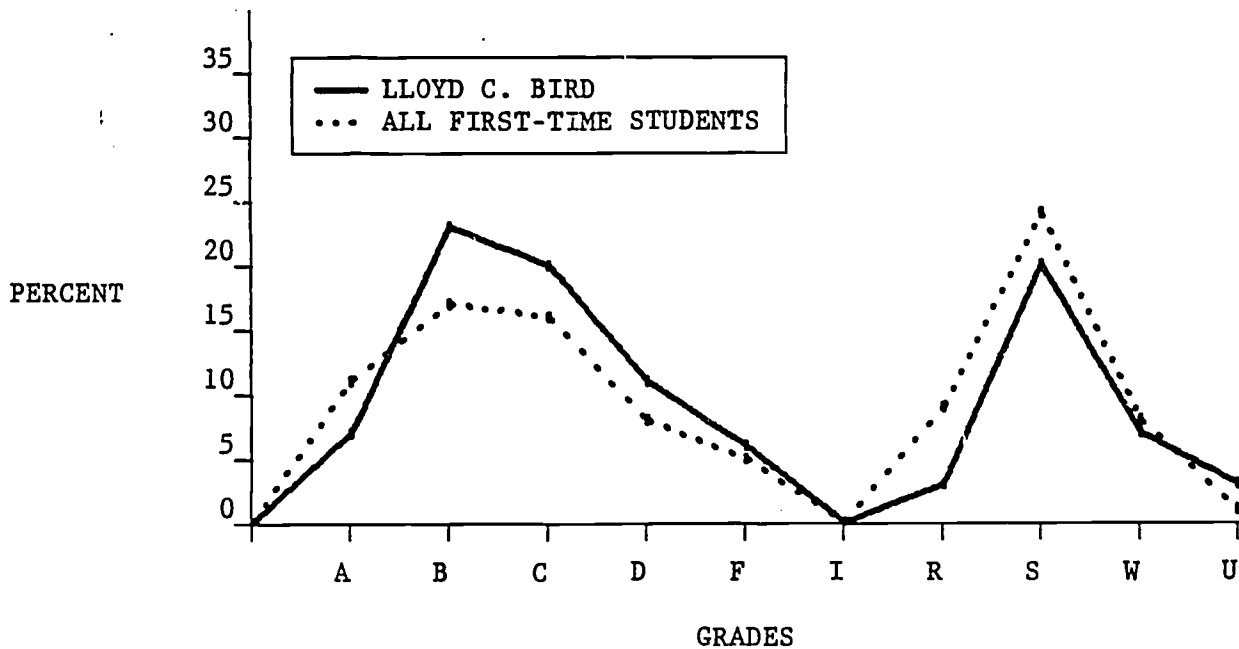
CURRICULUM OF STUDENTS

Unclassified: Developing skills (3), Upgrading skills (2), Personal Satisfaction (1), Pending Curriculum (1)

College Transfer: Business Administration (5), General Studies (1), Liberal Arts (1)

Occupational/ Technical: Architecture (1), Electronics (5), Management (2), Police Science (1)

Certificate: Career Studies (2), Child Care Aide (1)



	<u>N</u>	<u>%</u>	<u>Lloyd C. Bird</u>
A	5	7	A higher percentage of passing grades (A, B, C, and D) were received by Lloyd Bird graduates during Fall 1985 than by all first-time students (61 percent for Bird compared to 52 percent for total group).
B	16	23	
C	14	20	
D	8	11	
F	4	6	Developmental course grades comprised only 13 percent of all grades, in comparison to 22 percent for all first-time students grades.
I	0	-	
R	2	3	The percentage of R's and S's were less than the total group, while W's and U's were similar to the overall group. Refer to the next page for the breakdown of grades.
S	14	20	
W	5	7	
U	<u>2</u>	<u>3</u>	
	70	100	

18 students  
(22 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

LLOYD C. BIRD	A	B	C	D	F	I	R	S	W	U
ACCT			1						1	
ADJU		1								
BUAD	1				1					
DAPR					2					
EDUC			1							
ELEC	2		1							
ENGL		4	3	2					1	
ENGR		4	2							
GENL								10		
GOVT			1							
HIST			1						1	
HMSV		1	1							
MATH	1		1	1						
NASC		1		1						
PHED		1							1	
PSYC		2		1	1					
SECR	1			1						
SOCI			1	2						
SPDR			1							
WOPR		2								
DEVELOPMENTAL COURSES										
ENGL01								2		1
ENGL08							1			
MATH05								1		1
MATH06								1	1	
MATH33							1			
TOTAL	5	16	14	8	4	0	2	14	5	2

18 Students

Status  
10 Full-time  
8 Part-time

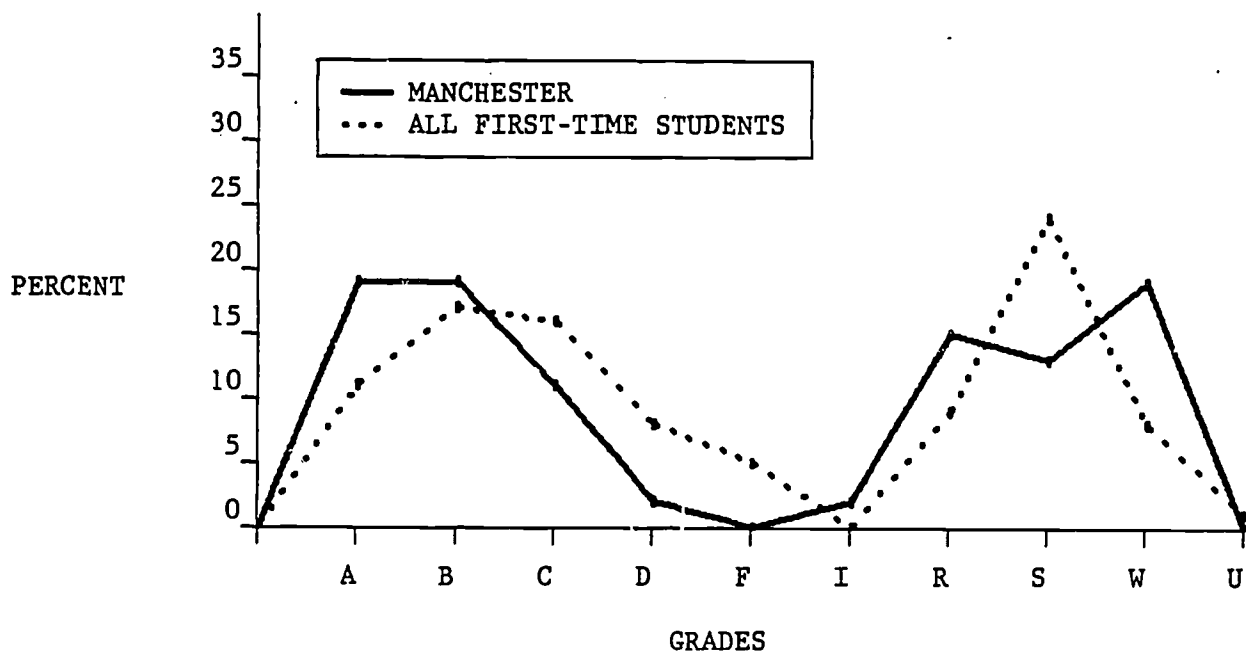
CURRICULUM OF STUDENTS

Unclassified:      Developing Skills (1), Career Exploration (1), Pending Curriculum (1), Personal Satisfaction (3), Restricted Enrollment (2), Transfer (1)

College Transfer:      General Studies (3)

Occupational/  
Technical:      Data Processing (2), Electronics (1), Human Services (1), Instrumentation (1), Police Science (1)





	<u>N</u>	<u>%</u>	<u>Manchester</u>
A	9	19	Slightly over 50 percent of all grades received by Manchester High School graduates were passing (A, B, C, or D). An item to be noted is that none of the grades received were F's, compared to 5 percent for all first-time students.
B	9	19	
C	5	11	
D	1	2	
F	0	-	Of the nine developmental courses in Math and English in which grades were recorded, 78 percent were R's, 22 percent were S's and no U's were reported. The percentage of withdrawal for Manchester graduates were higher than the overall group of first-time students. The next page shows that the withdrawal grades were received in a wide range of courses.
I	1	2	
R	7	15	
S	6	13	
W	9	19	
U	<u>0</u>	<u>--</u>	
	47	100	
14 Students			
(8 students - Fall 1984)			

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

MANCHESTER	A	B	C	D	F	I	R	S	W	U
ACCT			1							
AUTO									1	
BUAD	1		1							
DRFT									2	
EDUC	1									
ELEC		2								
ENGL			2	1					1	
ENGR	3	3								
GENL								4	1	
HIST									1	
HMSV	2	1								
INDT						1				
MATH	1	1								
MECH									1	
PHED	1								1	
PSYC		1	1						1	
SECR		1								
DEVELOPMENTAL COURSES										
ENGL01							1	2		
ENGL08							2			
MATH01							1			
MATH05							1			
MATH06							1			
MATH33							1			
TOTAL	9	9	5	1	0	1	7	6	9	0

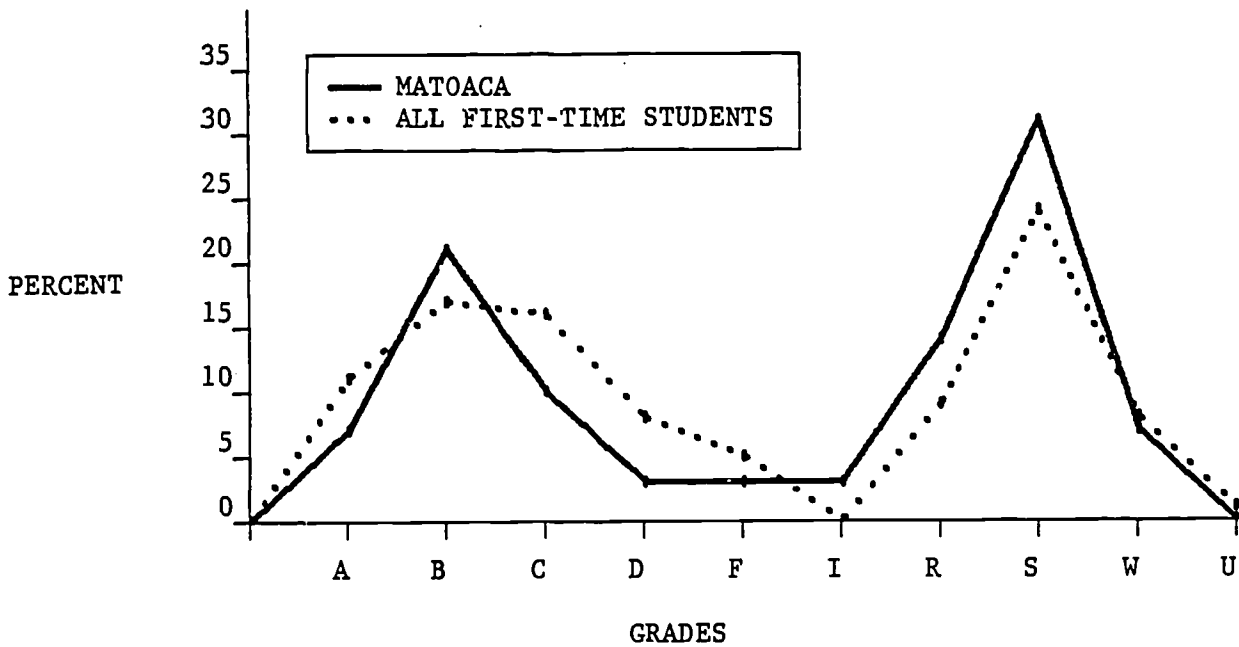
14 Students                      Status  
6 Full-time  
8 Part-time

CURRICULUM OF STUDENTS

Unclassified:                      Developing Skills (2), Upgrading Skills (1), Career  
Exploration (1), Pending Curriculum (3), Restricted (1).

College Transfer:                      Business Administration (1)

Occupational/  
Technical:                              Electronics (1), Engineering (1), Funeral Services (1),  
Human Services (1), Management (1)



	<u>N</u>	<u>%</u>	<u>Matoaca</u>
A	2	7	Proportionately, a smaller percentage of the Matoaca graduates received passing grades (A, B, C, and D) than did the total group of first-time students. A slightly higher percentage of the graduates received I's, R's, and S's. Twenty-seven percent of the grades received were in developmental courses. Half of the grades were R's and the other half were S's. None of the Matoaca graduates received U grades (See next page).
B	6	21	
C	3	10	
D	1	3	
F	1	3	
I	1	3	
R	4	14	
S	9	31	
W	2	7	
U	<u>0</u>	<u>--</u>	
	29	99*	

\*Rounding Error

7 students  
(13 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

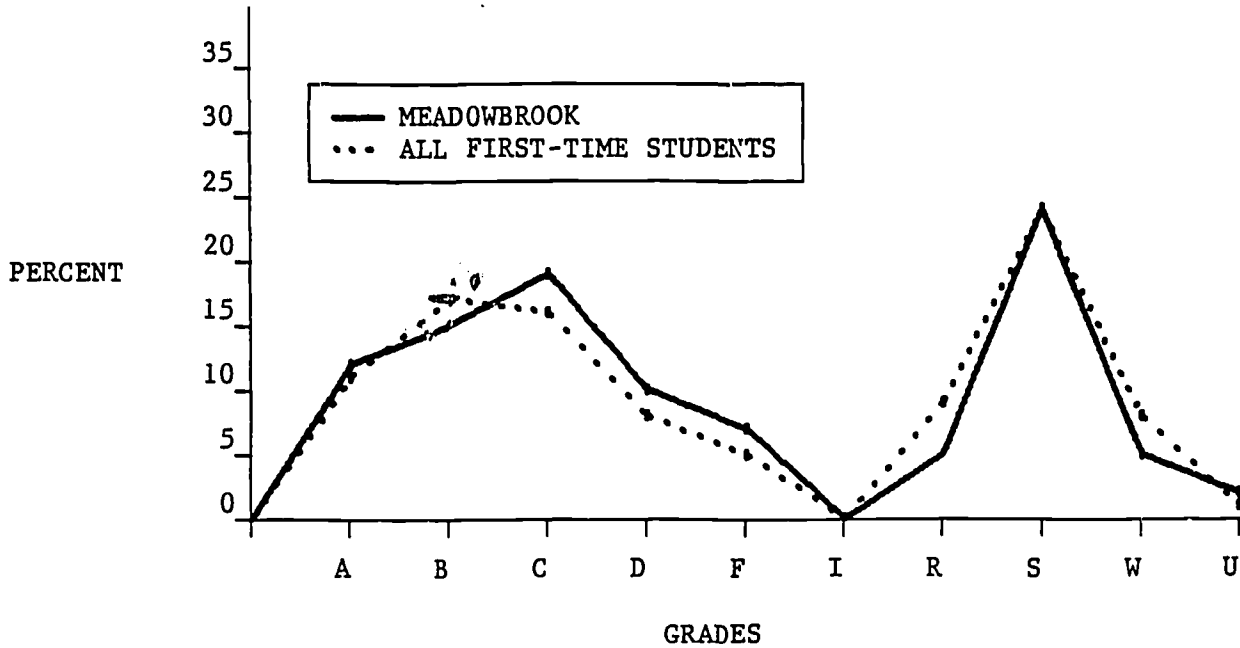
MATOACA	A	B	C	D	F	I	R	S	W	U
ACCT				1						
ADJU	1									
ARCH	1	1	1							
BJAD					1	1			1	
ENGL			1							
ENGR		2								
GENL								5		
MATH			1							
PHED		1								
PSYC		1								
SECR		1							1	
DEVELOPMENTAL COURSES										
ENGL01							2	2		
ENGL08								1		
MATH01								1		
MATH05							1			
MATH06							1			
TOTAL	2	6	3	1	1	1	4	9	2	0

7 students                      Status  
    4 Full-time  
    3 Part-time

CURRICULUM OF STUDENTS

Unclassified:                      Developing Skills (1), Transfer (1)

Occupational/  
 Technical:                              Architecture (2), Management (1),  
    Police Science (1), Secretarial Science (1)



	<u>N</u>	<u>%</u>	<u>Meadowbrook</u>
A	5	12	The number of first-time students who graduated from Meadowbrook and enrolled at JTCC decreased by 41 percent (22 students in Fall 1984 and 13 students in Fall 1985).
B	6	15	
C	8	19	
D	4	10	
F	3	7	Grades earned by Meadowbrook graduates resembled very closely the grade distribution for all first-time students. Slightly over one-half of all grades were passing (A, B, C, and D).
I	0	--	
R	2	5	
S	10	24	Developmental courses accounted for only 17 percent of the grades reported.
W	2	5	
U	<u>1</u>	<u>2</u>	
	41	99*	

\*Rounding Error

13 Students  
(22 Students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

MEADOWBROOK	A	B	C	D	F	I	R	S	W	U
ACCT	1									
BUAD	1	2		2						
DAPR		1	1							
DRFT					1					
ENGL		2	2							
FREN			1							
GENL								6	1	
GOVT					1					
HIST			1							
HMSV			1	1	1					
PHED	2									
PHYS	1		1	1						
SECR		1	1							1
DEVELOPMENTAL COURSES										
ENGL01							1	1		
ENGL08							1			
MATH01								1		1
MATH06								2		
TOTAL	5	6	8	4	3	0	2	10	2	1

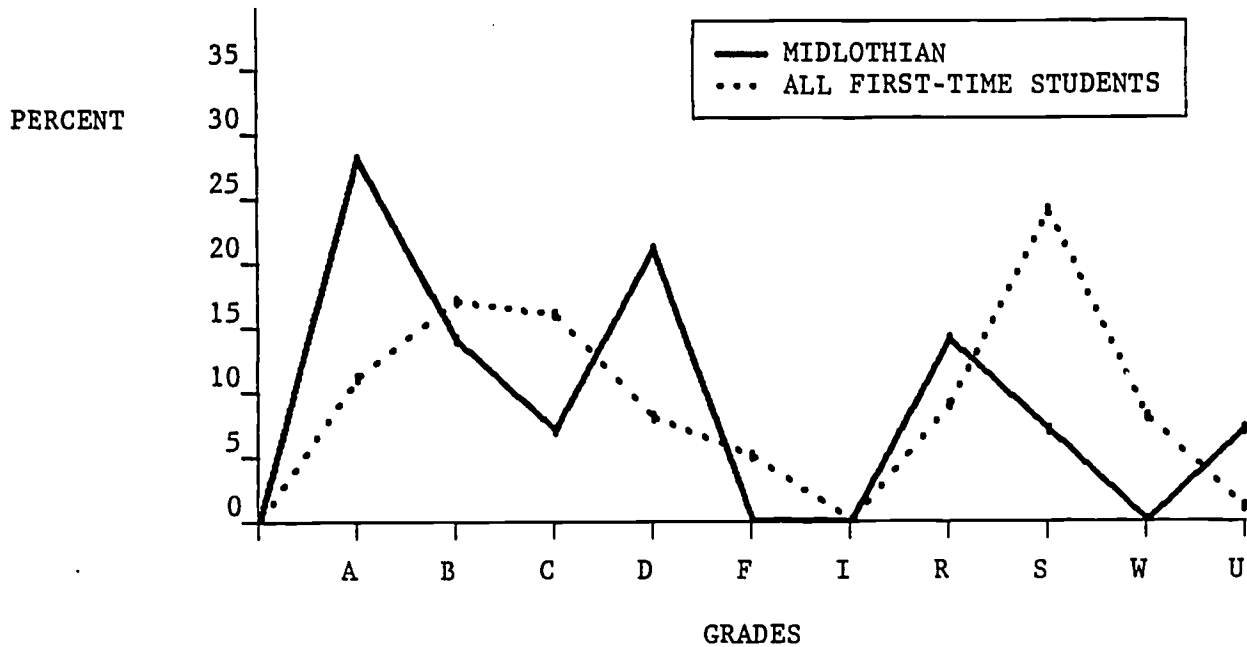
13 students                      Status  
   5 full-time  
   8 part-time

CURRICULUM OF STUDENTS

Unclassified:                      Upgrading skills (4), Career Exploration (1),  
   Pending Curriculum (1), Transfer (1),

College Transfer:                      Liberal Arts (1)

Occupational/  
Technical:                              Accounting (1), Human Services (1), Management (2),  
   Secretarial Science (1)



	<u>N</u>	<u>%</u>	<u>Midlothian</u>
A	4	28	Similar to last year, only 4 students from Midlothian High School enrolled at JTCC in the Fall of 1985. Due to the small number of students, caution is urged in the interpretation of the data.
B	2	14	
C	1	7	
D	3	21	
F	0	--	It should be noted that 70 percent of all the grades were passing (A, B, C, and D). Fourteen percent of the grades received were R's and 7 percent each were S's and U's. None of the following grades were recorded: F's, I's, and W's.
I	0	--	
R	2	14	
S	1	7	
W	0	--	
U	<u>1</u>	<u>7</u>	
	14	98*	

\*Rounding Error

4 students  
(4 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

MIDLOTHIAN	A	B	C	D	F	I	R	S	W	U
ARTS				1						
BUAD	1									
ENGL	1	1		1						
GENL								1		
HIST			1	1						
HLTH	1									
MATH	1	1								
DEVELOPMENTAL COURSES										
ENGL01							1			
ENGL08							1			
MATH05										1
TOTAL	4	2	1	3	0	0	2	1	0	1

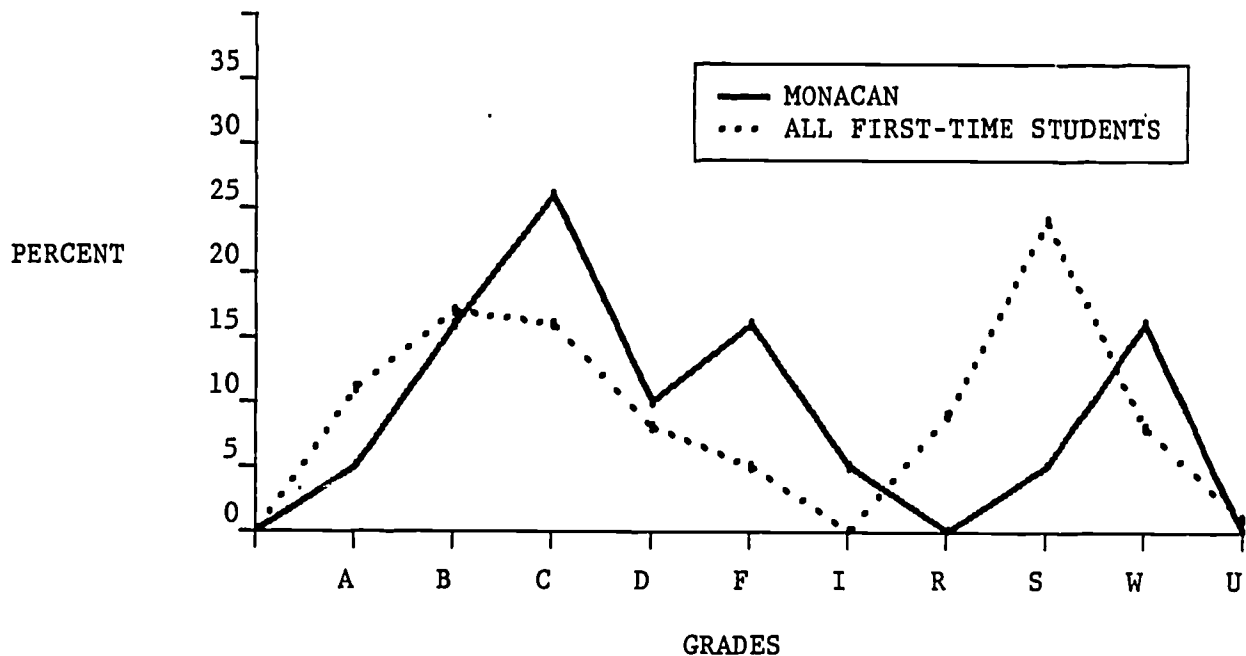
4 students                      Status  
    2 Full-time  
    2 Part-time

CURRICULUM OF STUDENTS

Unclassified:                      Developing Skills (1), Pending Curriculum (1),  
    Transfer (1)

College Transfer:                  General Studies (1)





	<u>N</u>	<u>%</u>	<u>Monacan</u>
A	1	5	The number of Monacan graduates enrolled as first-time students at John Tyler Community College dropped by 50 percent from the Fall 1984 to Fall 1985. Since only 5 students enrolled at JTCC, one should avoid drawing conclusions about the graduates in general.
B	3	16	
C	5	26	
D	2	10	
F	3	16	
I	1	5	Over one-half of the grades received were passing (A, B, C, and D). F's and W's accounted for 16 percent of the grades each and R's and S's accounted for 5 percent each. It is interesting to note that none of the Monacan graduates were enrolled in developmental courses.
R	0	--	
S	1	5	
W	3	16	
U	<u>0</u>	<u>--</u>	
	19	99*	

5 Students  
(10 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

MONACAN	B	C	D	F	I	R	S	W	U
ACCT									1
ARTS		1							
CHEM						1			
ENGL	1		1	1	1				
FNSV			2						
GENL								1	1
HIST		1							1
MATH				1					
PSYC		1	1						
SECR					2				
SOCI			1						
TOTAL	1	3	5	2	3	1	0	1	3

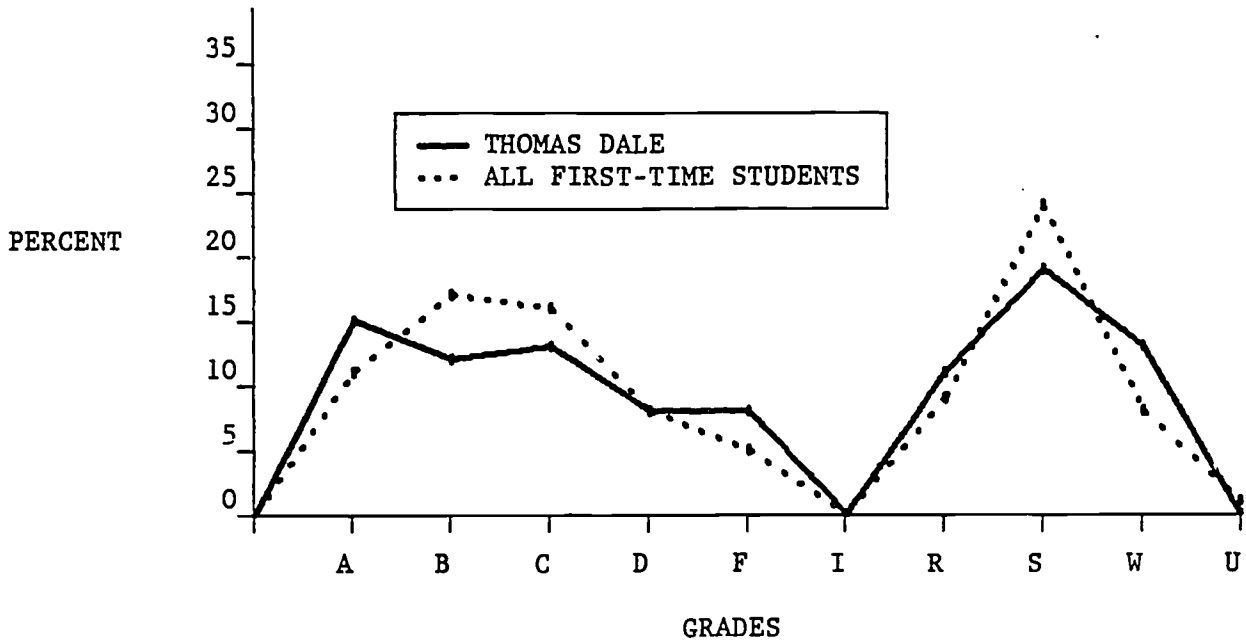
5 students                      Status  
    4 Full-time  
    1 Part-time

CURRICULUM OF INTERESTS

Unclassified:                      Upgrading Skills (1), Pending Curriculum (1),  
    Transfer (1)

College  
 Transfer:                              General Studies (1)

Occupational/  
 Technical:                              Secretarial Science (1)



	<u>N</u>	<u>%</u>	<u>Thomas Dale</u>
A	11	15	<p>Almost one-half (48 percent) of the grades received by Thomas Dale graduates were passing (A, B, C, and D), which is slightly less than the total percentage received by all first-time students. Although the percentage of A's were up slightly, B's and C's were down. D's were fairly consistent with the total group, as were I's, R's, and U's. Refer to the next page for a list of grades by subject area.</p>
B	9	12	
C	10	13	
D	6	8	
F	6	8	
I	0	--	
R	8	11	
S	14	19	
W	10	13	
U	<u>0</u>	<u>--</u>	
	74	99*	

21 Students  
(22 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

THOMAS DALE	A	B	C	D	F	I	R	S	W	U
ACCT					1					
ARCH	1									
BIOL		1	1	1	1					
BUAD		1								
CHEM	1									
DRFT	1									
EDUC	2									
ELEC	1		1							
ENGL		1	4	1	2				1	
ENGR	2	1								
GENL								8	2	
GERM		1								
HIST			2	2					1	
INDT	1									
MATH		1	2		1				1	
MECH	1									
NASC				1						
PHED	1									
PSYC									1	
SECR		1			1				2	
SOCI				1						
SPDR									1	
WOPR		2								
DEVELOPMENTAL COURSES										
ENGL01							2	1		
ENGL08							1	1		
MATH01							1	1		
MATH05							2			
MATH06							1	3		
MATH07									1	
MATH33							1			
TOTAL	11	9	10	6	6	0	8	14	10	0

21 students                      Status  
   13 Full-time  
   8 Part-time

CURRICULUM OF STUDENTS

Unclassified:                      Upgrading Skills (1), Developing Skills (1), Career Exploration (1), Personal Satisfaction (1), Restricted Enrollment (1), Transfer (1)

College Transfer:                      Business Administration (5), Education (10)

Occupational/  
Technical:                              Architecture (1), Data Processing (1), Electronics (2), Management (1), Secretarial Science (1)

Certificate:                              Career Studies (1), Child Care Aide (1), Machine Shop (1)

OTHER HIGH SCHOOLS

Amelia County (and Amelia Academy)

Charles City County

Colonial Heights

Dinwiddie County

Hopewell

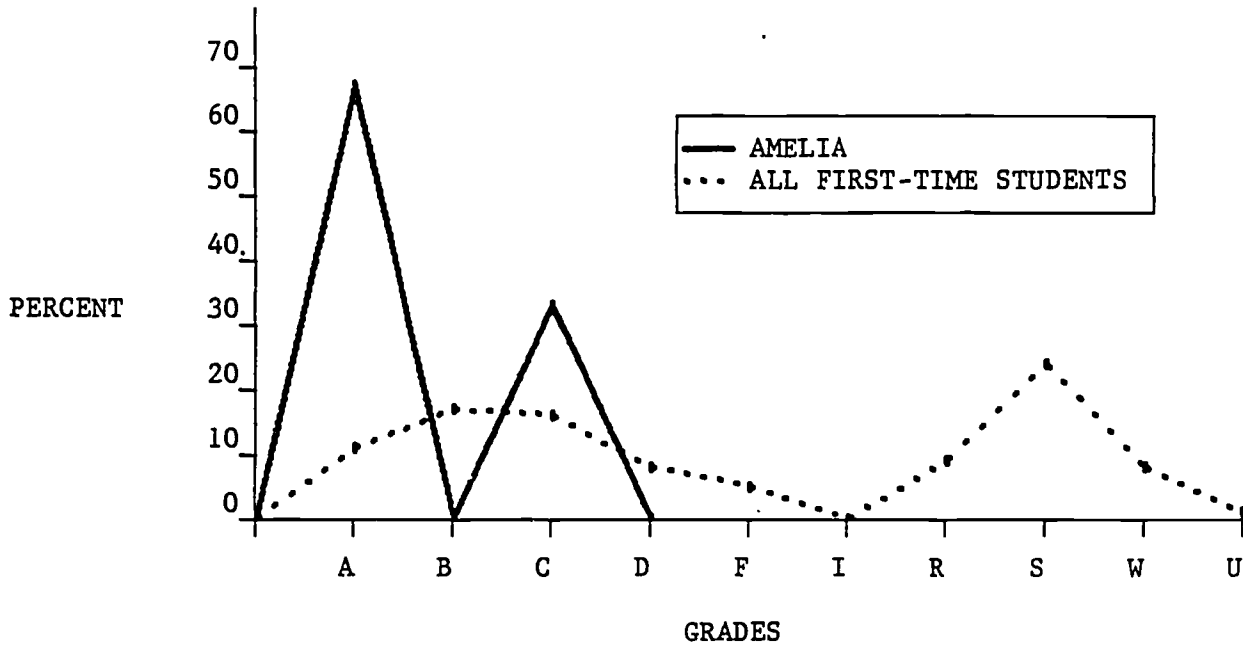
Isle of Wight (Tidewater Academy)

Petersburg (Bollingbrook Day School and Gibbons)

Prince George

Richmond (Armstrong, John F. Kennedy and  
Thomas Jefferson)

Sussex



	<u>N</u>	<u>%</u>
A	2	67
C	<u>1</u>	<u>33</u>
	3	100

Amelia

The grade distribution for first-time JTCC students from Amelia County who enrolled in the Fall 1985 can be misleading due to the small number of students. Only 2 students who enrolled earned two A's (67 percent) and a C (33 percent). A list of subject areas and grades reported is found on the next page.

2 students  
(4 students - Fall 1984)

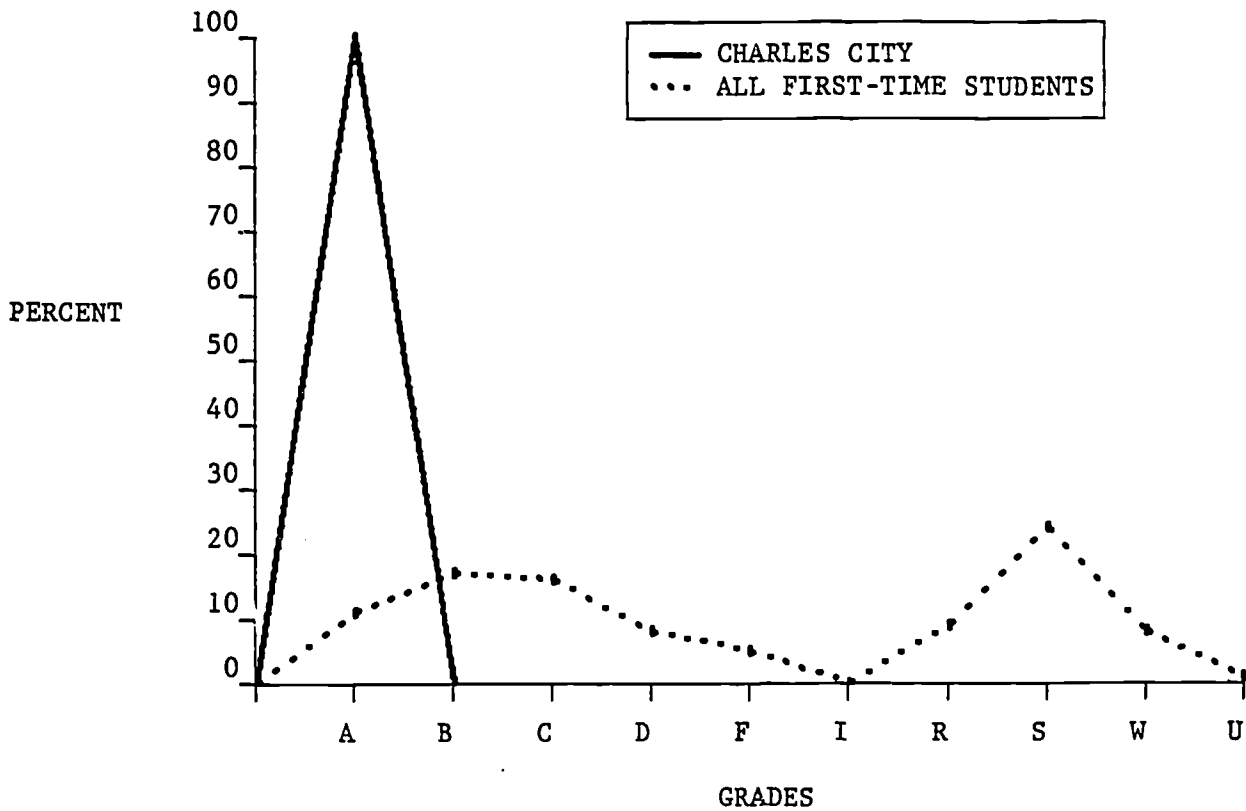
GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

AMELIA	A	B	C	D	F	I	R	S	W	U
ACCT	1									
DAPR	1		1							
TOTAL	2		1							

2 students                      Status  
   2 Part-time

CURRICULUM OF STUDENTS

Unclassified:                      Developing Skills (2)



	<u>N</u>	<u>%</u>
A	<u>1</u>	<u>100</u>

Charles City

Extreme care is recommended in the evaluation of information for Charles City, since only one student enrolled at JTCC in the Fall 1985. The student received an A in an Accounting course.

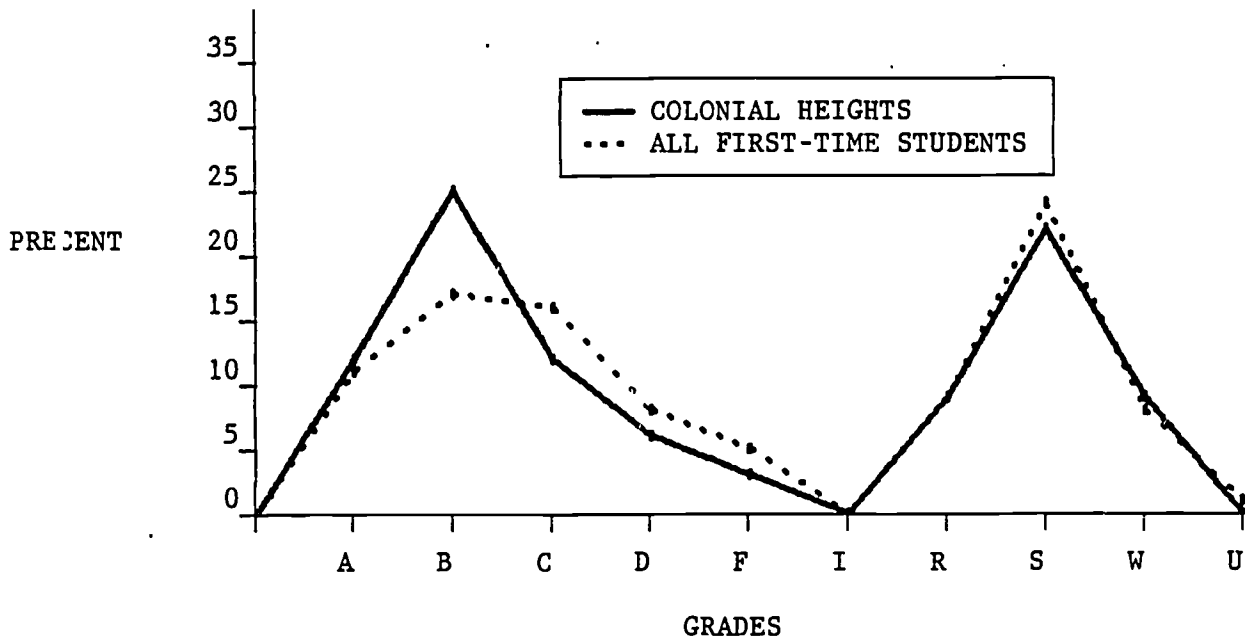
1 student  
(1 student - Fall 1984)

Status  
1 Part-time

CURRICULUM OF STUDENT

Unclassified: Upgrading Skills (1)





	<u>N</u>	<u>%</u>	<u>Colonial Heights</u>
A	4	12	<p>A slightly higher percentage of passing grades (A, B, C, and D) were received by Colonial Heights graduates in comparison to all first-time students. Specifically, A's and B's were higher and C's, D's and F's were lower. The Colonial Heights grade distribution was comparable to that for the total group of students.</p> <p>The percentage of developmental courses taken by Colonial Heights graduates was slightly higher than that for all of the first-time students (25 percent for Colonial Heights students and 22 percent for total group).</p>
B	8	25	
C	4	12	
D	2	6	
F	1	3	
I	0	--	
R	3	9	
S	7	22	
W	3	9	
U	<u>0</u>	<u>--</u>	
	32	98*	

\*Rounding Error

13 Students  
(20 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

COLONIAL HGTS	A	B	C	D	F	I	R	S	W	U
ACCT									1	
AIRC			1							
AUTO				1						
BIOL					1					
BUAD									1	
ELEC		1								
ENGL		1	1	1						
ENGR	1	3								
GENL								2	1	
INDT			1							
MATH		1								
PHTG	1									
PHED	1									
WOPR	1	2	1							
DEVELOPMENTAL COURSES										
ENGL01								1		
ENGL08							1			
MATH01							1	1		
MATH06								3		
MATH07							1			
TOTAL	4	8	4	2	1	0	3	7	3	0

13 Students                      Status  
  3 Full-time  
  10 Part-time

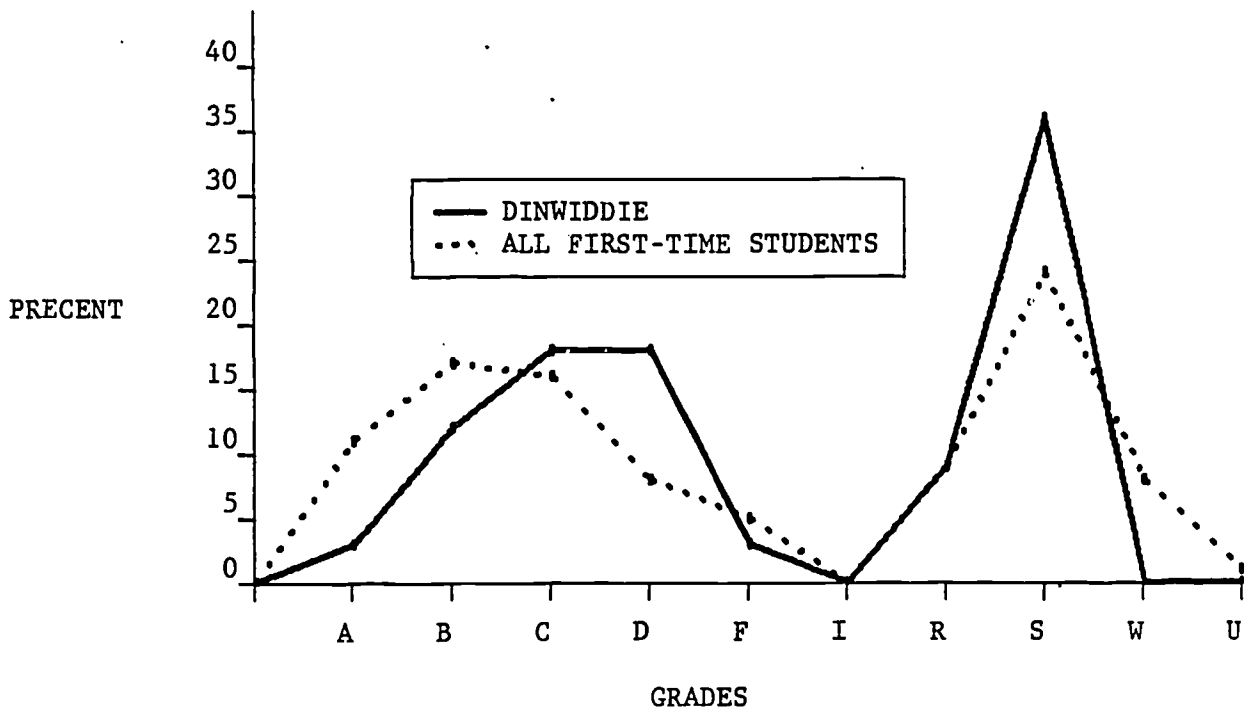
CURRICULUM OF STUDENTS

Unclassified:                      Upgrading skills (3), Personal Satisfaction (1),  
  Restricted Enrollment (1), Transfer (2)

College  
Transfer:                              Business Administration (1)

Occupational/  
Technical:                            Accounting (1), Electronics (1), Engineering (1)

Certificate:                         Career Studies (2)



	<u>N</u>	<u>%</u>	<u>Dinwiddie</u>
A	1	3	The number of Dinwiddie County graduates attending JTCC decreased slightly from 13 in the Fall 1984 to 9 in the Fall 1985.
B	4	12	
C	6	18	
D	6	18	The percentage of passing grades (A, B, C, and D) received by Dinwiddie County graduates were comparable to the total group.
F	1	3	
I	0	--	Specifically, the percentage of A's and B's were down and the percentage of C's and D's were higher than the total group.
R	3	9	
S	12	36	Of the ten developmental courses taken by Dinwiddie County graduates, 70 percent of the grades received were S's and 30 percent were R's. No withdrawals or unsatisfactory grades were recorded.
W	0	--	
U	<u>0</u>	<u>--</u>	
	33	99*	

\*Rounding Error

9 students  
(13 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

DINWIDDIE	A	B	C	D	F	I	R	S	W	U
ADJU		1								
AIRC				3						
BUAD	1									
DAPR				1						
DRFT					1					
ELEC		1								
ENGL			2							
ENGR		2								
GENL								5		
INDT			1							
MATH			1	1						
MECH			1							
NASC			1							
SECR				1						
DEVELOPMENTAL COURSES										
ENGL01							1	2		
ENGL08								3		
MATH01								2		
MATH05							1			
MATH06							1			
TOTAL	1	4	6	6	1	0	3	12	0	0

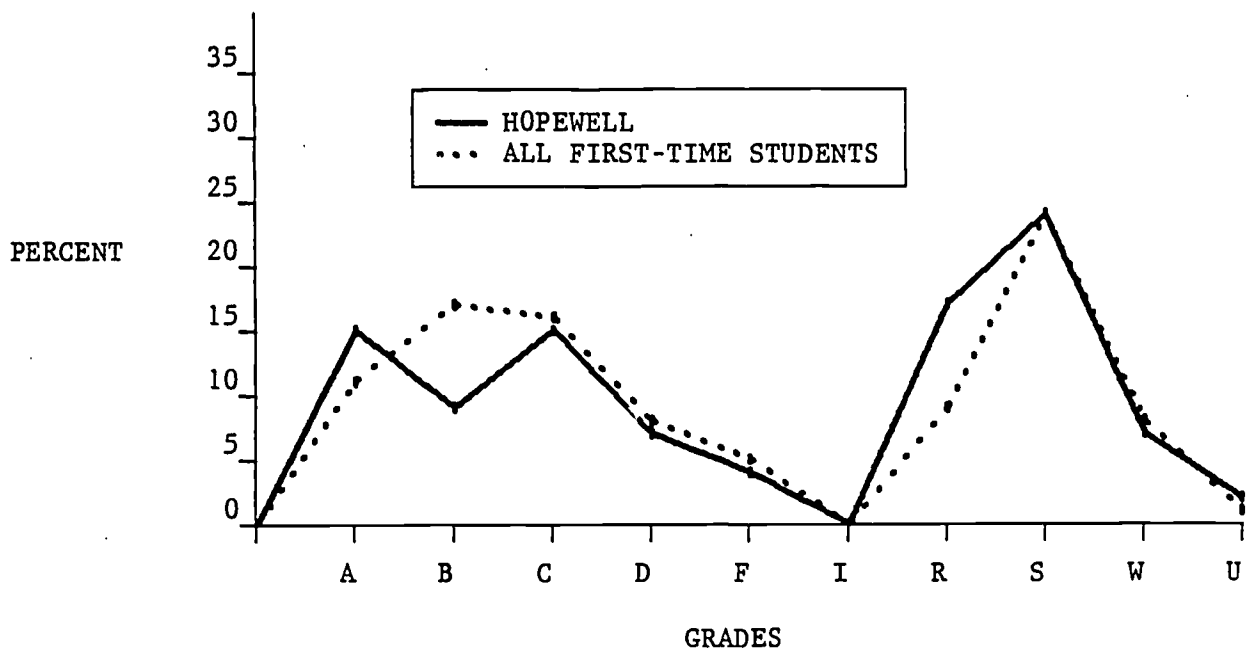
9 students                      Status  
6 Full-time  
3 Part-time

CURRICULUM OF STUDENTS

Unclassified:                      Upgrading Skills (2), Restricted Enrollment (2),  
Transfer (1)

Occupational/  
Technical:                              Electronics (1), Secretarial Science (2)

Certificate:                              Machine Shop (1)



	<u>N</u>	<u>%</u>	<u>Hopewell</u>
A	8	15	The percentage of Hopewell graduates attending JTCC decreased by 50 percent from the Fall 1984 (26 students) to the Fall 1985 (14 students).
B	5	9	
C	8	15	
D	4	7	
F	2	4	Passing grades (A, B, C, and D) received by Hopewell students accounted for 46 percent of all grades. This is less than the percentage of passing grades received by all first-time students (52 percent). Other grades were comparable to the total group of students, excluding re-enroll grades (R's), which were higher. The percentage of R's represented 60 percent of all developmental course grades.
I	0	--	
R	9	17	
S	13	24	
W	4	7	
U	<u>1</u>	<u>2</u>	
	54	100	

14 students  
(26 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

HOPEWELL	A	B	C	D	F	I	R	S	W	U
AIRC				1						
ADJU		1	1							
BUAD	1				1					
DAPR	1	1			1					
DRFT	1	1								
ENGL			2							
GFNL								9	2	
GOVT				1						
HMSV			1							
INDT	2		1							
MATH			2	1						
MECH	2		1							
PHTG									1	
PHED	1									
PSYC		1								
SECR		1								
SOCI				1						
<u>DEVELOPMENTAL COURSES</u>										
ENGL01							4	1		
ENGL08							2	2	1	1
MATH01							1	1		
MATH05							1			
MATH06							1			
<b>TOTAL</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>13</b>	<b>4</b>	<b>1</b>

14 students                      Status  
    10 Full-time  
    4 Part-time

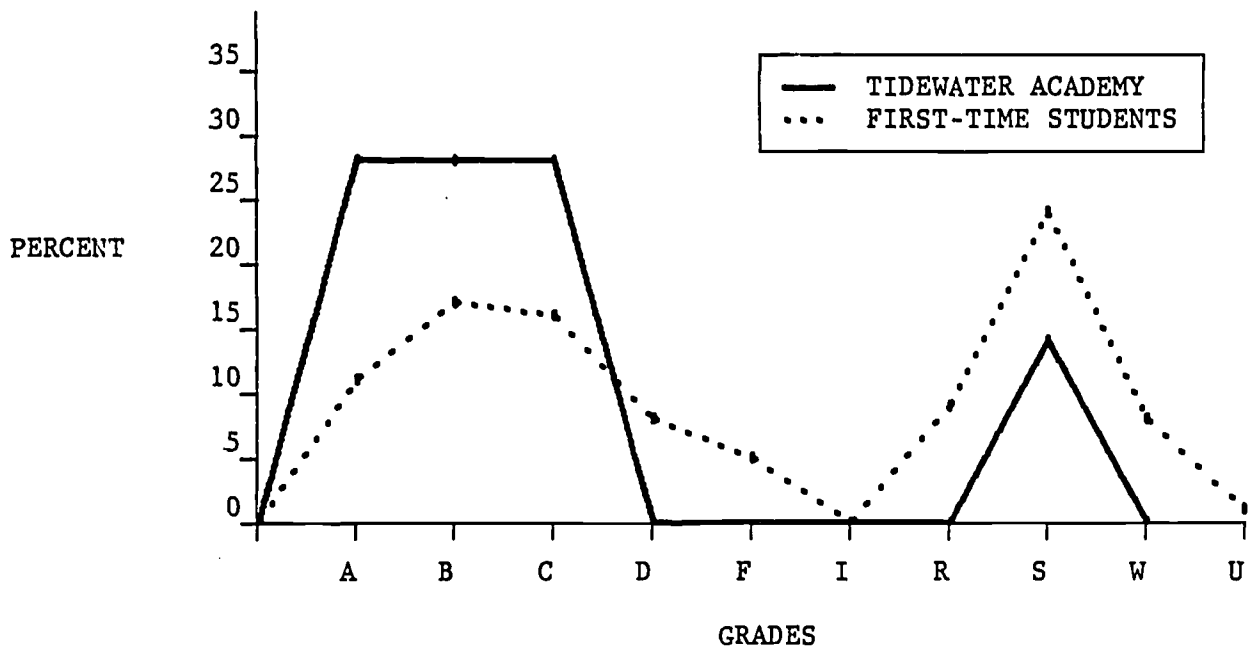
CURRICULUM OF STUDENTS

Unclassified:                      Upgrading skills (1), Developing skills (1),  
    Transfer (2)

College Transfer:                      Business Administration (1)

Occupational/  
 Technical:                              Data Processing (2), Human Services (1),  
    Management (1), Police Science (1)

Certificate:                              Career Studies (1), Clerk Typist (1)  
    Machine Shop (2)



	<u>N</u>	<u>%</u>
A	2	28
B	2	28
C	2	28
S	<u>1</u>	<u>14</u>
	7	98*

\*Rounding Error

2 Students  
(0 students - Fall 1984)

Tidewater Academy

Due to the small number of students attending JTCC from Tidewater Academy, caution is urged in interpreting the grades received. The number of A's, B's, and C's accounted for 28 percent each of the grades recorded. S's accounted for 14 percent. No developmental courses were taken by these students.

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

TIDEWATER ACAD	A	B	C	D	F	I	R	S	W	U
ACCT			1							
BUAD	1									
DAPR		2								
ENGL	1		1							
GENL								1		
TOTAL	2	2	2	0	0	0	0	1	0	0

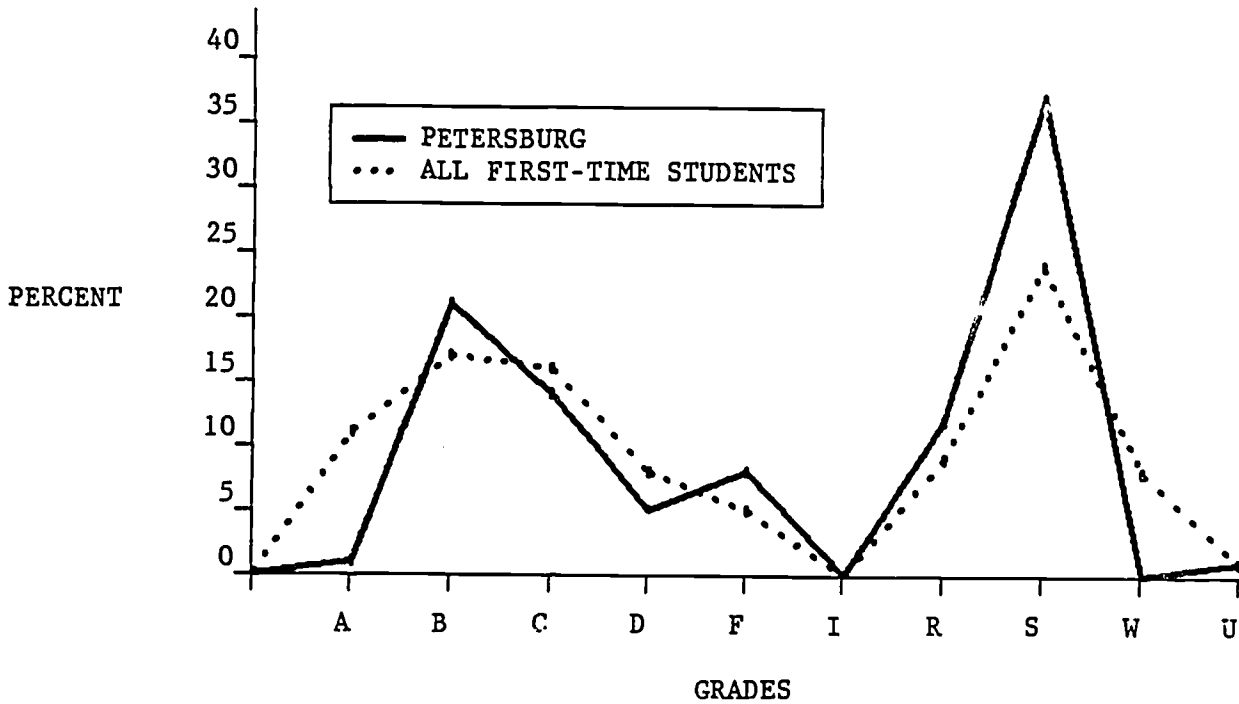
	<u>Status</u>
2 students	1 Full-time
	1 Part-time

CURRICULUM OF STUDENTS

Unclassified:           Upgrading skills (1)

Occupational/  
Technical:               Data Processing (1)





	<u>N</u>	<u>%</u>	<u>Petersburg</u>
A	1	1	The number of JTCC first-time students from Petersburg decreased by 45 percent from Fall 1984 (29 students) to Fall 1985 (16 students).
B	14	21	
C	9	14	
D	3	5	
F	5	8	A smaller percentage of passing grades (A, B, C, and D) were received by Petersburg graduates (41 percent) in comparison to all the first-time students (52 percent). Thirty-seven percent of the grades received were S's, compared to 24 percent which were received by the total group of JTCC first-time students.
I	0	--	
R	8	12	
S	24	37	
W	0	--	
U	<u>1</u>	<u>1</u>	
	65	99*	

\*Rounding Error

The percentage of developmental courses taken by Petersburg graduates was higher than that of the total group (32 percent for Petersburg and 22 percent for all first-time students).

16 students  
(29 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

PETERSBURG	A	B	C	D	F	I	R	S	W	U
ACCT		1			2					
BUAD		2	2	1						
DAPR		1			2					
ECON			1							
EDUC			1							
ENGL		3	1	1						
FNSV		1	1							
GENL								12		
HIST		1	1							
INDT		1								
MATH			1							
MECH		1								
NASC				1						
PHED	1									
PSYC		1			1					
SECR		1	1							
SPDR		1								
DEVELOPMENTAL COURSES										
ENGL01							2	4		
ENGL08							2	5		
MATH01							2	1		
MATH05							1	2		
MATH06							1			1
TOTAL	1	14	9	3	5	0	8	24	0	1

16 Students                      Status  
    14 Full-time  
    2 Part-time

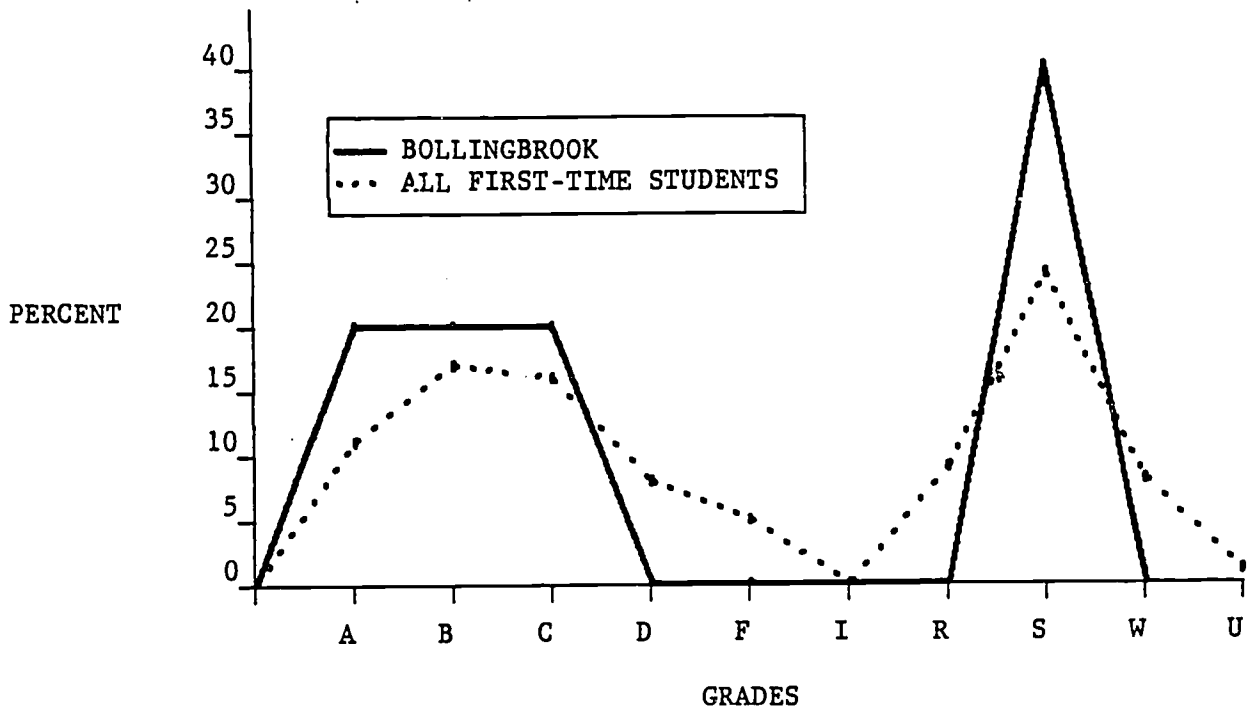
CURRICULUM OF STUDENTS

Unclassified:                      Developing Skills (1), Restricted Enrollment (1),  
    Transfer (1)

College Transfer:                      Business Administration (3)

Occupational/  
 Technical:                              Data Processing (2), Funeral Services (1),  
    Management (4), Nursing (1)

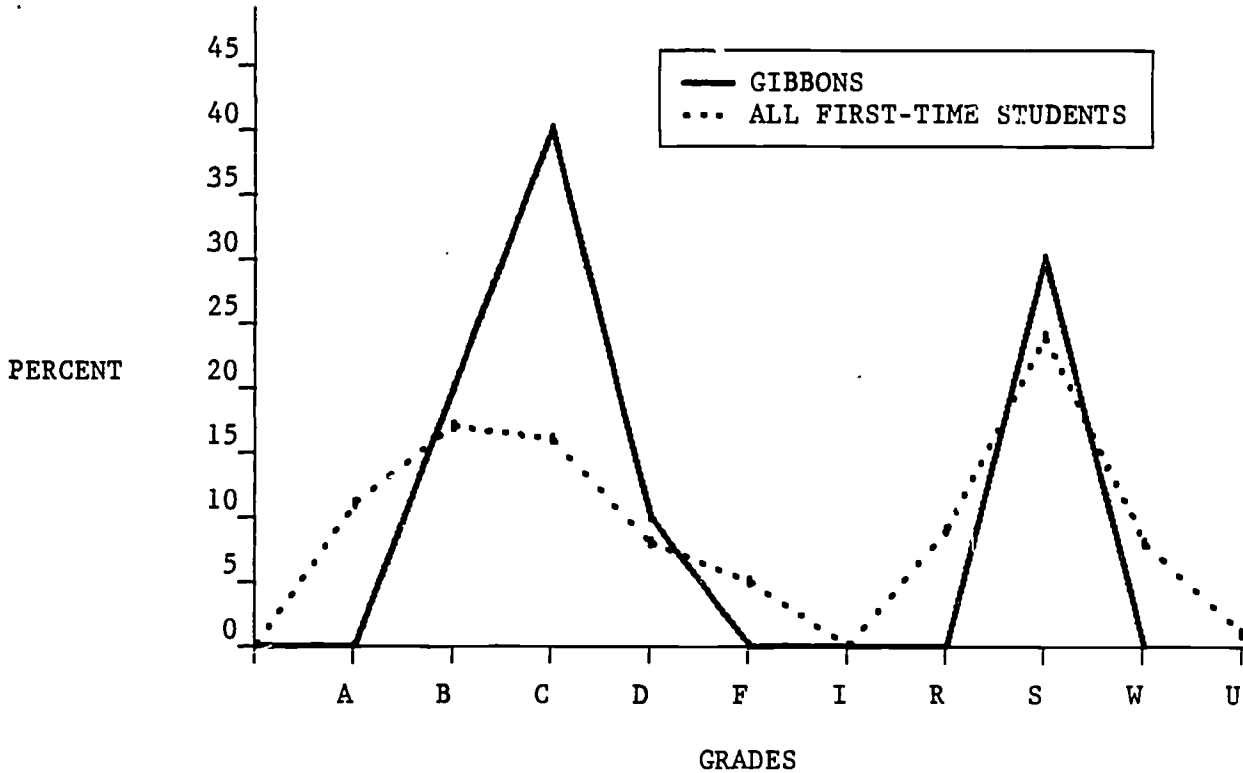
Certificate:                              Child Care Aide (1), Machine Shop (1)



	<u>N</u>	<u>%</u>	<u>Bollingbrook Day School</u>
A	1	20	<p>Again, caution is urged in the evaluation of the information for Bollingbrook Day School since only one graduate attended JTCC. A's, B's, and C's represented 20 percent each of the grades received. S's accounted for 40 percent of the grades recorded.</p>
B	1	20	
C	1	20	
S	<u>2</u>	<u>40</u>	
	5	100	

1 student  
 (0 student - Fall 1984)





	<u>N</u>	<u>%</u>	<u>Gibbons</u>
A	0	--	<p>Only two graduates from Gibbons High attended JTCC in the Fall 1985 for the first time so one should guard against inferences about the graduates in general. Passing grades (B, C, and D) represented 70 percent of all grades received. S's accounted for 30 percent of the grades assigned to Gibbons graduates.</p>
B	2	20	
C	4	40	
D	1	10	
S	<u>3</u>	<u>30</u>	
	10	100	

2 students  
(2 students - Fall 1984)

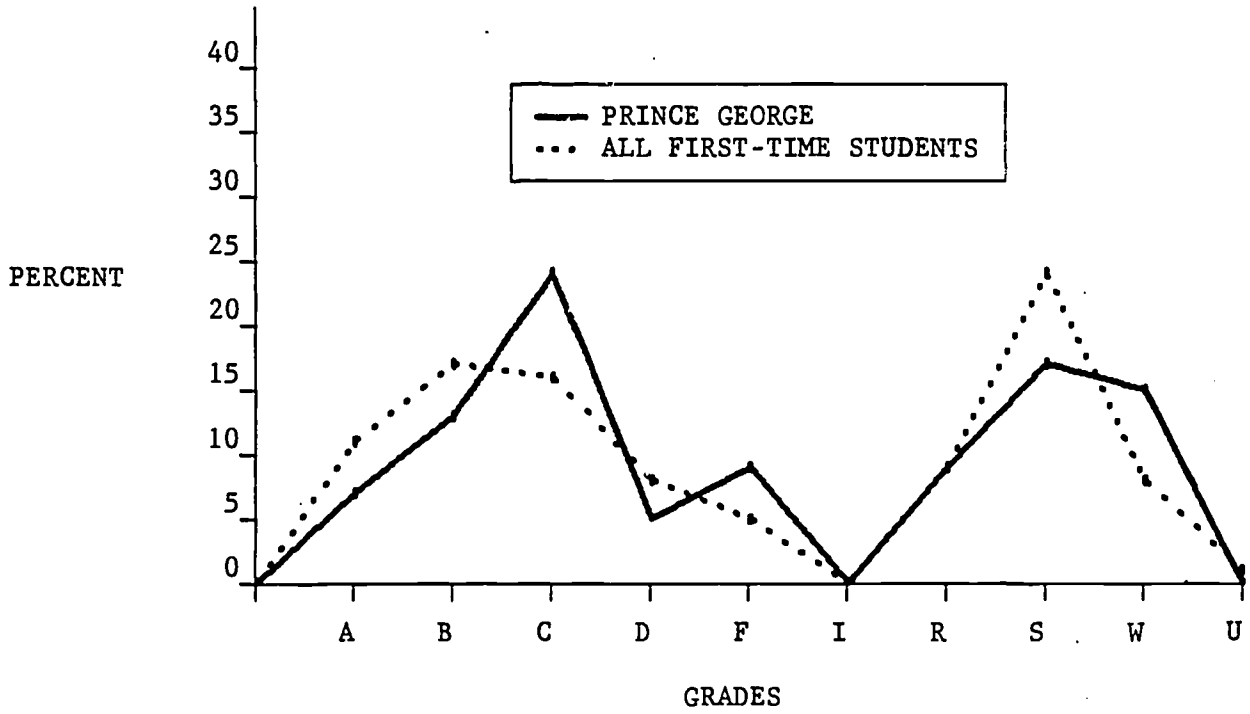
GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

GIBBONS	A	B	C	D	F	I	R	S	W	U
ARTS		1	1							
ENGL			2							
GENL								2		
SOCI			1							
SPAN		1		1						
DEVELOPMENTAL COURSES										
MATH05								1		
TOTAL	0	2	4	2	0	0	0	3	0	0

2 students                      Status  
   2 Full-time

CURRICULUM OF STUDENT

College Transfer:      Liberal Arts (2)



	<u>N</u>	<u>%</u>	<u>Prince George</u>
A	4	7	Passing grades received by students who graduated from Prince George High School accounted for slightly less than 50 percent of all grades given. Almost one-fourth of the grades were recorded in developmental courses. The percentage of students that were enrolled in Developmental Math and English were comparable to all first-time students (22 percent).
B	7	13	
C	13	24	
D	3	5	
F	5	9	
I	0	--	
R	5	9	
S	9	17	
W	8	15	
U	<u>0</u>	<u>--</u>	
	54	99*	

\*Rounding Error

14 students  
(12 students - Fall 1984)

51

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

PRINCE GEORGE	A	B	C	D	F	I	R	S	W	U
ACCT	1		1		1				1	
ADJU	1									
ARCH		2	2							
BIOL				1					1	
BUAD			1						1	
DAPR	1	1	2	2						
DRFT			1							
ECON					1					
ELEC	1									
ENGL		1	3		1					
ENGR		1								
GENL								4	2	
GOVT			1							
HIST		1	1						1	
MATH					1					
PHYS					1					
PSYC			1							
SECR		1								
<u>DEVELOPMENTAL COURSES</u>										
ENGL01							1		2	
ENGL08								1		
MATH01								2		
MATH06							4	1		
MATH33								1		
<b>TOTAL</b>	<b>4</b>	<b>7</b>	<b>13</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>9</b>	<b>8</b>	<b>0</b>

14 students                      Status  
    10 Full-time  
    4 Part-time

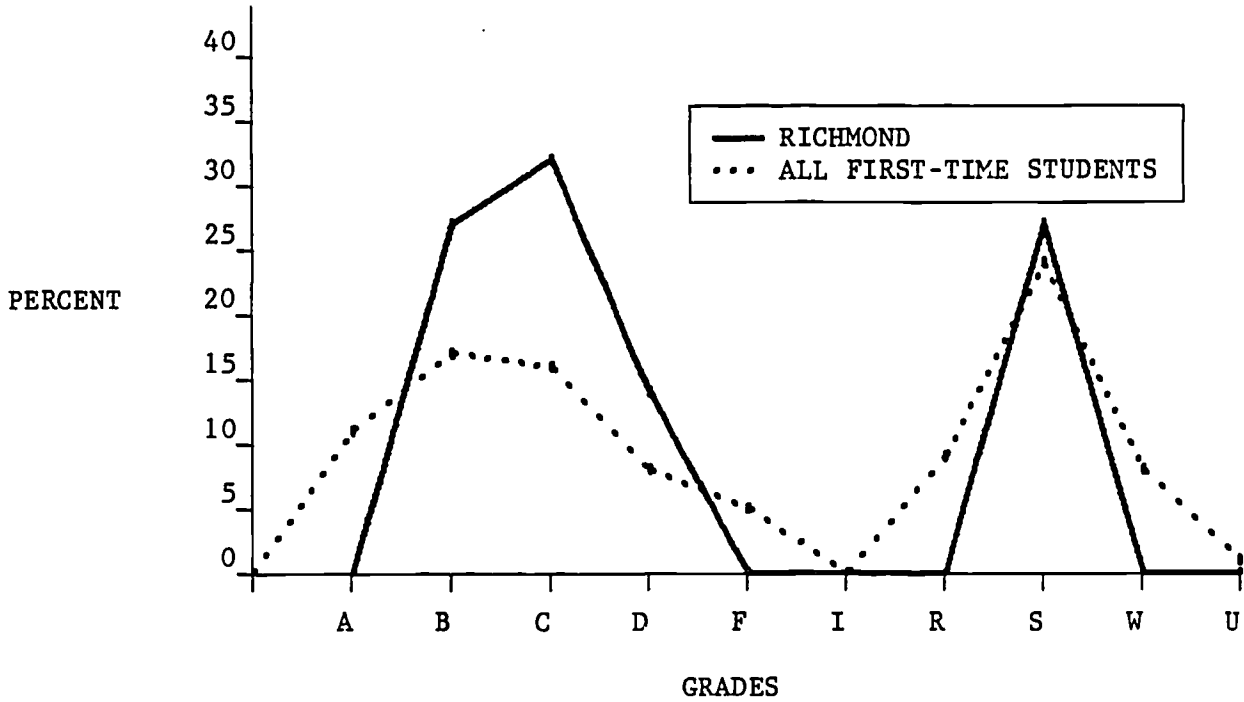
CURRICULUM OF STUDENTS

Unclassified:                      Upgrading Skills (2), Career Exploration (1),  
    Transfer (1)

College Transfer:                      Business Administration (2)

Occupational/  
 Technical:                              Accounting (1), Architecture (2), Data Processing  
    (3), Electronics (1), Engineering (1)





	<u>N</u>	<u>%</u>	<u>Richmond Schools</u>
A	0	--	<p>The grade distribution for first-time students from Richmond schools who enrolled at JTCC in Fall 1985 can be misleading due to the small number of students. Five of the students who attended received passing grades, which represented 73 percent of the total grades. In addition, twenty-seven percent of the grades were S's, which is comparable to that received by all of the first-time JTCC students (24 percent).</p>
B	6	27	
C	7	32	
D	3	14	
F	0	--	
I	0	--	
R	0	--	
S	6	27	
W	0	--	
U	<u>0</u>	<u>--</u>	
	22	100	

4 students  
(5 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

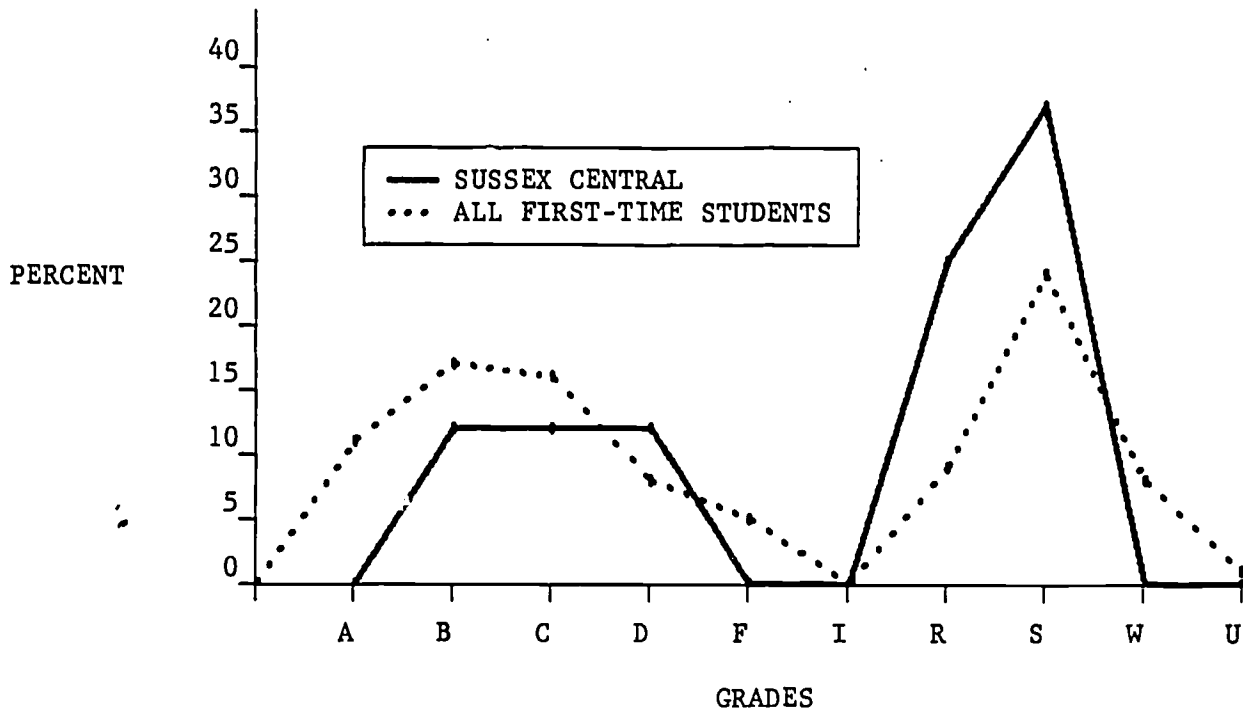
RICHMOND	A	B	C	D	F	I	R	S	W	U
AUTO		2	1							
CHEM			1							
ELEC			1							
ENGL		2								
GENL								3		
HIST			2							
MATH		2		1						
PHYS			2							
PSYC				2						
DEVELOPMENTAL COURSES										
ENGL01								1		
MATH06								1		
MATH33								1		
TOTAL	0	6	7	3	0	0	0	6	0	0

4 students                      Status  
4 Full-time

CURRICULUM OF STUDENTS

College Transfer:            Business Administration (1), General Studies (1)

Certificate:                 Automotive Diagnosis (1), Career Studies (1)



	<u>N</u>	<u>%</u>	<u>Sussex Central</u>
A	0	--	The number of students from Sussex Central High School who attended JTCC in the Fall 1985 decreased by one-half in comparison to the Fall 1984.
B	1	12	
C	1	12	
D	1	12	
F	0	--	Once again, due to the small number of students, caution is urged in the interpretation of the grade distribution. Passing grades represented 36 percent of all the grades, R's were 25 percent and S's were 37 percent.
I	0	--	
R	2	25	
S	3	37	
W	0	--	
U	<u>0</u>	<u>--</u>	
	8	98*	

\*Rounding Error

2 students  
(4 students - Fall 1984)

GRADE DISTRIBUTION FOR HIGH SCHOOL STUDENTS  
ENROLLED AT JOHN TYLER COMMUNITY COLLEGE  
FALL 1985

SUSSEX	A	B	C	D	F	I	R	S	W	U
EDUC		1								
GENL								2		
NASC				1						
PSYC			1							
DEVELOPMENTAL COURSES										
ENGL01							1	1		
ENGL08							1			
TOTAL	0	1	1	1	0	0	2	3	0	0

2 students                      Status  
   2 Full-time

CURRICULUM OF STUDENTS

Unclassified:                      Restricted Enrollment (1)  
Certificate:                        Child Care Aide (1)

## FINDINGS AND RECOMMENDATIONS

The following is a list of principal findings, conclusions, and recommendations based on the summaries for each area high school presented in the report. This list is not intended to be exhaustive; however, it may serve to generate additional questions for further study. The principal findings include:

1. Over one-half of all grades received were passing (A, B, C, and D), which is slightly higher than the group of first-time students last year.
2. Almost one-fourth of the grades were recorded in developmental English, Reading, and Mathematics.
3. First-time students who were enrolled in developmental courses received the following grades: 50 percent were given satisfactory ratings, 41 percent were designated to re-enroll to complete course requirements, 5 percent were unsatisfactory, and 3 percent withdrew from developmental courses.
4. A large percentage of grades were recorded in developmental English, Reading, and Mathematics for graduates from the following schools: Colonial Heights (25 percent), Dinwiddie (30 percent), Hopewell (28 percent), Matoaca (27 percent), Petersburg (32 percent), and Sussex (37 percent). NOTE: Sample size is an important factor in the interpretation of these data.
5. The largest number of failing grades (F's) were recorded in the following areas: Accounting, Business Administration, Data Processing, English, and Secretarial Science.
6. The largest number of withdrawals (W's) were recorded in the following areas: General 100 - Orientation, Accounting, History, and Secretarial Science.
7. The following areas recorded 100 percent passing grades by students: Air Conditioning, Architecture, Arts, Electronics, Engineering, French, Funeral Services, German, Natural Sciences, Spanish, and Word Processing.
8. The largest number of graduates were enrolled in the following curriculums (excluding unclassified): Business Administration - A.S. (20 students), Business Management - A.A.S. (12 students), Electronics - A.A.S. (12 students), and Data Processing - A.A.S. (11 students).
9. Thirty-nine percent of the graduates were enrolled as unclassified students in the Fall 1985.

Based on the findings above, the following conclusions are made:

1. First-time graduates tend to spend one-fourth of their time meeting developmental course requirements.
2. Of those students enrolled in developmental courses, over 40 percent must re-enroll to complete the course objectives.
3. Students needing remediation of basic skill areas varied significantly depending upon the high school attended.
4. Five subject areas accounted for almost 60 percent of all failing grades.
5. Almost 50 percent of all withdrawals were recorded in 4 subject areas.

The following recommendations are proposed:

1. Career counseling should be of top priority within the area high schools and at JTCC to assist students in making appropriate career choices based on ability and interest.
2. John Tyler Community College and area high schools should strengthen cooperative efforts to ensure students a smooth transition from high school to college.
3. English and Mathematics instructors at area high schools and JTCC should meet and share information periodically to help ensure that emphasis is placed on similar topics.

APPENDIX

1985 HIGH SCHOOL GRADUATES BY SEX  
WHO ENROLLED AT JTCC  
SUMMER 1985

Locality	High School	Graduates Enrolled		
		Male	Female	Total
Chesterfield	Clover Hill		2	2
	Lt. Gen. C. Bird	2	2	4
	Meadowbrook	1	1	2
	Midlothian	1	3	4
	Monacan	1		1
	Thomas Dale	3	1	4
Colonial Hghts	Colonial Heights	1	1	2
Dinwiddie	Dinwiddie County		2	2
Petersburg	Gibbons	1	2	3
Prince George	Prince George	1	3	4
<b>Total</b>		<b>11</b>	<b>17</b>	<b>28*</b>

\*Only 7 (or 25 percent) returned in Fall 1985.

62/63



1985 HIGH SCHOOL GRADUATES BY SEX  
WHO ENROLLED AT JTCC  
FALL 1985

Locality	High School	Graduates Enrolled		
		Males	Females	Total
Amelia	Amelia Academy		1	1
	Amelia County		1	1
Charles City	Charles City County		1	1
Chesterfield	Clover Hill	15	11	26
	Lloyd C. Bird	5	13	18
	Manchester	7	7	14
	Matoaca	4	3	7
	Meadowbrook	3	10	13
	Midlothian	1	3	4
	Monacan		5	5
	Thomas Dale	12	9	21
Colonial Hghts	Colonial Heights	9	4	13
Dinwiddie	Dinwiddie County	4	5	9
Hopewell	Hopewell	7	7	14
Isle of Wight	Tidewater Academy	2		2
Petersburg	Bollingbrook Day School		1	1
	Gibbons		2	2
	Petersburg	4	12	16
Prince George	Prince George	8	6	14
Richmond	Armstrong	1		1
	John F. Kennedy		1	1
	Thomas Jefferson	1	1	2
Sussex	Sussex Central		2	2
<b>Total</b>		<b>83</b>	<b>105</b>	<b>188*</b>

\*145 of the Fall 1985 students (77 percent) returned to JTCC in the Winter 1986.

1985 HIGH SCHOOL GRADUATES BY SEX  
WHO ENROLLED AT JTCC  
WINTER 1986

Locality	High School	Graduates Enrolled		
		Males	Females	Total
Amelia	Amelia Academy		1	1
Chesterfield	Clover Hill	12	10	22
	Lloyd C. Bird	5	14	19
	Manchester	3	3	6
	Matoaca	4	4	8
	Meadowbrook	5	9	14
	Midlothian	1	5	6
	Monacan	1	6	7
	Thomas Dale	10	7	17
Colonial Hghts	Colonial Heights	9	1	10
Dinwiddie	Dinwiddie County	4	8	12
Hopewell	Hopewell	5	9	14
Isle of Wight	Tidewater Academy	2		2
Petersburg	Bollingbrook Dav School		1	1
	Gibbons		2	2
	Petersburg	6	12	18
Prince George	Prince George	9	7	16
Richmond	Armstrong	1		1
	George Wythe		1	1
	John F. Kennedy		1	1
	Thomas Jefferson	1	1	2
Sussex	Sussex Central		2	2
<b>Total</b>		<b>78</b>	<b>104</b>	<b>182*</b>

\*37 of the graduates enrolled at JTCC for the first-time during the Winter 1986.

## KEY TO COURSE NAMES

ACCT	Accounting
ADJU	Administration of Justice (Police Science)
AIRC	Air Conditioning
ARCH	Architectural Technology
ARTS	Painting, Drawing, Design, etc.
AUTO	Automotive Technology
BIOL	Biology
BUAD	Business Administration
CHEM	Chemistry
DAPR	Data Processing
DRFT	Drafting
ECON	Economics
EDUC	Education
ELEC	Electronics
ENGL	English
ENGR	Engineering Technology
FREN	French
FNSV	Funeral Service
GENL	General 100 - Orientation
GERM	German
GOVT	Government
HLTH	Health
HIST	History
HMSV	Human Services
INDT	Industrial Technology
MATH	Mathematics
MECH	Mechanical Technology
NASC	Natural Science
PHTG	Photography
PHED	Physical Education
PHYS	Physics
PSYC	Psychology
SECR	Secretarial Science
SOCI	Sociology
SPAN	Spanish
SPDR	Speech
WOPR	Word Processing

### Developmental Courses:

ENGL01	Writing
ENGL08	Reading
MATH01	Developmental Mathematics
MATH05	Basic Arithmetic
MATH06	Basic Algebra I
MATH07	Basic Algebra II
MATH33	Basic Algebra III

## CURRICULUM DEFINITIONS

### Unclassified

(Students not formally admitted to one of the regular curricula)

- . Upgrading Skills - Students who are employed and seeking to upgrade skills for current job.
- . Developing Skills - Students who are seeking to develop skills for a new job.
- . Career Exploration - Students who are undecided about a career goal and an occupational choice.
- . Personal Satisfaction - Students who are enrolled in courses with no intention of applying credits toward a degree, certificate, or profession.
- . Non-degree Transfer - Students who are enrolled at JTCC with the intent to transfer to another post-secondary institution prior to completing requirements of JTCC.
- . Pending Curriculum - indicates incomplete student file in Admissions and Records Office.
- . Restricted Enrollment - Students who are desirous of entering Nursing Program, but not yet eligible, i.e. Pre-Nursing.

### College Transfer

(Students who plan to transfer to four-year colleges or universities after completing their JTCC program.)

<u>Major</u>	<u>Degree Program</u>	<u>Degree</u>
. Liberal Arts	Liberal Arts	A.A.
. Business Administration	Business Administration	A.S.
. Education	Education	A.S.
. General Studies	General Studies	A.S.
. Science	Science	A.S.

### Occupational/Technical

(Students are trained as technicians, semi-professional workers and skilled craftsmen for employment in industry, business, the professions and government.)

<u>Major</u>	<u>Degree Program</u>	<u>Degree</u>
. Accounting	Business Management	A.A.S.
. Architecture	Architectural and Construction Technology	A.A.S.
. Automotive	Vehicle and Equipment Tech.	A.A.S.

Beverage Marketing	Business Management	A.A.S.
Business Management	Business Management	A.A.S.
Computer Programing	Data Processing	A.A.S.
Electronics	Electrical/Electronics Tech.	A.A.S.
Engineering	General Engineering Tech.	A.A.S.
Funeral Services	Funeral Services	A.A.S.
Instrumentation	Electrical/Electronics Tech.	A.A.S.
Nursing	Nursing	A.A.S.
Police Science	Protective Services	A.A.S.
Secretarial Science	Business Office	A.A.S.

### Certificate

(Students are trained as technicians and aides for employment. Students are enrolled for less than two years in length and are awarded a Certificate of Completion of studies in their major occupational field.)

<u>Major</u>	<u>Award</u>
. Automotive Diagnosis and Tune-up	Certificate
. Building Construction	Certificate
. Career Studies (i.e., Photography, Word Processing)	Certificate
. Child Care Aide	Certificate
. Clerk-Typist	Certificate
. Machine Shop Operations	Certificate
. Teacher Aide	Certificate
. Welding	Certificate

### Degrees

A.A.	Associate in Arts
A.S.	Associate in Science
A.A.S.	Associate in Applied Science