

# 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 128 semester hours of university work with a minimum "C" average 2.0 GPA. Earn a minimum of 64 semester hours from a four-year college or university, 32 semester hours of which must be resident work at JSU. Fifty-two (52) semester hours of credits presented for a degree must be in courses numbered 300 or above. Have no more than 12 semester hours in correspondence work.
2. Earn a minimum "C" or better in each of his/her major and minor courses. Students working toward a degree from the College of Commerce and Business Administration must also have a 2.0 GPA in the business core [courses are identified in the Commerce and Business Administration section] overall and the business core courses in residence.
3. No matter what advanced standing the candidate may have been admitted under, or what credits they may have transferred, they must earn credit at JSU for at least twelve 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 9 hours of advanced level courses in each dual-teaching field must have been taken at JSU.

4. Programs of study requiring more than 128 semester hours will require additional minimum resident hours so that at least 25 percent of the work applied toward the degree is resident work.
5. 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.
6. A minor in addition to a major is required for all degrees with the exception of majors in liberal studies, nursing, accounting, finance, management, marketing, computer integrated manufacturing systems technology, electronics technology, occupational safety and health, technology, social work, family and consumer science, 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 FCS 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.
7. Students entering with advanced standing or earning credit from another institution after initial enrollment at JSU must earn a minimum "C" average, 2.0 GPA, at this institution. (Note: Some degree programs require more than 128 semester hours.)
8. 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 Art Department prior to admission into the B.F.A. degree program.
9. 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.
10. Successfully complete the English Competency Examination. (See Tests and Examinations Section).
11. Apply to the appropriate Dean no later than the last day to add classes in the semester in which you will graduate.

### Catalogue Requirements and Time Limits

Degree requirements and other university regulations are established by the catalogue current at the time of initial enrollment. Students may complete requirements under the catalogue current at that time or any later catalogue 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 catalogue as negotiated with the College Dean. Students may not combine components of different catalogues.

Students tracking toward transfer enrollment may follow the JSU catalogue in effect at the time of initial collegiate enrollment. However, students should be advised that the twelve (12) year catalogue 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 Under-graduate Catalogue 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. The normal student load for those in attendance during the regular session in good academic standing is defined as 16 hours. Full-time status is defined as 12 semester hours, 6 semester hours is half-time. Students on academic probation must limit their course work during Fall and Spring semesters to no more than 12 semester hours. No more than 21 semester hours total may be scheduled in any semester.
2. The normal student load suggested for students in good standing in each summer semester is 6 hours. Students on probation will be limited to 3 hours in any Summer term. Full time status is defined as 3 hours in a Summer term. No more than 21 hours total may be scheduled in the summer semester.
3. Students can find their grade point average by dividing the number of GPA hours (all hours for which registered) into the quality points earned. Note section on Replacement Course Policy.
4. Students may be enrolled with more than one college/university at the same time. Students enrolled at both Jacksonville and another college/university are subject to the academic standards and guidelines of Jacksonville State University.
5. Students dually enrolled at Jacksonville State University and any other institution may take a maximum of 21 semester hours during the fall and spring semesters.
6. Questions concerning student load may be addressed to the Registrar's Office.

### CLASSIFICATION OF STUDENTS

<u>Hours completed</u>	<u>Classification</u>
0-32	Freshman
33-64	Sophomore
65-96	Junior
97-128	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 after the third class day (second day in summer school) will not be allowed to register for more than 16 semester hours during the two full length semesters (6 semester hours during each session of summer school) without approval of the appropriate Academic Dean.

Students registering on the first day of class or later will be charged a late registration fee of \$100.00. 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 \$30.00 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.

### HONORS COURSES

The University offers Honor sections of some survey level courses. Enrollment eligibility is typically based on ACT/SAT scores or permission of instructor.

### CHANGES IN REGISTRATION

No changes in a student's program of study will be permitted, nor may courses be dropped, later than the published date. All changes must be made through the Registrar's Office.

### WITHDRAWALS

A student who has registered and paid but does not wish to attend must notify the Registrar's Office in person or in writing by the last day to register for the semester to receive a full refund of tuition charged. Students scheduled to receive financial aid who do not plan to attend a semester for which they have registered must notify the Financial Aid Office. Failure to assure this notification may result in academic and financial penalty. Refund of residence hall charges will be processed according to JSU's tuition refund policy.

Students may withdraw without any academic penalty until the 'Last Day to Drop 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 Drop, see calendar for dates.

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

Students may not petition for grade changes beyond two weeks from the close of that semester. (See refunds section.)

Appeals to the policy must be made in writing to the Registrar's Office.

## 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 number of hours attempted. 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 098, 099, 101, 102, 348, LS 094, 095, 096, 097, 098, 104, MS 100.
- NC — No credits (0-69). This grade assigned only in English 098, 099, 101, 102, 348, LS 094, 095, 096, 097, 098, 104 and MS 100.
- F — No quality points (0-59). Failing grades may not be removed from the academic record. This grade will not be assigned for EH 098, 101, 102, LS 094, 095, 096, 097, 098, 104, MS 100.
- FA — Failure Due to Nonattendance
- P — Passing. Grade given for selected courses as specified in the course descriptions in this catalogue. 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.

The passing grade is "D." 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.

- I — Incomplete—non-punitive.

*Assigning the 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' on Academic Preparation Day in the Fall and Spring semesters. They will roll on the day before grades are due in the short terms. 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 anytime during the process, as detailed above, the Instructor is not available, the appropriate Department Head and/or Dean will represent the Instructor's interest.

Students may not petition for grade changes beyond two weeks from the close of that semester. (See refunds section.)

Appeals to the policy must be made in writing to the Registrar's Office.

## REPLACEMENT COURSE POLICY

Students may improve their GPA by repeating courses taken at JSU in which they have earned a grade of "D" or "F" by retaking the course at JSU and earning a grade of "C" or better. All attempts will remain on the academic transcript. However only the "C" or better will be used in determining the students GPA with regard to minimum requirements for graduation and academic action (academic warning, probation, etc.). All

course work, including repeated courses, will be used in determining class rank and graduation honors.

This policy is effective for JSU course work only and is not applicable to any work that may have been earned at another institution.

This policy is not retroactive to repeated course work prior to the Fall Semester 1997.

It should be noted that some programs have higher requirements for admission to, 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.

## **DUPLICATION OF COURSES**

Credit toward graduation for any course, or part of a course, will not be granted twice. Once a course has been completed at JSU with a grade of C or better all further attempts will be excluded from the GPA and earned hours. However, 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 Catalogue along with the maximum number of times the course number may be utilized for credit without being considered a duplication of credit. JSU will count the first pass with a grade of D or higher only in the GPA and earned hours for transfer work.

## **INSTITUTIONAL CREDIT**

Institutional credit is awarded for successful completion of development courses. Specifically, these are EH 098, EH 099, LS 094, LS 095, LS 096, LS 097, LS 098. Institutional credit earns the same value as regular academic credit but is not counted toward the minimum hours required for graduation.

Institutional credit is considered for full-time status, financial aid, and is included within the overall grade point average. Grades earned for these courses will be "A," "B," "C," OR "NC."

## **MIDTERM/FINAL GRADES**

At midterm grades are available on myJSU for students who currently have a "D" or "F" in any class. Only grades of D or F are recorded. This report may be accessed for a limited time via the Internet. Final grades are accessed the same as midterm grades. Midterm grades are reported for Fall and Spring semesters only.

## **FINAL GRADE CHANGE**

No grade except Incomplete (I) may be changed after the submitting of final grades except in the case of error in communication of student's grade to the Registrar's Office. **Within six weeks after the turning in of the grades, a teacher desiring to change a grade other than an Incomplete must make written application through the appropriate Department Head to the Registrar's Office, stating the reason for the error and the need to change.**

**Students may not petition for grade changes beyond two weeks from the close of that semester.**

## **GRADE APPEAL**

The grade appeals process begins with a meeting between the student and the course instructor, and cannot proceed to any further stage unless this requirement is met. The formal process for appealing grades for each college is available in the Dean's Office.

## **HONORS**

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

1. Undergraduate student carrying 12 or more hours in the Fall and Spring semesters will be recognized as follows.
  - a) Students who obtain a 4.0 grade point average for that semester will be listed on the President's List.

- b) Students who obtain a grade point average between 3.5 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 3.5-3.69 quality points on hours attempted.
  - b) The designation "magna cum laude" will be engrossed on the diplomas of graduating students who maintain an average of 3.7 to 3.89 quality points on hours attempted.
  - c) The designation "summa cum laude" will be engrossed upon the diplomas of graduating students who maintain an average of 3.9 to 4.0 quality points on hours attempted.
  - d) The designation "special honors in \_\_\_\_\_ (the major subject)" will be engrossed upon the diplomas of graduating students who maintain a 3.5 average in the major field of study and a 3.25 overall average, both calculations computed on hours attempted.
  - e) Eligibility for Honors will be determined at the conclusion of the degree program.
  - f) Students who transfer to JSU or JSU students who take courses from another institution must attain the required grade-point-average in both the overall calculation and in the resident calculation for the various honors at graduation.
  - g) Note that the Replacement Course Policy, Academic Forgiveness and Second Chance listed elsewhere in this catalogue, do not apply for purposes of Honors at Graduation.
  - h) The grade point average is truncated to two places past the decimal for reporting purposes and not rounded.

## UNDERGRADUATE ACADEMIC STANDARDS POLICY

### Satisfactory Academic Progress

Students at the University are required to meet minimum cumulative grade point averages (GPAs) in accordance with the following table. For purposes of determining satisfactory academic progress, May, Summer I, Summer II, and associated marathon terms will be combined as one semester for the purpose of determining readmission after suspension.

GPAs	REQUIRED MINIMUM CUMULATIVE GPA
0-32	1.5
33-64	1.7
65-96	1.9
97+	2.0

### GOOD ACADEMIC STANDING

A student 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 minimum 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 cumulative GPA. Students on "academic probation" must limit their course work during fall and spring semesters to no more than twelve semester hours attempted and no more than three semester hours attempted during May, Summer I and Summer II terms. To avoid "academic suspension" a student must maintain a semester GPA of 2.00 or greater or achieve the required minimum GPA.

### 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 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 counts as one semester.) Upon return students must meet a semester GPA of not less than 2.00 or achieve the required cumulative minimum 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 the suspension semester’s GPA is less than 2.00 or the required cumulative minimum 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 Associate Vice President for Academic Affairs. Reinstatement is for one semester only. Subsequent reinstatements must be approved by the Academic Council. Any student under academic suspension or dismissal has the option of petitioning for reinstatement.

The reinstated student must maintain a 2.0 grade point average **for each attempted course** during the reinstated semester. All requirements specified by the Office of Associate Vice President for Academic Affairs 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, unless an appeal is made to the Financial Aid Appeals Committee.

The Office of the Associate Vice President for Academic Affairs 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. All course work taken, even hours completed satisfactorily during the semester for which forgiveness is declared, will be disregarded in the cumulative grade point average and as hours earned toward graduation. Academic forgiveness may be granted one time and is applicable only to JSU undergraduate course work.

### *Procedure*

Students may petition for academic forgiveness for only one semester (any fall, spring, May, or summer term) already completed at the University, provided the student has a GPA of 2.0 or higher in residential work and overall.

Forms and details of this policy are available in the Office of the appropriate College Dean. Undecided majors should obtain this form and submit the petition to the Associate Vice President for Academic Affairs located in Room 201 Bibb Graves Hall.

After review of the petition, by the Dean, the Dean's designee, or the Associate Vice President for Academic Affairs, 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. Additionally, students should realize that although a semester may have been academically forgiven for purposes of completing degree requirements, all JSU course work, including the forgiven semester, will be used in determining honors at graduation.

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 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. It will, however, be used to compute the grade point average for honors at graduation, class standing, and may be used for admission to graduate studies. 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 college dean or designated person.

Students seeking Second Chance status will be required to follow the catalogue 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. Second chance is not applicable to Teacher Education Program admission.

Students granted Second Chance must attend at least 12 hours without financial aid and make at least a "C" (2.0) average to be eligible for appeals status with financial aid.

### **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 colleges. 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 catalogue 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 junior or seniors.

## **CANDIDATES FOR DEGREES**

Application for admittance to candidacy for a 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 a specific graduation date should contact their respective Dean's office regarding the procedure for re-applying for another graduation date. Students must have satisfactorily completed the English Competency Exam (ECE) at least one semester before applying for graduation. Students must also complete the College BASE Examination to be eligible for graduation.

## **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.

## **TESTS AND EXAMINATIONS**

Students who miss examinations or announced classroom assignments for legitimate reasons may take make-ups, which shall be scheduled by the instructor at a reasonable time and under reasonable conditions. No fee will be charged or penalty 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 EH 101 and 102 and have earned 60 semester hours are eligible to take the examination. Students are strongly advised to complete this examination 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 and spring semester.

Students who have passed the writing section of the Georgia Regents' Test or the Florida CLAST are exempt from the ECE. Students must present evidence of satisfactory completion to the Registrar's Office. Students who have earned a Bachelor's Degree from a regionally accredited institution are also exempt from the ECE.

## **STUDENT OUTCOMES ASSESSMENT (College BASE Examination)**

To assess and improve its academic programs, the University must obtain periodic measurements of student perceptions and intellectual growth. As a requirement for graduation, all seniors must take a general education achievement test (currently, the College BASE Examination) and complete a Graduating Senior Questionnaire. Additionally, some programs require that their majors take a comprehensive test of achievement in the discipline. Students may also be required to participate in other evaluations of University programs and services. The information obtained through these assessment procedures is used solely to improve the quality of the educational experience for future generations of JSU students.

For information on the C-Base contact Counseling Services at (256) 782 5475.

## **DISTANCE EDUCATION**

Jacksonville State University strives to meet the needs of all students. Distance Education enhances this capability by utilizing an ever-expanding set of technological tools to reach students who may otherwise have been unable to participate in the university setting. With interactive educational technology tools, such as videoconferencing and

online course management, students from all walks of life can participate in the university environment while continuing with busy work and personal schedules. Greater flexibility in scheduling provided by Distance Education courses enables JSU to draw from a pool of students from all areas of society. These courses provide students with the education and tools needed to reach their goals, whether these goals are professional or personal. Distance Education provides an outstanding level of education to every student.

### *Online*

To address the needs of the 21st century, Jacksonville State University is committed to offering courses for online distribution. A growing number of graduate and undergraduate courses, as well as full degree programs, are being offered online. For a listing of all online programs, refer to <http://jsuonline.com>. 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 instructor through e-mail, asynchronous discussion, and live chats. Examinations may be administered online, or through a proctor at a distance. Students unable to attend on campus examinations should review the following website for more information on proctoring specifications:

<http://www.jsu.edu/distance/fac-resproctoring.html>

### *Videoconferencing*

Jacksonville State University brings videoconferencing experiences to the students of northeast Alabama and west Georgia. Videoconferencing is ideal for commuting students, allowing them to save valuable time otherwise spent driving to class. Instead of traveling to JSU, students can attend class through interactive video at various locations throughout Alabama and Georgia while connected to their faculty and other students on campus at JSU. Videoconferencing provides live interactive communication to any point in the world using combined television and computer technologies. This format encourages students to actively participate with their instructors and other class members at different locations. Most videoconferencing courses utilize online technologies for communication and document exchange, i.e., e-mail or assignment management tools. For a listing of videoconferencing sites visit the following link:

[http://www.jsu.edu/distance/courses\\_program/videoconferencing.html](http://www.jsu.edu/distance/courses_program/videoconferencing.html)

### *Video-Based Courses*

Courses are also offered through a combination of DVD and limited on-campus class meetings. Video-Based courses may combine DVD with online activities, textbooks, reading assignments, or laboratory opportunities.

### *Office of Distance Education*

For further information about distance education, students may contact the Office of Distance Education, at (256) 782-8172 or toll free at 1-800-231-JAX1, extension 8172. Internet users are invited to visit JSU's Distance Education homepage at <http://distance.jsu.edu>.

## **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** with 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 junior/community college must earn 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.

### Military Credits

Advanced standing in accordance with that which is recommended by the American Council on Education and in accordance with University policy will be given to veterans who apply for it. Veterans desiring such credit must make application to the Registrar's Office by completing the appropriate forms and presenting a copy of their discharge and an official statement of educational experience and training or military transcript.

### 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 and 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.

### CLEP (College Level Examination Program)

Jacksonville State University grants credit for appropriate CLEP scores. Students enrolling or enrolled at Jacksonville State University who are interested in attempting College Level Examinations should consult Counseling and Career Services on the third floor, Theron Montgomery Building.

The maximum credit attainable by CLEP is 31 semester hours for the general examinations and 15 semester hours for the subject examinations.

A student may not receive CLEP credit for any previously attempted college course or for a basic course in those in which he/she has acceptable college credit for more advanced courses. No examination may be repeated in an attempt to receive credit.

### CLEP Policy

Students enrolled at Jacksonville State University may be awarded college credit on the College-Level Examination Program (CLEP). The test scores are equated with specific courses in the current Jacksonville State University catalog.

Contact Counseling and Career Services on the third floor of the Theron Montgomery Building (305 TMB) for an application and to register for the CLEP. *It is the student's responsibility to ascertain eligibility for possible award of CLEP credit. A student is not eligible to receive CLEP credit for course(s):*

1. if earned academic credit has been accepted by Jacksonville State University for that course.
2. if course attempted by CLEP has been previously attempted at a collegiate institution.
3. in those areas where earned academic credit for more advanced courses has been earned – resident transfer. (If in doubt, consult with Registrar's Office before you register for CLEP.)
4. by repeating CLEP examinations.

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).

## Examinations and Credit Awarded

### I. CLEP GENERAL EXAMINATIONS

Students may earn up to 31 semester hours credit in the basic liberal education courses (CORE) by achieving a minimum scaled score of 500 on all General Examinations on the College-Level Examination Program.

CLEP	Minimum Score For Credit	JSU Course	Hours Credit	JSU Course	Hours Credit
* English Composition	50	EH 101	3	EH 102	3
* Natural Sciences	50	BY 103	4	Physical Science	3
* College Mathematics	50	Math Elective (100 Level)	3	Math Elective (100 Level)	3
* Humanities	50	Humanities Elective (100 Level)**	6	General Elective (100 Level)	3
* Social Science & History	50	HY 101 (100 Level)	3	Social Science	3

\* Two semester credit

\*\*Fulfills Fine Arts requirement for core curriculum (Effective 8/98)

### II. CLEP SUBJECT EXAMINATIONS

Students may earn 15 semester hours in specific subject areas corresponding to semester or full-year courses on any of the Subject Examinations of the CLEP in accordance with the stated policy. A minimum scaled score of 50 shall be used to qualify a student for credit in the following subject examinations with the exception of French, German, and Spanish (see individual listings for clarification).

Subject Examination	Minimum Score For Credit	JSU Course	Hours Credit
* Accounting Principles	50	ACC 200, 210	6
Algebra, College	50	MS 112	3
American Government	50	PSC 100	3
American History I: Early Colonization to 1877	50	HY 201	3
American History II: 1865-Present	50	HY 202	3
* American Literature	50	EH 201, 202	6
* Biology, General	50	BY 101, 102, 103, 104	8
Business Law, Introductory	50	FIN 292	3
* Calculus w/ Elementary Functions	50	MS 125, 126	8
* Chemistry, General	50	CY 105, 106, 107, 108	8
* English Literature	50	EH 203, 204	6
*** French, College	50	FH 101, 102	6
	54	FH 101, 102, 201, 202	12
* Freshman College Composition	50	EH 101, 102	6
*** German, College	50	GN 101, 102	6
	54	GN 101, 102, 201, 202	12
Information Systems and Computer Applications	50	CS 201	3
Macroeconomics Principles	50	EC 222	3
Management Principles	50	MGT 301	3
Marketing Principles	50	MKT 301	3
Microeconomics Principles	50	EC 221	3
Precalculus	50	MS 115	3
Psychology, Introductory	50	PSY 201	3
* Sociology, Introductory	50	SY 221, 223	6
*** Spanish, College	50	SH 101, 102	6
	54	SH 101, 102, 201, 202	12
Trigonometry	50	MS 113	3

Subject Examination	Minimum Score For Credit	JSU Course	Hours Credit
Western Civilization I: Ancient Near East to 1648	50	HY 101	3
Western Civilization II: 1648 to Present	50	HY 102	3

\* Two semester credit

\*\*\* Requires higher score for increased credit

### AP (Advanced Placement)

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 3 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.

Test	Credited Awarded	Hours
American History	HY 201, 202	6
History of Art	Art 111	3
Studio Art – Drawing	Art 134	3
Studio Art – General	Art 233	3
Biology	BY 101, 102, 103, 104	8
Chemistry	CY 105, CY 107	4
Computer Science A	CS 201	3
Computer Science B	CS 231	3
English Lang. & Comp.	EH 101 & 102	6
English Comp. & Lit.	EH 101 & 102	6
European History	HY 101 & 102	6
French Language	FH 101 & 102	6
French Literature	FH 303	3
German Language	GN 101 & 102	6
German Literature	GN 303	3
Human Geography	GY 220	3
Math: Calculus AB	MS 113 & 125	7
Math: Calculus BC	3: MS 113 & 125	7
	4: MS 125 & 126	8
Music: Listening & Lit.	MU 233	3
Music: Theory	MU 100	3
Physics B	PHS 201/202 and 211L/212L	8
Physics I C: Mechanics	PHS 211 & 211L	4
Physics II C: Elec. & Mag.	PHS 212 & 212L	4
Spanish Language	SH 101 & 102	6
Spanish Literature	SH 303	3
Gov't & Politics	PSC 101	3
Gov't & Politics (US)	PSC 100	3
Economics: Macro	EC 222	3
Economics: Micro	EC 221	3
Psychology	PSY 201	3
Statistics	MS 204	3

### 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.

# UNIVERSITY JUDICIAL SYSTEM

## DISCIPLINARY POLICY

Jacksonville State University has both a right and an obligation to set reasonable standards of conduct for students who voluntarily and willingly choose to become members of the University community. In conjunction with its rights to set up reasonable standards, the University also assumes the right and accepts the responsibility to establish a system of judicial and disciplinary procedures to use when University policies have been violated. In turn, the University recognizes the need to insure that students have the right to due process and fair and equitable procedures in the event they are charged with a violation of University policies.

The authority which the University exercises in charging and disciplining students for violations of its regulations differs from the power exercised by civil authorities in prosecuting cases of general law. Whereas criminal courts often seek to punish or deter unlawful behavior, it is generally accepted the judicial proceedings at educational institutions are intended to impress upon individuals their responsibilities or, in the most severe cases, to remove by suspension or expulsion those who should not remain in the academic community. The federal courts have called discipline in academic settings part of the teaching/learning process. (Much of the disciplinary procedure is authorized to be administered through the Student Government Association (SGA), and the JSU Judicial Coordinator, but the University does maintain jurisdiction to prevent obstruction of its lawful mission, processes, and functions.)

Specific University Judicial Policies are outlined in the *Jacksonville State University Student Handbook*. Registration as a student at the University implies that students will familiarize themselves with and adhere to these published policies, as well as other regulations which apply to a student’s particular situation. Students are expected to obey the laws of the United States, the State of Alabama and the City of Jacksonville. The Jacksonville State University Student Handbook is available on the Internet at <http://www.jsu.edu/depart/handbook>. A hard copy may be obtained from the Office of Student Affairs, 102 Bibb Graves Hall.

Jacksonville State University has adopted a Judicial System which depends largely on the participation of students and faculty. The University Judicial Coordinator has been designated as the supervising official for the judicial system. Violations of University policies should be reported to the University Judicial Coordinator. The judicial process is out-lined as follows:

