

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 2.0 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 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 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 candidates 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. 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 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 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.
6. 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.
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 Art Department 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 College 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, 6 semester hours is half-time. Students on academic probation must limit their course work during each semester to no more than 13 semester hours. No more than 21 semester hours total may be scheduled in any semester.
2. Students can find their grade point average on the transcript by dividing the number of GPA hours (all hours for which registered) into the quality points earned. Note section on Replacement Course Policy on page 25.
3. Students may be enrolled at 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.
4. Students concurrently enrolled at Jacksonville State University and any other institution may take a maximum of 21 semester hours during the semester.
5. 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 or later will be charged a late registration 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 immediate 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 should meet with the Director of Student Financial Services before making a decision to request a medical or compassionate withdrawal.

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 095, 096, 104, MS 100.

NC — No credits (0-69). This grade assigned only in English 100, 101, 102, 103, 104, 348, LS 095, 096, 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 095, 096, 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 last day before finals in the fall and spring semesters. They will roll on the day before grades are due in the final summer 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, at JSU, courses taken previously at JSU in which they have earned a grade of "D" or "F". The student must earn 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 student's GPA with regard to minimum requirements for graduation and academic action (academic warning, probation, etc.). All course work, including repeated courses, will be used to calculate 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. A grade of "D" is considered passing and the first pass will count in the GPA unless both the original and repeated class are taken at JSU.

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. Once a transfer course with a grade of D or better is presented for evaluation all further attempts will be excluded from the GPA and earned hours. If a higher grade is required by a specific program or major both grades will show on the transcript but the first pass will count in the GPA.

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 number of times the course number may be utilized for credit without being considered a duplication of credit.

INSTITUTIONAL CREDIT

Institutional credit is awarded for successful completion of development courses. Specifically, these are EH 099, LS 095, and LS 096. 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 but does not count toward graduation. Grades earned for these courses will be "A," "B," "C," OR "NC."

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

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 of each college.

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 4.0 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 catalog, 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 a minimum cumulative 2.0 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 2.0 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 2.0 GPA. Students on “academic probation” must limit their course work during fall and spring and summer semesters to no more than thirteen 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 2.0 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 counts as one semester.) Upon return students must make a grade of “C” or better for each course or a 2.0 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 2.0 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 Office of the Vice Provost. 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 grade of “C” or better **for each attempted course** during the reinstated semester. All requirements specified by the Office of the Vice Provost 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 Vice Provost 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, 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 Office of the Vice Provost located in Room 201 Bibb Graves Hall.

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. 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, 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. 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 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 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 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 junior 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 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

All students with fewer than 24 earned hours must take STU101: 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.

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 makeups, 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 JSU's EH 101 and 102 or equivalent compositional courses from a regionally accredited institution 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, spring and summer. Distance Education students who take 100% of their classes online should contact Susan Sellers by email at ssellers@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)/CLA (Collegiate Learning Assessment) that applies to all students seeking baccalaureate degrees.

All graduating seniors, traditional and distance education alike, are required to take either EPP or 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 it online using ProctorU or other JSU-approved proctoring service at a cost of around \$23 per student.

Beginning Fall 2014, all graduating seniors 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 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 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 presenting a copy of their 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, 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.

CLEP (College Level Examination Program)

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 contact Counseling Services at 782-5475, 140 Daugette Hall.

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.

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 without essay	EH 201	3 hours
American Literature with essay	EH 201, 202	6 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.

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.

Examination	Score	Equivalent	Hours
American History	3, 4, 5	HY 201 & HY 202	6
Art History	3	ART 111	3
	4, 5	ART 111 & ART 112	6
Studio Art – Drawing	3	ART 134	3
	4, 5	ART 134 & ART 234	6
Studio Art – General	3	ART 233	3
	4, 5	ART 233 & ART 240	6
Studio Art – 2-D Design	4, 5	ART 233 & ART 240	6
Studio Art – 3-D Design	4, 5	ART 233 & ART 240	6
Biology	3, 4, 5	BY 101/103 & BY 102/104	8
Chemistry	3	CY 105/107	4
	4, 5	CY 105/107 & CY 106/108	8
Computer Science A	3	CS 201	3
	4, 5	CS 201 & CS 230	6
English Lang. & Comp.	3	EH 101	3
	4, 5	EH 101 & EH 102	6
English Lit. & Comp.	3	EH 101	3
	4, 5	EH 101 & EH 102	6
European History	3, 4, 5	HY 101 & HY 102	6
French Language	3	FH 101 & FH 102	6
	4	FH 101, FH 102 & FH 201	9
	5	FH 101, FH 102, FH 201 & FH 202	12
German Language	3	GN 101 & GN 102	6
	4	GN 101, GN 102 & GN 201	9
	5	GN 101, GN 102, GN 201 & GN 202	12
World History	3, 4, 5	HY 101 & HY 102	6
Human Geography	3, 4, 5	GY 220	3
Calculus AB	3, 4, 5	MS 113 & MS 125	7
Calculus BC	3, 4, 5	MS 125 & 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 & PHS 203	4
	4, 5	PHS 201/203 & PHS 202/204	8
Physics C: Mechanics	3	PHS 211 & PHS 213	5
	4, 5	PHS 211/213 & PHS 212/214	10
Physics C: Elec. & Mag.	3	PHS 212 & PHS214	5
	4, 5	PHS 211/213 & PHS 212/214	10
Spanish Language	3	SH 101	3
	4, 5	SH 101 & SH 102	6
Spanish Literature	3, 4, 5	SH 303	3
Government & Politics: Comparative	3, 4, 5	PSC 101	3
Government & 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 or SAT 620-680	EH 101	3
English Subtest ACT 31-36 or SAT 690-800	EH 101 and EH 102	6

Credits will appear on students' records after the completion of the first academic year.

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.

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	JSI 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

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, threaded and voice discussion boards, course messages, blogs, wikis, and journals. 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/online/current-students/test_security.html

Online@JSU

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 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 Associate Vice President for 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 outlined as follows:

