

ADMISSION POLICIES

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Students are admitted prior to the beginning of each semester. Applications for admission along with necessary non-refundable application fee of \$20.00 (check or money order made payable to Jacksonville State University in U.S. funds) should be submitted to the Office of Admissions, Jacksonville State University, 700 Pelham Road North, Jacksonville, AL 36265-1602. It is strongly recommended that students apply at least three months prior to the expected date of enrollment. It is the student's responsibility to see that his/her high school transcript, ACT/SAT scores, or college transcripts are submitted. These documents must be mailed to JSU directly from the high school, college, or testing agency. Decisions regarding admissibility to the University will be made as soon as all necessary credentials are received in the Office of Admissions. Applications will be valid for a period of two years from the date of the student's expected enrollment.

NONDISCRIMINATION

Jacksonville State University has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall, on the ground of age, religion, race, color, sex, handicap, veteran's status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. Under this Assurance, this institution is committed not to discriminate against any person on the ground of age, religion, race, color, sex, handicap, veteran's status, or national origin in its admission policies and practices or any other policies and practices of the institution relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, material, equipment, facility or other property. Any person who believes himself/herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or the Act and Regulation issued thereunder may, by himself/herself or a representative, file with the United States Commissioner of Education or with this institution, or both, a written complaint.

ADMISSION TO THE UNIVERSITY

Information regarding admission to the University and all necessary forms for admission may be obtained by contacting the Office of Admissions, Jacksonville State University, 700 Pelham Rd., North, Jacksonville, Alabama, 36265-1602.

All prospective students are required to submit the following: (1) a completed application form, (2) a non-refundable application fee of \$20.00 (a check or money order made payable to Jacksonville State University), (3) a completed health information form, (4) appropriate academic credentials (See following section on Application Procedures), and (5) completed new student survey.

Internet Users are invited to visit the Jacksonville State University World Wide Web Home Page at www.jsu.edu. Many important and informational items are available via the JSU Home Page. Students may print an application for admission, complete and mail via surface mail, or may apply for admission electronically by following the information outlined from the JSU Home Page.

APPEALS

In addition to the specific requirements set forth below, the Admissions Committee, acting under the requirements and policies of its governing board, shall consider the appeals of applicants who are not admissible to the University due to not meeting the minimum ACT/SAT score requirement or suspension from a prior college. The Admissions Committee meets in April, June, July, August, and December to review appeals. Applicants interested in the appeal process should have the required documents sent to the Office

of Admissions as soon as the documents are available. All documents must be received one week prior to the committee meeting to allow sufficient processing time. The exact meeting dates and deadlines will be available by calling the Office of Admissions. The institution, in the name of its governing board, reserves the right to reject by action of its Admissions Committee the application of any individual whose characteristics or actions are considered detrimental to the institution. All applicants will be notified concerning admission as soon as all their records have been processed. A student who is denied admission by the Office of Admissions and whose appeal is denied by the Admissions Committee has the right to appeal to the president of the university whose decision is final.

APPLICATION PROCEDURES

I. Freshman Admissions

High School graduates are admitted on the basis of both an acceptable high school record and the score on the American College Test (ACT) or Scholastic Aptitude Test (SAT). Jacksonville State University admits students who have demonstrated that they are capable of college level work and have a reasonable chance to successfully complete a college degree. Students without academic skill deficits or with minimal academic-skill deficits (verbal communication, mathematics and reading) as demonstrated by high school record, ACT or SAT scores and other reasonable evidence are admitted unconditionally. Students with moderate academic-skill deficiencies (which are likely to require more than one semester for successful remediation) will be *conditionally admitted*. Conditionally admitted students must be enrolled continuously in prescribed developmental studies courses and other assigned activities until all academic-skill deficiencies are eliminated. Students with severe academic-skill deficiencies who are likely to require more than two semesters to eliminate all deficiencies are not eligible for unconditional or conditional admission, but may apply for admission to a summer developmental studies program — ExSEL. All students admitted unconditionally or conditionally must successfully eliminate all academic-skill deficiencies within twelve months of admission or, if not enrolled on a continuing basis, the first twenty-four hours of attempted academic credit.

- A. An official high school transcript showing the date of graduation and type of diploma received. Students are required to graduate with at least a standard diploma.
 1. Students may request a transcript from their high school at any time to be mailed to JSU. However, a complete transcript showing type of diploma received and date of graduation must be sent immediately after graduation. This transcript must be mailed to JSU directly from the high school or placed in a sealed envelope from the high school and presented unopened to the Office of Admissions.
 2. Students applying for admission are advised to emphasize the following subjects in their high school programs: English, social studies, mathematics, foreign languages, and the natural sciences.
 3. Applicants who are not high school graduates may enter the freshman class if they have passed the high school level General Education Development (GED) test and present an official score report of their test results. The score report should be mailed to JSU directly from the testing agency or should be placed in a sealed envelope from the testing agency and presented unopened to the Office of Admissions.
- B. ACT or SAT scores.
 1. Applicants are required to produce official scores from either the ACT or SAT. These scores must be sent to JSU directly from the testing agency or must be on an official high school transcript. Scores on these tests are used as a basis for admission and placement in English and mathematics courses. Applicants presenting scores which indicate they can do acceptable work at Jacksonville State University may be admitted directly. Alternative methods to satisfy admission standards may be considered by the Admissions Committee.
 2. The freshmen who have applied for admission but have not attended high school or a secondary education institution in eight (8) or more years or are at least 25 years of age are exempt from the ACT or SAT requirement listed in

B-1. First-time students in this category may choose to take the ACT for placement into appropriate levels of English and mathematics courses.

Students in this category who do not choose to take the ACT for placement in English and mathematics courses should contact the English and Math departments for a placement test.

- C. ExSEL: Academically under prepared students who are deemed capable of developing the knowledge, skills and habits necessary for success in college and who demonstrate the commitment to develop their potential may be admitted to ExSEL (Experiencing Student Success in Education and Life). ExSEL is a summer program of six weeks providing intensive preparation in basic academic-skills and non-academic-skills (e.g., study skills, career orientation, and interpersonal skills) necessary for success in college. Students may be conditionally admitted to JSU upon successful completion of ExSel or upon obtaining the minimum required ACT score.
- D. Appeals: The Admissions Committee, acting under the requirements and policies of its governing board, shall consider the appeals of applicants who are not admissible to the University due to not meeting the minimum ACT/SAT score requirement. To appeal to the Admissions Committee, beginning freshmen should submit an application for admission, \$20 application fee, official final high school transcript showing date of graduation and type of diploma received, all ACT/SAT scores, a letter of appeal explaining any extenuating circumstances and why an exception to admission requirements should be granted, and a letter of recommendation on school stationery from a high school teacher who taught the student in an academic subject during the junior or senior year. The Admissions Committee meets in April, June, July, August, and December to review appeals. Applicants interested in the appeal process should have the required documents sent to the Office of Admissions as soon as the documents are available. All documents must be received one week prior to the committee meeting to allow sufficient processing time. The exact meeting dates and deadlines will be available by calling the Office of Admissions. A student who is denied admission by the Office of Admissions and whose appeal is denied by the Admissions Committee has the right to appeal to the president of the university whose decision is final.

Freshman Admissions Categories	Qualifications	Requirements
Unconditional Admission	Minimal, or no, academic skill deficiencies. *ACT Composite 19 or above SAT Combined Critical Reading and Math 900 or above	Must successfully remediate skill deficiencies within one year.
Conditional Admission *	Moderate academic skill deficiencies ACT Composite 16-18 SAT Combined Critical Reading and Math 750-890	Must be continuously enrolled in prescribed developmental skills courses; participate in prescribed counseling and advisement activities; and remediate all academic skill deficiencies (including LS-104) within one year.
ExSEL *	Severe academic skill deficiencies. ACT Composite 14-15 SAT Combined Critical Reading and Math 650-740	Only admitted to summer developmental studies program (ExSEL). May be conditionally admitted upon successful completion or upon obtaining the minimum required ACT score.

* Applicants must also provide evidence of high school graduation with at least a standard diploma. Successful completion of the GED is acceptable in lieu of high school graduation.

II. Transfer Student Admissions

- A. Transfer students are required to present one official transcript from each institution previously attended. These transcripts must be mailed to JSU directly from the institution or placed in a sealed envelope from the institution. If less than 24 semester hours are accepted, students must also fulfill all requirements listed under the Freshman Admissions section. If 24 semester hours or more are accepted, transfer students who do not have credit for EH 101 or MS 112 may take the ACT/SAT for placement in the appropriate English or Math courses. Those who choose not to take the ACT/SAT for placement purposes may contact the English and/or Math Departments for a placement test.

The University reserves the right to accept or deny course work presented for transfer. Typically, all course work from regionally accredited institutions will be accepted as fair equivalent courses at JSU provided JSU has an equivalent course at the appropriate level. Courses not having fair equivalents at JSU may or may not be accepted as an elective. The transfer decision will be made on a course-by-course basis by the Registrar's Office during the credit evaluation process. Course work presented for transfer from institutions not accredited by a regional association may be considered for transfer. For additional information, students may contact the Registrar's Office.

All grades attempted from other institutions will be used in computing grade-point-average at JSU. Students transferring course work are advised the grade-point-average requirements will be based on overall GPA requirements as well as resident requirements when considering admission to or retention in certain programs, major and minor requirements, and graduation requirements. Grades of "D" will be accepted except in EH 101, EH 102 and MS 100. However, a course in which a "D" grade has been earned is not creditable toward the major and/or minor requirements and may not be creditable toward some specific program requirements.

Students may transfer from a two-year college at any time. Although an unlimited number of hours are acceptable from a two-year college, students must earn a minimum of 64 semester hours from a four-year college or university, 32 of which must be earned from JSU. Therefore, **JSU recommends that each transfer student not earn credit beyond 64 semester hours (96 quarter hours) at the two-year college.**

Students under academic probation at other accredited institutions are admissible to JSU on probation, provided they are eligible to return to that institution.

- B. Students academically ineligible to return to the last institution attended may not be admitted to JSU. They may, however, appeal to the Admissions Committee for consideration of their individual situation.

Students under disciplinary probation or suspension at other institutions are not eligible to enroll at JSU. They may, however, appeal to the Admissions Committee for consideration of their individual situation.

- C. Transfer students have many opportunities to register for classes. Consult the schedule booklet for the specific dates of registration. Schedules are posted on the web and are available in print. The summer and fall schedules are available by February, and the spring schedule is available by November of each year. After advisement, transfer students may register via the web at www.jsu.edu.
- D. The Admissions Committee, acting under the requirements and policies of its governing board, shall consider the appeals of applicants who are not admissible to the University due to not meeting the minimum ACT/SAT score requirement or suspension from a prior college. To appeal to the Admissions Committee, transfer students should submit the application for admission, \$20 application fee, official transcripts from all colleges attended, and a letter of appeal explaining any extenuating circumstances and why an exception should be granted. A transfer student who does not have 24 transferable hours should also submit the items that are required for beginning freshmen. The Admissions Committee meets in April, June, July, August, and December to review appeals. Applicants interested in the appeal process should have the required documents sent to the Office of Admissions as soon as the documents are available. All documents must be received one week prior to the committee meeting to allow sufficient processing time. The exact meeting dates and deadlines will be available by calling the Office of Admissions. A

student who is denied admission by the Office of Admissions and whose appeal is denied by the Admissions Committee has the right to appeal to the president of the university whose decision is final.

- E. **AGSC/STARS: Alabama Articulation and General Studies Committee/Statewide Transfer and Articulation Reporting System (AGSC/STARS)** is part of a system created by statewide legislation designed to help a student transfer from one college to another. This system is a course-by-course layout of Alabama two-year and four-year institutions, and is designed to assist students with questions pertaining to credit hour and course transfers. This information is available on the internet at www.jsu.edu/transfer.

III. International Student Admissions

- A. International students who have never attended college in the United States must present a minimum score of 500 or above on the paper-based, 173 on the computer-based, or 61 on the Internet based TOEFL (Test of English as a Foreign Language), taken within the last two years. In lieu of the TOEFL, an international student may present a minimum composite score of 19 on the ACT or a minimum combined critical reading and math score of 900 on the SAT for unconditional admission or a minimum composite score of 16 on the ACT or a minimum combined critical reading and math score of 750 on the SAT for conditional admission. These test scores should be sent to JSU directly from the testing agency. **Students who have not attended secondary school in eight or more years or are 25 years of age are exempt from this test score requirement.**
- B. In addition to the test score requirement, an international student must present official transcripts or documents proving graduation from secondary school. These documents must clearly indicate graduation and be mailed to JSU directly from the secondary school or placed in a sealed envelope from the school, then presented to the Office of Admissions unopened.
- C. International students who have attended a regionally accredited institution in the United States must present official transcripts from each institution attended. Test score requirements may be waived if the student has at least 24 acceptable semester hours. Students who do not meet the 24 hour requirement must meet the requirements listed above in (A & B).
- D. International students are required to complete a form titled "International Student Financial Statement." This form is required to provide documentary evidence showing adequate financial resources are available to attend the university.
- E. International students interested in a one to two year cultural exchange program should refer to page 53 for information on the International House Program (IH). IH students are considered cultural exchange students exempt from the test score requirement of regular degree seeking students. IH students must have an official transcript or document sent to the Office of Admissions that clearly indicates high school graduation. This document should be mailed directly from the school to the Office of Admissions at JSU or be placed in a sealed envelope from the school and presented unopened to the Office of Admissions. This document must be received before the student begins classes. Students who are selected as IH students may choose to meet the regular admission requirements listed above in A, B, and C before enrolling at JSU. IH students who choose not to meet regular admission requirements before enrolling at JSU must meet those requirements if they wish to remain at JSU after completion of the one to two year cultural exchange program. These students may do so by meeting A, B, and C listed above or by completing 24 college level semester hours at JSU.

The application for admission to JSU will not be accepted without the documents listed above and the \$20 (U.S.) non-refundable application fee. **Application materials must be received sixty days prior to the start of the semester for which the student is applying.** Students must also provide documentation of health insurance prior to registration for classes.

International students wishing to have credits earned at a foreign institution of higher learning evaluated must first be admitted to JSU as a degree-seeking student. At that point a student may request an evaluation of foreign educational credentials be mailed to JSU from one of the following approved evaluating agencies:

Education Credentials Evaluators, Inc.

P.O. Box 92970
 Milwaukee, WI 53202-0970
 (414) 289-3400

International Education Research Foundation

(formerly Credentials Evaluation Services)

P.O. Box 66940
 Los Angeles, CA 90066

International Consultants of Delaware, Inc.

109 Barksdale Professional Bldg.
 Newark, DE 19711

International Education Evaluation, Inc.

363 Ridgewood Ave.
 Charlotte, NC 28209

International Evaluation Service

(formerly Indo-Chinese Document Evaluation Translation)

P.O. Box 20348
 Long Beach, CA 90801

Lisano International

P.O. Box 407
 Auburn, AL 36831-0407
 (334) 745-0425

World Education Services

Main Office
 P.O. Box 745
 Old Chelsea Station
 New York, NY 10113-0745
 (212) 966-6311

World Education Services

Southeast Office
 P.O. Box 01-5060
 Miami, FL 33101
 (305) 358-6688

IV. Transient/Special Student Admissions

A student who is in good standing from an accredited institution may be admitted to JSU as a transient/special student. A transient/special student must apply for admission and submit the non-refundable \$20.00 application fee. The student must present evidence of his/her current academic standing (official transcript or letter of good standing) in support of the application. The transcript or letter of good standing should be mailed to JSU directly from the institution or be placed in a sealed envelope from the institution. International transient students must meet requirements for regular international student admission.

Transient/special students will not be considered as degree-seeking students at JSU but rather taking courses for personal enrichment and/or to transfer to the institution where the degree is being pursued. Transient students planning to transfer JSU credits to another institution should consult the appropriate dean or registrar to determine the acceptability of the JSU work to the institution where the degree is being pursued.

V. Accelerated Pre-College Program Admissions/Dual Enrollment

A student may be admitted as an accelerated high school student by meeting the following conditions:

1. Applicants must have earned a "B" average or better in ninth grade work.
2. Applicants must have completed the ninth grade before enrolling as accelerated students.

3. All applicants must have written permission of their principal and/or superintendent.
4. All applicants must submit an application to the University as an accelerated student along with the non-refundable application fee of \$20.00.
5. Dual enrollment credit for high school units may be granted by the school system. High school units may be earned in addition to college credits with the permission of the superintendent.

Accelerated students are subject to all rules and regulations of the University as well as its rights and privileges. Accelerated students may register for 100 or 200 level courses in any academic field in which the student has completed high school requirements and/or prerequisites. Accelerated students must maintain a "C" average or better in all attempted coursework and a "B" average in high school.

COLLEGE CREDIT FOR ACCELERATED STUDENTS WILL BE AWARDED ONLY AFTER THE STUDENT HAS GRADUATED FROM HIGH SCHOOL AND HAS COMPLETED ALL FRESHMAN ADMISSION REQUIREMENTS TO JACKSONVILLE STATE UNIVERSITY. OFFICIAL TRANSCRIPTS ARE NOT AVAILABLE TO STUDENTS UNTIL ADMISSION REQUIREMENTS ARE SATISFIED.

VI. Early Admissions

To accommodate high school students with exceptional ability, Jacksonville State University considers them on an individual basis for early admission. Students who wish to enter college after completing the 11th grade in high school must present evidence that admission to college would be more beneficial than continuation in high school. Such individuals are considered for admission as regular students.

Minimum requirements for early admission include a grade of "B" on academic subjects in high school and an ACT composite score of 26. To consider an applicant, the following material must be presented to the Office of Admissions for review by the Admissions Committee.

1. A letter of request from the applicant.
2. One copy of the official high school transcript.
3. The official ACT report.
4. A letter of recommendation from the high school principal or superintendent.
5. A letter of approval from parent(s) or guardian.
6. A completed application to the University with the non-refundable application fee.

ORIENTATION AND ADVISEMENT

Newly admitted students are encouraged to attend an orientation/advisement session prior to the semester they wish to attend (See section: APPLICATION PROCEDURES). The orientation/advisement session includes a brief introduction to campus life, advisor assignment, academic advisement, schedule preparation, and registration. Following registration, students can obtain an I.D. card, post office box, and automobile registration. Questions regarding orientation should be directed to the Office of Student Life.

JACKSONVILLE STATE UNIVERSITY IN GADSDEN

Jacksonville State University in Gadsden (JSU-Gadsden) offers junior and senior level undergraduate courses and graduate courses on the campus of Gadsden State Community College in Gadsden, Alabama. The calendar for JSU-Gadsden is the same as the university calendar, and all university policies and regulations apply.

Drawing students primarily from Etowah County and the counties adjacent to it, JSU-Gadsden scheduling consists mostly of late afternoon and evening classes tailored to meet the needs of working adults. Offerings are particularly extensive for Business Administration and Education majors. An M.B.A. program and M.S.Ed. courses are also available there.

Registration and academic advisement are provided at the Gadsden Campus.