

ACADEMIC REGULATIONS

GENERAL REQUIREMENTS

To be considered a candidate for graduation a student must fulfill the specific requirements for a particular degree as set forth in the following pages:

1. Complete 120-132 semester hours, determined by your program of study, with a minimum "C" average 2.00 GPA. Earn a minimum of fifty percent of those semester hours from a four-year college or university, and at least twenty-five percent of semester hours required for degree must be resident work at JSU. Thirty-six (36) semester hours of credits presented for a degree must be in courses numbered 300 or above. No more than 12 semester hours in correspondence work may be counted toward a degree.
2. Earn a minimum "C" or better in each of his/her major and minor courses. Students assessed into upper division business courses must maintain a 2.00 GPA in the business core (courses are identified in the Business and Industry section) overall and the business core courses in residence.
3. No matter what advanced standing candidates may have been admitted under, or what credits they may have transferred, they must earn credit at JSU for at least 12 hours of advanced work (courses numbered 300 or above) in their major subject or teaching field area and six hours in advanced work (courses numbered 300 or above) in his/her minor subject.

For education students, one-third of the total hours in each teaching field(s) must be advanced work. In addition, a minimum of 12 hours of advanced level courses in each single comprehensive teaching field, or a minimum of nine hours of advanced level courses in each dual-teaching field must have been taken at JSU.

4. Students are expected to complete the general subject requirements for graduation during the freshman and sophomore years, in so far as this is possible. In case of deficiencies, students must register for courses which will remove such deficiencies before they will be permitted to elect other courses.
5. A minor, in addition to a major, is required for all degrees with the exception of majors in biology, chemistry, geography, integrated studies (formerly liberal studies), nursing, accounting, finance, management, marketing, applied manufacturing engineering, applied electronics engineering, industrial leadership, occupational safety and health management, social work, family and consumer sciences, the B.S. degree when the major is economics, and the B.F.A. degree in art. The B.F.A. degree and the B.S. in family and consumer sciences require an area of concentration in lieu of a minor. However, degrees for those seeking teacher certification require teaching field(s) in lieu of majors/minors.
6. Students entering with advanced standing or earning credit from another institution after initial enrollment at JSU must earn a minimum "C" average, 2.00 GPA, at this institution.
7. Students select their major and minor subjects before the end of their sophomore year, or if a junior or senior transferring from another college, before they register for any work leading to a degree from this institution. The choice of their major and minor fields must be made only after consultation with the professors/advisors in these fields and must have the approval of both the major and minor professors/advisors. Note: Students pursuing a degree in education will need to select their teaching field(s) by the end of their freshman year. Note: Candidates, including transfers, must submit minimum requirements and a portfolio for review and approval by the Department of Art prior to assessment into the B.F.A. degree program.
8. Before each registration, students confer with their advisor and secure approval of the choice of courses for the major and minor(s) or electives, and of sequences of such courses.
9. Successfully complete the English Competency Examination, EPP/CLA, and STU 101 (See Test and Examinations section).
10. Apply to the appropriate dean no later than the last day to add classes in the semester in which you will graduate.

Catalog Requirements and Time Limits

Degree requirements and other university regulations are established by the catalog current at the time of initial enrollment. Students may complete requirements under the catalog current at that time or any later catalog during his/her JSU enrollment provided the undergraduate degree is completed within twelve (12) years from initial collegiate enrollment. Students not completing the undergraduate degree within twelve (12) years from initial enrollment must update to a more current catalog as negotiated with the appropriate school dean. Students may not combine components of different catalogs.

Students tracking toward transfer enrollment may follow the JSU catalog in effect at the time of initial collegiate enrollment. However, students should be advised that the twelve (12) year catalog entitlement would then start upon initial collegiate enrollment rather than initial enrollment with Jacksonville State University.

Additional Bachelor's Degree

Students seeking to earn additional bachelor's degrees must complete a minimum of 32 semester hours in residence over and above the previously earned bachelor's degree and must meet all academic requirements for the degree sought as stipulated in the undergraduate catalog at the time of enrollment in the additional degree program. Students may not be awarded multiple degrees in the same ceremony.

Student Responsibility for Degree Requirements

It is the responsibility of each student to become familiar with degree requirements, graduation requirements, and all other aspects of satisfactory academic progress. Each student is assigned an academic advisor to assist in planning course schedules and give advice on timely graduation planning. However, the ultimate responsibility for understanding and completing degree and graduation requirements lies with the student.

STUDENT LOAD

1. Full-time status is defined as 12 hours; six semester hours is half-time. Students on academic probation must limit their course work during each semester to no more than 13 semester hours.
2. Students concurrently enrolled at Jacksonville State University and any other institution may take a maximum of 18 semester hours or up to 21 semester hours with special approval during the semester.
3. Students may be enrolled at more than one college/university at the same time. Students enrolled at both Jacksonville State and another college/university are subject to the academic standards and guidelines of Jacksonville State University.
4. Questions concerning student load may be addressed to the Registrar's Office, Room 113 Bibb Graves Hall, 256-782-5400, or registrar@jsu.edu.

CLASSIFICATION OF STUDENTS

<u>Hours</u>	<u>Classification</u>
0-31	Freshman
32-63	Sophomore
64-95	Junior
96+	Senior

REGISTRATION

All students must register before being admitted to classes. The appropriate academic dean and other members of the faculty advise the students in regard to their program of studies. It is urgent that a student register during the days set apart for that purpose. Any student whose credits are being withheld is not eligible for registration. The institution reserves the right to withdraw any course and close or divide sections whenever it is deemed appropriate.

LATE ENTRANCE

Students registering on the first day of class through the last day to add will be charged a late registration fee. Students registering after the last day to add will be charged a reinstatement fee. Students will be responsible for class work from the first class meeting and incur normal absences for classes missed.

AUDITING COURSES

Auditors must make application for admission and pay the \$35.00 non-refundable application fee if they are not already regularly enrolled students. The cost is \$25.00 per semester hour. A person may audit courses with the written approval of the instructor of the subject, provided there is space available in the class desired. Registration must be processed in the Registrar's Office. Auditors are listed on the class roll but do not participate in classroom discussions, take tests or final examinations, or make reports, and will receive no credit or grades.

Once a student registers in a course as an auditor, he/she may not change his/her status in that course to credit basis.

WITHDRAWALS

Students may withdraw without any academic penalty until the 'Last Day to Withdraw Without Academic Penalty.' After this date if the student is passing, the permanent record will reflect the notation "withdrew passing," which indicates good standing and the privilege of readmission. If a student is failing, the permanent record will show the notation "withdrew failing." This is equivalent to a grade of "F" for calculation of grade point average. Refer to the academic calendar for deadline dates for withdrawals without penalty. No withdrawals will be processed after the 'Last Day to Withdraw;' see the academic calendar for dates. Students must notify the Registrar's Office by completing the withdrawal form online. For mailed requests, the postmark will be used to determine the withdrawal date.

Students who withdraw during a semester may not petition for reinstatement during the semester in which the withdrawal occurred.

Any student who has registered, but does not wish to attend, must notify the Registrar's Office by completing the withdrawal form online by the last day to register for the semester to receive a full refund of tuition charged. For mailed requests, the postmark will be used to determine the withdrawal date. Failure to assure this notification may result in academic and financial penalty. Please contact housing for residence hall refund policy. Students who are scheduled to receive financial aid must also notify the Office of Student Financial Services in writing (fax or mail) or JSU email by the last day to register for the semester to cancel their financial aid. Students who fail to notify the Office of Student Financial Services will be subject to financial penalty.

Medical/Compassionate Withdrawal

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or severe injury, prevent the student from continuing classes. This covers both physical and mental health difficulties.

A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from continuing classes.

Medical or compassionate withdrawals will be considered for the current or immediately preceding semester only.

A student must request a medical or compassionate withdrawal by contacting the office of the Vice President for Student Affairs, Bibb Graves Hall, Rm. 102, (256) 782-5020.

**Students receiving federal financial aid or Veterans Educational Benefits should meet with either Student Financial Services or Veteran Services, respectively, before making a decision to request a medical or compassionate withdrawal.

Military Withdrawal

A Military Withdrawal is necessary when service members receive official military orders requiring military service such as deployments or extended mobilizations. When this official military service affects the ability of the service member to be successful in their classes they can file for a Military Withdrawal.

Service members that are considering this Military Withdrawal should consult with the Office of Veteran Services, Student Financial Services, and Residence Life (if applicable) before submitting the Military Withdrawal to see what financial repercussions, if any, the student will face. *Military dependents negatively affected by deployments or extended mobilizations should use the Medical/Compassionate Withdrawal process through the Office of the Vice President for Student Affairs.*

If approved, the service member will be subject to all JSU refund and academic penalty policies. If you have questions about Military Withdrawals or registering at JSU in the future, please contact the Office of Veteran Services at 256-782-8838 or veterans@jsu.edu.

**Students receiving federal financial aid should meet with Student Financial Services to determine the effect that the withdrawal will have on financial aid.

GRADING SYSTEM

The following represents the grading system used by the university and the basis upon which quality points are earned. The grade point average (GPA) may be determined by dividing the quality points earned by the GPA hours. The GPA is not rounded. The GPA is truncated to two places past the decimal for reporting purposes.

A — four quality points per hour (90-100)

B — three quality points per hour (80-89)

C — two quality points per hour (70-79)

D — one quality point per hour (60-69). This grade will not be assigned for EH 100, 101, 102, 103, 104, 348, LS 104, MS 100.

NC — No credits (0-69). This grade assigned only in English 100, 101, 102, 103, 104, 348, LS 104, MS 100 and STU 101.

F — No quality points (0-59). Failing grades may not be removed from the academic record. This grade will not be assigned for EH 100, 101, 102, 103, 104, 348, LS 104, MS 100.

P — Passing. Grade given for selected courses as specified in the course descriptions in this catalog. The grade of P does not affect the GPA. The grade of F on a pass or fail course is computed as a regular F grade.

W — Withdrawn or Dropped class, non-punitive

WF — Withdrawn failing (counts as an F)

WP — Withdrawn passing, non-punitive

X — Audit - no credit.

I — Incomplete - non-punitive.

The grade of "D" is considered passing. However, a "D" grade will not be allowed to count toward fulfilling required courses in the major, minor, and teaching field.

Transferred courses are accepted according to the letter grade sent by the issuing institution regardless of numerical scale on which the letter grade was based.

Incomplete Grade – The grade of "Incomplete" or "I" may be assigned by an instructor if extreme circumstances prevent a student from completing course requirements, and only if the student is passing the course. The "I" grade does not immediately affect a student's grade point average.

Completing the course requirements – The student is responsible for arranging to complete the remaining course requirements. One calendar year is allowed for completing the work. Grades of "I" will roll to "F" the day grades are due in each term. Students should not register for the course again. Once the student has completed all course requirements, the instructor submits a grade change to the Registrar's Office for recording. The registrar then notifies the student of the grade change. Failure to complete course requirements within one calendar year will result in a grade of "F" being assigned.

Requesting extensions – Before the end of one calendar year, the student must submit a written request for an extension to remove an incomplete. The instructor, department head, and dean must approve the extension before the registrar grants an extension of time.

If at any time during the process, as detailed above, the instructor is not available, the appropriate department head and/or dean will represent the instructor's interest.

REPLACEMENT COURSE POLICY

Students may improve their GPA by repeating courses at JSU. Only the higher grade will be counted in the institutional GPA. All attempts made at JSU will remain on the academic transcript. If students are on financial aid, they must follow federal regulations for repeated coursework. It should be noted that some programs have higher requirements for assessment into, continuation in, and graduation from the program. Therefore, the replacement course flexibility may not apply to all degree programs. Additionally, student athletes will be governed by the NCAA eligibility guidelines. This policy is effective beginning with the Spring 2017 term.

DUPLICATION OF COURSES

Credits toward graduation for any course, or part of a course, will not be granted twice. Only the highest grade will be counted in the *institutional GPA and earned hours. If a student transfers in repeated coursework from their institutions, the highest grade will be the only course grade initially evaluated. Any transfer course evaluated after the initial evaluation, in which that course has been repeated, will transfer but will not be included in the transfer GPA or hours earned. Select Jacksonville State University course numbers may be taken more than one time for credit. Any course number which may be earned for credit more than one time will be noted in the course description of the University Catalog along with the maximum times the course may be utilized for credit without being considered a duplication of credit.

*Institutional GPA is calculated from course credits earned ONLY at JSU. Institutional GPA will be used to determine program GPA requirements, honors designation, and university graduation requirements.

MIDTERM/FINAL GRADES

At midterm, grades can be viewed on MyJSU. Only grades of "D" or "F" are recorded at midterm. Grades can be viewed for a limited time only. Midterm grades are reported for fall and spring semesters only. Check the academic calendar for dates.

Final grades can be viewed through MyJSU for two weeks after the term ends. Final grades are also viewable permanently on the online transcript also available on MyJSU.

FINAL GRADE CHANGE

Final grades may not be changed after they have been officially submitted to the Registrar's office. Exceptions include incomplete grades (I) or in the case of miscalculation or miscommunication of the grade by the instructor. In these cases, grade changes are made online by the instructor and should be completed by midterm of the subsequent fall or spring semester.

GRADE APPEAL

Students wishing to appeal a grade should always begin by meeting with the instructor of record for the course. Oftentimes, this meeting will result in a satisfactory outcome for the student and instructor. If the student and instructor are unable to resolve the discrepancy, the student may consult with the instructor's department head, and finally, the dean of the school in which the course is offered. This process must be completed by midterm of the subsequent fall or spring semester.

HONORS

High scholastic attainment in the university will be recognized in the following ways:

1. Undergraduate student carrying 12 or more GPA hours in the fall and spring semesters will be recognized as follows:
 - a) Students who obtain a 4.00 grade point average for that semester will be listed on the President's List.
 - b) Students who obtain a grade point average between 3.50 and 3.99 for that semester will be listed on the Dean's List.
2. Honors at Graduation
 - a) The designation "cum laude" will be engrossed upon the diplomas of graduating students who obtain an average of 3.50 to 3.69 quality points on *institutional GPA hours.
 - b) The designation "magna cum laude" will be engrossed on the diplomas of graduating students who maintain an average of 3.70 to 3.89 quality points on *institutional GPA hours.
 - c) The designation "summa cum laude" will be engrossed upon the diplomas of graduating students who maintain an average of 3.90 to 4.00 quality points on *institutional GPA hours.
 - d) The designation "special honors in (the major subject)" will be engrossed upon the diplomas of graduating students who maintain a 3.50 average in the major field of study and a 3.25 *institutional GPA average.
 - e) Eligibility for Honors will be determined at the conclusion of the degree program.
 - f) The grade point average is truncated to two places past the decimal for reporting purposes and not rounded.

* Institutional GPA is calculated from course credits earned ONLY at JSU. Institutional GPA will be used to determine program GPA requirements, honors designation, and university graduation requirements.

UNDERGRADUATE ACADEMIC STANDARDS POLICY

Satisfactory Academic Progress

Students at the university are required to meet a minimum cumulative 2.00 grade point average (GPA).

GOOD ACADEMIC STANDING

Students will be considered in "good academic standing" if they are eligible to take classes at Jacksonville State University.

ACADEMIC ACTIONS

I. Academic Warning

A student will be placed on "academic warning" at the end of any term in which the cumulative GPA is less than the required 2.00 cumulative GPA.

II. Academic Probation

A student will be placed on "academic probation" at the end of any term following a semester on "academic warning" when the cumulative GPA is less than the required minimum 2.00 GPA. Students on "academic probation" must limit their course work during fall, spring and summer semesters to no more than thirteen (13) semester hours attempted. To avoid "academic suspension," a student must maintain a term GPA of 2.00.

III. Academic Suspension

A student will be placed on "academic suspension" at the end of any term following a semester of "academic probation" when the semester's term GPA is less than 2.00 or the cumulative GPA is less than the minimum cumulative GPA required. A student placed on "academic suspension" will be suspended for one semester, after which students may return to the university on "academic probation." (Note: From the last day of spring semester to the first day of fall semester counts as one semester.) Upon return, students must make a grade of "C" or better for each course or a 2.00 cumulative GPA. Students will be placed on "academic suspension" only once. Failure to maintain the required minimum cumulative GPA after "academic suspension" places the student on "academic dismissal." No credit for the purpose of transfer may be earned from any other institution of higher education while a student is on "academic suspension."

IV. Academic Dismissal

A student will be placed on "academic dismissal" following a semester of "academic suspension" when a suspension semester's term GPA is less than 2.00 or the required cumulative minimum 2.00 GPA has not been achieved. "Academic dismissal" is for at least one calendar year (twelve months). No credit for the purpose of transfer may be earned from any other institution of higher education while a student is on "academic dismissal."

V. Reinstatement

The administration recognizes that extenuating circumstances may have precipitated a student's poor academic progress. Such circumstances are not excuses for poor academic progress, but may justify consideration for reinstatement.

Students suspended or dismissed for academic reasons have the option of petitioning for reinstatement through the Director of Academic Advisement. Reinstatement is for one semester only. Any student under academic suspension or dismissal has the option of petitioning for reinstatement.

The reinstated student must maintain a 2.0 GPA or better during the reinstated semester. All requirements specified by the Director of Academic Advisement must be met. Among these are a course load of no more than the minimum full-time load, consultation with an academic advisor, and any special conditions necessary for the individual's reinstatement, e.g., specific courses, removal of incompletes, or progress reports.

Students not maintaining the GPA requirements or any condition of reinstatement will be suspended or dismissed from the university. The reinstated student in an academic suspension status must remain suspended for one semester. The reinstated student placed in an academic dismissal status must remain dismissed for one calendar year (12 months). Upon reinstatement the student will be ineligible for financial aid. Students may appeal. The Satisfactory Academic Progress and Appeals information for federal financial aid at JSU is at www.jsu.edu/finaid, click Forms, select the Satisfactory Progress and Appeals Policy for the year you have been reinstated.

The Director of Academic Advisement is responsible for maintaining an active file on each reinstated student and academic progress is monitored throughout the semester.

ACADEMIC FORGIVENESS

Occasionally, during a particular semester, students encounter personal, emotional or financial circumstances so devastating that performing academically at a level approximating their usual record of achievement becomes impossible. Normally, these students realize their situations in time to take the advisable course of action and withdraw from the university. If that is not done, however, and a student's grades for the semester are decidedly below that student's normal record, the student can petition for academic forgiveness. Undergraduate Institutional GPA must be a 2.0 or higher to be eligible. There are two options for academic forgiveness:

1. All course work taken, even hours completed satisfactorily during the semester for which forgiveness is requested, will be disregarded in the grade point average and as hours earned toward graduation OR

2. Select only specific courses from one semester to be disregarded in the grade point average and as hours earned toward graduation.

Academic forgiveness may be granted one time and is irreversible.

Procedure

Students may petition for academic forgiveness for only one semester (any fall, spring, or summer term) already completed at the university, provided the student has a GPA of 2.00 or higher in institutional work.

Forms and details of this policy are available in the Office of the appropriate school dean. Undecided majors should obtain this form and submit the petition to the Office of the Vice Provost located in Room 201 Bibb Graves Hall.

Students on financial aid should consult with the Office of Student Financial Services prior to the request being processed.

After review of the petition, by the dean, the dean's designee, or the Office of the Vice Provost, the Registrar's Office will adjust the academic record and notify the student.

Once granted, academic forgiveness cannot be reversed. Students should be aware that graduate and professional schools often compute grade point average over all hours attempted when considering applicants for admission.

A petition will not be considered if the student has received a degree subsequent to the semester in question.

SECOND CHANCE

Undergraduate students who have interrupted their college career for a period of at least two consecutive calendar years, at any point on their transcript, may apply for the second chance provision. Under this policy all course work completed at an earlier date will be eliminated from computation of the grade point average and cannot be applied toward a degree at Jacksonville State University. Such work will remain on the student's academic record, but will not be used in the computation of the grade point average for degree requirements. Some undergraduate professional programs may require inclusion of all course work for admission to, continuation in, and graduation from the program. Students should seek advice from the appropriate school dean or designated person.

Students on financial aid should consult with the Office of Student Financial Services prior to the request being processed.

Students seeking second chance status will be required to follow the catalog in effect at the time of re-enrollment. Second chance status may be granted only once and is irreversible. Second chance also applies to transfer work. Students seeking to apply for second chance can obtain a form in the Registrar's Office.

CLASS SIZE

The institution reserves the privilege of withdrawing any course in which fewer than ten students have enrolled and of closing or dividing sections whenever it is deemed that the interests of the students will be better served.

ATTENDANCE AT CLASSES

Specific policies on attendance may be established by individual departments and schools. These policies will be communicated to the students through the class syllabus at the beginning of the semester. Students are held responsible for attendance at all class meetings.

SEQUENCE OF COURSES

Prerequisites listed in this catalog must be observed; students should complete all work on the freshman and sophomore levels before entering advanced courses. University courses numbered 400 and qualifying for graduate classification are open only to those students classified as juniors or seniors.

CANDIDATES FOR DEGREES

Application for degree may be submitted to the office of the appropriate dean after junior classification is attained but no later than the last day to register in the semester in which the student will graduate. Students who are unsuccessful candidates for graduation should contact their respective dean's office regarding the procedure for re-applying for another graduation. Students must have satisfactorily completed the English Competency Exam (ECE) at least one semester before applying for graduation. All graduating seniors, traditional and distance education alike, are required to take either the ETS Proficiency Profile (EPP) or Collegiate Learning Assessment (CLA) prior to graduation - no exceptions or waivers. All on-campus students will take EPP through Counseling Services, unless they are randomly selected to take CLA. Then they will take CLA through Counseling Services on campus. All online only students will have a choice: Take EPP on campus or take the EPP online using ProctorU or other JSU-approved proctoring service at a cost of around \$23 per student.

FIRST-YEAR EXPERIENCE COURSE

Students with fewer than 24 earned hours must take STU 101: First-Year Experience Course. Students will achieve course objectives related to their overall adjustment to being a successful student at JSU. Topics discussed include how to: declare a major and develop a relationship with an academic advisor; understand components of MyJSU; know and understand JSU policies; participate in the summer reading program; learn and become active in JSU activities for students; understand and develop appropriate behavior for a college student; become familiar with student services; and acquire knowledge and skills necessary to prosper as a JSU student.

Beginning with the third attempt, and until the course has been successfully completed, a late registration fee of \$100 per semester will be charged.

First time freshmen over the age of 24 are exempt from taking STU 101.

TESTS AND EXAMINATIONS

Students who miss examinations or announced classroom assignments for legitimate reasons may take makeups, which shall be scheduled by the instructor at a reasonable time and under reasonable conditions. No penalty will be incurred either in the nature of examinations or grading. The legitimacy of the excuse for missing the test is to be determined by the individual instructor.

No regularly announced examination or final examination may be administered for the second time to the same student.

ENGLISH COMPETENCY EXAMINATION (ECE)

Undergraduate students must successfully complete the university ECE. Students who have completed JSU's EH 101 and 102, or equivalent compositional courses from a regionally accredited institution, and have earned between 48 and 60 semester hours are eligible to take the examination. Students are strongly advised to complete this examination prior to or during the junior year. Students must pass the ECE at least one semester before filing an application for graduation. Students who fail the ECE must successfully remediate before retaking it; the remediation process must be completed before the semester in which the ECE is retaken. Students register for the examination online. The ECE is given once each fall, spring and summer. Online students (those taking 100% of their classes online) should contact the ECE director by email at ece@jsu.edu for online registration information.

Students who have earned a bachelor's degree from a regionally accredited institution are exempt from the ECE.

GRADUATION TEST REQUIREMENTS

The following is the newly revised procedure for EPP (ETS Proficiency Profile) that applies to all students seeking baccalaureate degrees.

All graduating seniors, both traditional and online-only, except those who have previously earned a bachelor's degree from Jacksonville State University, are required to take the EPP prior to graduation.

All on-campus students will take the EPP through Counseling Services.

Online-only students have two options, taking the EPP on campus or taking it online using ProctorU or other approved proctoring services. Any proctoring fees are the responsibility of the student.

Once the EPP is completed and the scores evaluated, the student's degree evaluation will indicate if the EPP requirements have been met.

Beginning Fall 2014, all graduating seniors will be required to take the ETS Proficiency Profile (EPP) instead of the CBASE to meet the graduation requirement. Beginning Fall 2014, incoming freshmen will be required to complete the EPP in order to meet the QEP assessment requirements. These same students will then be required to complete the EPP the following spring. By requiring graduating seniors to complete the same assessment, JSU will be able to conduct longitudinal studies to determine how effective the QEP components are, and whether students are truly improving their critical thinking skills.

EARNING TRANSIENT CREDIT

JSU students who are eligible to take classes at JSU may attend a regionally accredited college or university as transient students to take acceptable course work. Students must have **written approval from the Registrar's Office prior to enrolling** at another college.

Students should note: (1) Course equivalencies should be checked with the JSU Registrar's Office. Students must have met the prerequisites for the requested course and must not have already earned credit for all or part of the requested course. (2) Students who are dually enrolled with JSU and another institution must abide by the JSU course load policy. (3) Students attending a community college must earn 60-64 semester hours from a senior institution. (4) Students must request an official transcript be sent to the JSU Registrar's Office when course work is completed.

NON-TRADITIONAL CREDIT

The maximum hours allowed for non-traditional credit (AP, CLEP, military service schools, correspondence, etc.) is 46 semester hours. Non-traditional credit awarded by Jacksonville State University is not considered as resident credit. Evaluations of non-traditional credit will be given on a case-by-case basis.

Military Transfer Credits

Jacksonville State University may award academic credit for training completed during military service. The university makes military transfer credit decisions based off recommendations from the American Council on Education's (ACE) Military Guide and campus academic units. Military Transfer Credits at JSU could be in the form of: General Electives, Military Science units, Physical Education units, or Direct Equivalencies.

Military students who desire to have their military training evaluated for potential academic credit must submit their Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcripts to the Admissions office. Once the JST or CCAF has been evaluated, each student should consult with their advisor to determine how best to use the awarded academic credit. Military students can expect an average of 3-10 credits awarded for prior military training.

Correspondence Courses

Credit obtained through correspondence courses from other accredited colleges or universities may be counted towards graduation, provided that the total work done through correspondence does not exceed 12 semester hours. Only hours on which a "C" grade or better has been earned will be accepted.

No credit is granted for courses through correspondence in the following areas: English composition, grammar, speech, professional education courses, beginning and intermediate foreign language courses, and science courses with required laboratories.

Written approval must be obtained from the appropriate dean prior to registering for correspondence work.

Credit by Challenge

Students seeking to challenge courses for credit must discuss it with the instructor and have the approval of the department head and dean prior to enrollment in the course. A credit by challenge form may be obtained from the appropriate dean's office. The grade earned will stand in the same manner as a course grade would if taken in normal fashion. Credit by challenge is permitted for undergraduate courses only and is not allowed during short terms. Previously attempted courses may not be challenged. Credit by challenge is not available for courses that are not suited to this procedure. Only one course may be challenged per semester.

College Level Examination Program (CLEP)

Jacksonville State University grants credit for CLEP scores. Students enrolling or enrolled at Jacksonville State University who are interested in attempting college level examinations should consult with the Registrar's Office before scheduling a testing appointment with Counseling Services at 782-5475, 140 Daugette Hall.

A student may not receive CLEP credit for any previously attempted college. Students may retake exams following CLEP's retake policy.

Test results are evaluated by the Registrar's Office and recorded on a student's transcript if credit is awarded.

Semester hours of credit toward graduation are awarded on the basis of CLEP tests but no grades or quality points are given. Therefore, CLEP credits will not affect grade point average (GPA).

CLEP Examinations and Credit Awards

Composition and Literature

American Literature	EH 201	3 hours
English Literature	EH 203, 204	6 hours
College Composition	EH 101, 102	6 hours
College Comp Modular	EH 101	3 hours
Humanities	HUM 100+	6 hours

Foreign Languages

French Language*	FH 101, 102	6 hours
German Language*	GN 101, 102	6 hours
Spanish Language*	SH 101, 102	6 hours

History and Social Sciences

American Government	PSC 100	3 hours
Human Growth and Development	PSY 222	3 hours
Introductory Psychology	PSY 201	3 hours
Introductory Sociology	SY 221	3 hours
Principles of Macroeconomics	EC 222	3 hours
Principles of Microeconomics	EC 221	3 hours
History of the United States I: Early Colonization to 1877	HY 201	3 hours
History of the United States II: 1865 to Present	HY 202	3 hours
Western Civilization I: Ancient Near East to 1648	HY 101	3 hours
Western Civilization II: 1648 to Present	HY 102	3 hours

Science and Mathematics

Biology	BY 101/103, 102/104	8 hours
Calculus	MS 125, 126	8 hours
Chemistry	CY 105/107, 106/108	8 hours
College Algebra	MS 112	3 hours
College Mathematics	MS 100+	6 hours
Natural Sciences	BY 101/103, Gen Elect	7 hours
Precalculus	MS 115	4 hours

Business

Financial Accounting	ACC 200, 210	6 hours
Introductory Business Law	FIN 292	3 hours
Information Systems and Computer Applications	CS 201	3 hours
Principles of Management	MGT 301	3 hours
Principles of Marketing	MKT 301	3 hours

Minimum CLEP score for credit award is 50.

*A score of 54 or higher in language will increase the credit award by 6 extra hours – 201 and 202.

Advanced Placement (AP)

Jacksonville State University awards credit for advanced placement courses taken in secondary schools and supplemented by the satisfactory scores on the national examination of the College Entrance Examination Board (CEEB) Advanced Placement program. A score of three or above is required to be considered for the possible award of credit. Prospective students should have their official score report submitted to the Office of Admissions as early as possible for review and possible award of credit.

Advanced Placement

Scores of 3, 4, or 5 are accepted.

<u>Examination</u>	<u>Score</u>	<u>Equivalent</u>	<u>Hours</u>
American History	3, 4, 5	HY 201 and HY 202	6
Art History	3	ART 111	3
	4, 5	ART 111 and ART 112	6
Studio Art – Drawing	3	ART 134	3
	4, 5	ART 134 and ART 234	6
Studio Art – General	3	ART 233	3
	4, 5	ART 233 and ART 240	6
Studio Art – 2-D Design	4, 5	ART 233 and ART 240	6
Studio Art – 3-D Design	4, 5	ART 233 and ART 240	6
Biology	3, 4, 5	BY 101/103 and BY 102/104	8
Chemistry	3	CY 105/107	4
	4, 5	CY 105/107 and CY 106/108	8
Computer Science A	3	CS 201	3
	4, 5	CS 201 and CS 230	6
English Lang. and Comp.	3	EH 101	3
	4, 5	EH 101 and EH 102	6
English Lit. and Comp.	3	EH 101	3
	4, 5	EH 101 and EH 102	6
European History	3, 4, 5	HY 101 and HY 102	6
French Language	3	FH 101 and FH 102	6
	4	FH 101, FH 102 and FH 201	9
	5	FH 101, FH 102, FH 201 and FH 202	12
German Language	3	GN 101 and GN 102	6
	4	GN 101, GN 102 and GN 201	9
	5	GN 101, GN 102, GN 201 and GN 202	12
World History	3, 4, 5	HY 101 and HY 102	6
Human Geography	3, 4, 5	GY 220	3
Calculus AB	3, 4, 5	MS 113 and MS 125	7
Calculus BC	3, 4, 5	MS 125 and MS 126	8
Music: Theory	3, 4, 5	MU 100	3
AP Physics 1	3, 4, 5	PHS 201/203	4
AP Physics 2	3, 4, 5	PHS 202/204	4
Physics B	3	PHS 201 and PHS 203	4
	4, 5	PHS 201/203 and PHS 202/204	8
Physics C: Mechanics	3	PHS 211 and PHS 213	5
	4, 5	PHS 211/213 and PHS 212/214	10
Physics C: Elec. and Mag.	3	PHS 212 and PHS214	5
	4, 5	PHS 211/213 and PHS 212/214	10
Spanish Language	3	SH 101	3
	4, 5	SH 101 and SH 102	6
Spanish Literature	3, 4, 5	SH 303	3
Government and Politics: Comparative	3, 4, 5	PSC 101	3
Government and Politics: United States	3, 4, 5	PSC 100	3
Macroeconomics	3, 4, 5	EC 222	3
Microeconomics	3, 4, 5	EC 221	3

Psychology	3, 4, 5	PSY 201	3
Statistics	3, 4, 5	MS 204	3

ACT/SAT Credit for English Composition

Students will receive advanced placement with credit for English Composition with the following scores:

English Subtest ACT 28-30; SAT 620-680/2400; or SAT 33-36/1600	EH 101	3
English Subtest ACT 31-36; SAT 690-800/2400; or SAT 37-40/1600	EH 101 and EH 102	6

For transfer students who have earned non-traditional credit for EH 101 with grades of A, B, C, or P, the university will honor those credits if EH 102 credit has also been earned with a grade of A, B, C, or P.

Once credit has been awarded, if a higher score is earned on the ACT/SAT, the student must contact the Registrar's office for re-evaluation of credit.

International Baccalaureate Program (IB)

Credit will be granted by Jacksonville State University to those who have achieved a score of five (5) or higher on the International Baccalaureate Program examinations.

International Baccalaureate Examination	Minimum Score	JSU Course Equivalent	Credit
Art, Studio	5	ART 134, ART 234	3, 3
Art, General – portfolio	5	ART 233, ART 240	3, 3
Biology (HL/SL)	5	BY 101/103, BY 102/104	4, 4
General Chemistry	5	CY 105/107, CY 106/108	8
Computing Studies	5	CS 230	3
Economics	5	EC 221, EC 222	6
English	5	EH 101 and EH 102	6
Appropriate World History Exam (HL/SL)	5	HY 101	3
Appropriate World History Exam (HL/SL)	5	HY 102	3
Appropriate U.S. History Exam (HL/SL)	5	HY 201	3
Appropriate U.S. History Exam (HL/SL)	5	HY 202	3
Mathematics	5	MS 115 and 125	8
Physics	5	PHS 211/213, PHS 212/214	10
Psychology	5	PSY 201	3

Advanced International Certificate of Education (AICE)

AICE Subject	Grade	JSU Credit	Credit Hours
Art and Design (AS Level)	A-E	ART 134	3
Art and Design (A Level)	A-E	ART 134 and ART 233	6
Biology (A Level)	A-E	BY 101/103 and BY 102/104	8
Chemistry (A Level)	A-E	CY 105/107	4
Economics (A Level)	A-E	EC 221 and 222	6
English (AS Level)	A-E	EH 101	3
Language or Language & Literature (AS Level)	A-E	EH 101	3
English (A Level)	A-E	EH 101 and EH 102	6
Literature in English (A Level)	A-E	EH 101	3
French Language (AS Level)	A-E	FH 101	3
French (A Level)	A-E	FH 101 and FH 102	6
Further Mathematics	A-E	MS 125 and MS 126	8
Geography	A-E	GY 120	3
German Language (AS Level)	A-E	GN 101	3
German Language (A Level)	A-E	GN 101 and GN 102	6
Mathematics (AS Level)	A-E	MS 112, 113, OR 115	3

Mathematics (A Level)	A-E	MS 112 and MS 204 PHS 201/203 and PHS 202/204	6
Physics (A Level)	A-E	202/204	8
Psychology (AS and A Level)	A-E	PSY 201	3
Sociology (A Level)	A-E	SY 221	3
Spanish Language (AS Level)	A-E	SH 101	3
Spanish Language (A Level)	A-E	SH 101 and 102	6

ONLINE EDUCATION

Jacksonville State University is committed to meeting the needs of all students. With a learning-centered focus, online education at JSU enhances this capability by utilizing an ever-expanding set of instructional and technological tools to reach students who may have previously been unable to participate in higher education. With modern approaches to teaching that bring instruction to students where they are, dedicated learners from all walks of life can engage in course work while continuing with their demanding personal and employment schedules. Greater flexibility in scheduling provided by online education courses allows JSU to serve a broad and diverse range of students by providing them with the education and tools needed to reach their goals, whether professional or personal.

JSU is dedicated to developing relevant, engaging, and high-quality courses for online distribution, and our classes meet stringent requirements to ensure the same high levels of quality and rigor as those offered on campus. A growing number of graduate and undergraduate courses, as well as full degree programs, and certificates are offered online. For a listing of all online programs, refer to <http://www.jsu.edu/online>. Convenient to students who are unable to travel to JSU's main campus, online courses save time and travel expenses. Students may communicate with their instructors and collaborate with classmates in many and various ways such as email, instant messaging, web conferencing, discussion boards, and other methods. Depending on instructor preferences, examinations may be administered online, or through a proctor near a student's location. All students should review the following website for more information on proctoring options which may be utilized by instructors and the costs associated with those options:

http://www.jsu.edu/online/current-students/test_security.html

For further information about online education, students may contact Online@JSU at (256) 782-8172 or toll free at 1-800-231-JAX1, extension 8172, email online@jsu.edu, or visit the Online@JSU website at <http://www.jsu.edu/online>.

UNIVERSITY CODE OF STUDENT CONDUCT

The Office of Community Standards and Student Ethics stands to support the Jacksonville State University mission through remaining student centered and educational in its disciplinary procedures. The Code of Student Conduct is a way for the University to publically expect all students (undergraduate, graduate and non-degree seeking) to maintain standards and respect for the University community. The Code of Student Conduct is designed to support students in an educational and restorative way who allegedly engage in misconduct; as defined as any behavior inconsistent with University policies or local, state, federal and international laws. The Office of Community Standards and Student Ethics upholds the mission and goals of the institution while recognizing and respecting the rights, privileges and responsibilities of JSU students. (Misconduct can be further outlined within the Student Handbook, available online at <http://www.jsu.edu/studentaffairs/handbook.html>).

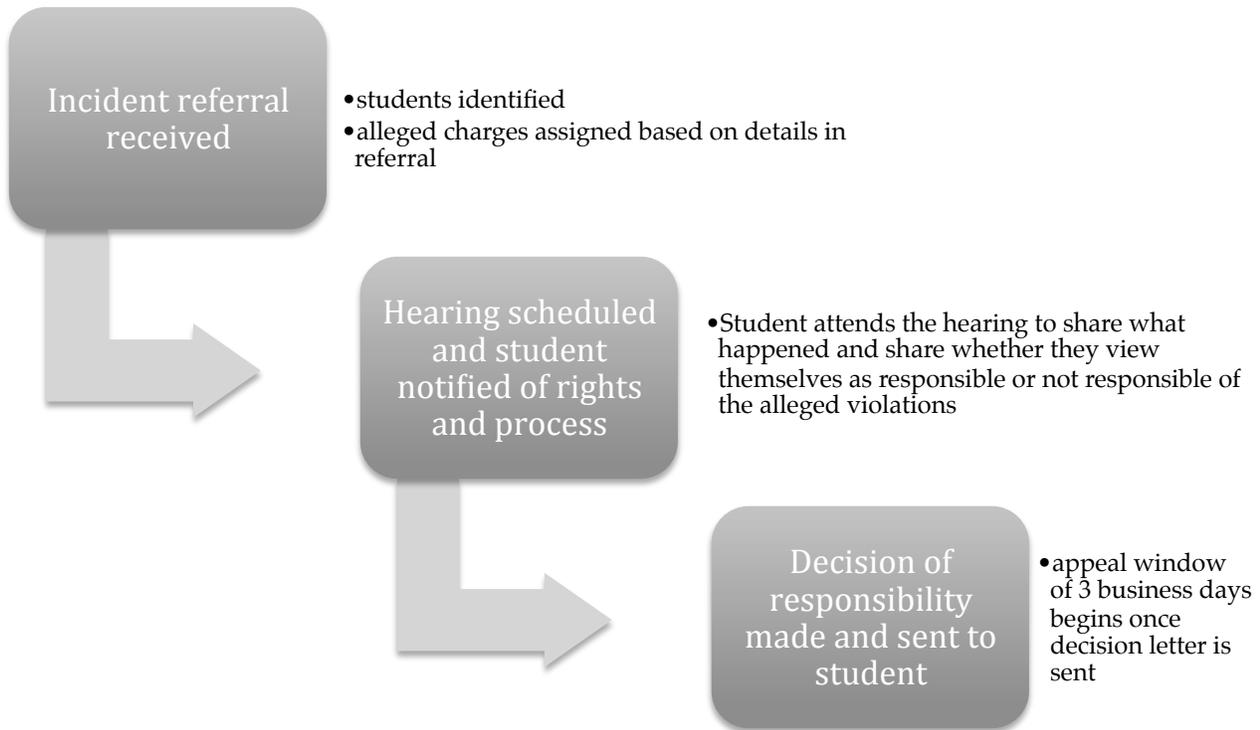
The Office of Community Standards and Student Ethics has outlined values that are critical to the follow-through of a fair and equal disciplinary proceeding for those students allegedly in violation of the Code of Student Conduct.

- I. Professional responsibility: Balance developmental and educational needs of the student with the obligation of Jacksonville State University to protect the safety and welfare of the academic community. In situations where the behavior of a student poses a risk to self or others, Jacksonville State University staff must take action consistent with applicable laws and regulations.
- II. Nondiscrimination: Protect human rights and promote appreciation of diversity and multicultural practice at Jacksonville State University.
- III. Equal and Consistent Treatment: Treat all students with impartiality and accept all students as individuals with rights and responsibilities. Seek to create and maintain a campus climate in which learning and personal growth and development take place. Follow procedural guidelines when enforcing the Code of Student Conduct; as outlined by Jacksonville State University's Code of Student Conduct.
- IV. Confidentiality: Confidentiality is maintained with respect to all privileged communications and to educational and professional records considered confidential. Information is only shared in accordance with institutional policies and relevant statues, where given informed consent, or when required to prevent personal harm to self or others.
- V. Respect: Opportunity for every student and University employee to be treated with respect and dignity with the freedom of speech and open exchange of ideas.

Jacksonville State University's conduct system has authority in all non-academic disciplinary matters. The University reserves the right to discipline students and recognized student organizations for acts of misconduct wherever they occur. The University, at its discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The University reserves this right, even if criminal charges are pending, reduced, or dismissed. As a Jacksonville State University community member, students are expected to uphold and abide by all local, state, federal and international laws. Referrals received from any University or police authority, regardless of location, are subject to the possible Code of Student Conduct proceedings for the accused.

In an effort to remain student centered in its practice, the Office of Community Standards and Student Ethics disciplinary process depends largely on the participation and involvement of students. The Director for Community Standards and Student Ethics has been designated as the supervising official and gatekeeper for the Code of Student Conduct and its disciplinary procedures. Violations of University policies, local, state, federal or international laws should be reported to the Director of Community Standards and Student Ethics. Jacksonville State University Handbook is available online at <http://www.jsu.edu/studentaffairs/handbook.html> or a hard copy may be obtained from the Dean of Students office, 402 Theron Montgomery Building.

A brief outline of a students' procedural assurances is outlined below (the procedural assurances in its entirety can be located in the student handbook as referenced above at <http://www.jsu.edu/studentaffairs/handbook.html>):



TITLE IX GENDER-BASED AND SEXUAL MISCONDUCT POLICY

Members of the Jacksonville State University (JSU) Community, guests and visitors have a right to be free from all forms of gender and sex-based discrimination, examples of which include, but are not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, stalking, or discrimination based upon their sex, gender orientation or gender identity, or retaliation for reporting the same. All members of the University community are expected to conduct themselves in a manner that does not infringe on the rights of others. JSU has a zero tolerance policy for gender-based misconduct and will promptly investigate all allegations brought to the attention of University administrators. Where individuals are found to be in violation of this policy, appropriate sanctions will be imposed.

This policy has been developed to reaffirm the University's commitment to maintaining a safe campus community and to provide proper recourse for those individuals whose rights have been violated. The enforcement procedures utilized in implementing this policy balance the rights of victims, complainants, an accused and witnesses.

As the JSU administration is currently structured, the University's Title IX Coordinator is responsible for implementation and application of this policy: Jennifer Argo, 102 Bibb Graves Hall, (256) 782-5769, jlargo@jsu.edu.

Full information on JSU's Title IX Gender-Based and Sexual Misconduct Policy can be found on the JSU website: <http://www.jsu.edu/titleix/title-ix-gender-based-and-sexual-misconduct-policy.html>.

Full information on JSU's Title IX Grievance Resolution Process including Procedures can be found on the JSU website: <http://jsu.edu/titleix/title-ix-grievance-resolution-process.html>.