

GENERAL INFORMATION

INTRODUCTION

Jacksonville State University is a multipurpose institution, located in northeast Alabama. It offers the B.A., B.F.A., B.S., B.S.E., B.S.N., B.S.R.T., B.S.W. degrees and, in addition, basic engineering and pre-professional training for medicine, law, veterinary medicine and pharmacy.

In addition, to its undergraduate program, the university offers graduate study in the M.A., M.S., M.S.E., M.S.W., M.B.A., M.P.A., M.S.N., Ed.S., D.N.P., and D.Sc. degrees. Detailed information concerning these degrees may be found in the *Graduate Catalog* published separately.

Summer sessions are also provided. During these sessions, credit may be earned toward graduation or may be used in securing, extending or renewing teachers' certificates.

The Department of the Army operates a Senior Program of General Military Science, Reserve Officers' Training Corps at Jacksonville with either a two- or four-year program of instruction. The ROTC program at Jacksonville State University is currently ranked by the U.S. Army as sixth of all ROTC programs in Alabama, Mississippi, Louisiana and the Florida panhandle.

One of the most valuable agencies in the academic life of any university is the library. As such, the library at Jacksonville receives sufficient funds for the purchase of books and material to keep it adequate for the needs of both undergraduate and graduate students.

The campus itself is located on the northern edge of the city and has had considerable landscaping, which has greatly accentuated its natural beauty.

INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION FOR STUDENTS

Federal regulations require educational institutions to disclose certain information to enrolled students, prospective students, parents, and employees. This information includes the Family Education Rights and Privacy Act, deferment procedures for students receiving the FFEL/Direct Loans for Peace Corps or volunteer services, financial assistance programs, general institutional information (such as curriculum and costs), graduation rates, campus security report, drug free workplace policy, athletic program participation rates, and financial support data. Detailed information on these items is located on the Jacksonville State University website (www.jsu.edu) or at other locations described on the website.

ADMISSION TO THE UNIVERSITY

Information regarding admission to the university and all necessary forms for admission may be obtained by contacting the Office of Admissions, Jacksonville State University, 700 Pelham Road North, Jacksonville, Alabama, 36265-1602. You can also visit www.jsu.edu/apply or email info@jsu.edu for more information.

All prospective students are required to submit the following: (1) a completed application, (2) a non-refundable application fee of \$35.00 or applicable fee waiver, and (3) appropriate academic credentials (See following section on Application Procedures).

Students are admitted prior to the beginning of each semester. **It is strongly recommended that students apply at least three months prior to the expected date of enrollment.** It is the student's responsibility to see that the requirements for admission are submitted to the Office of Admissions. These documents must be sent to JSU directly from the high school, college, or testing agency. Decisions regarding admissibility to the university will be made as soon as all necessary credentials are received in the Office of Admissions. Admissions decisions are assigned only for the term a student applies. Students who have been admitted to JSU but do not enroll are required to submit an updated admissions application and meet the admission requirements for the updated term and student type.

JSU offers some academic programs which have additional assessment requirements beyond those listed below for admission to the university. Acceptance to JSU does not constitute assessment by any of these programs. Students who desire to study in academic programs that have additional requirements should refer to the academic program for information regarding requirements to study in that area.

NONDISCRIMINATION

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

SELF-DISCLOSURE

Jacksonville State University is committed to maintaining a safe, learning-centered setting for all persons in the

community. In support of this commitment, JSU requires all applicants to answer questions related to disciplinary history at educational institutions and felony history. Previous disciplinary action and/or felony history will not automatically bar applicants from admission but will require review. Applications requiring review should arrive at least two months prior to start of classes.

APPLICATION FEE WAIVER

JSU will accept an application fee waiver from ACT or CollegeBoard for first year students who obtained a test score fee waiver from the agency. A copy of that waiver which indicates the unique code from the agency must be sent to the Office of Admissions in order for the application to be processed. When the Office of Admissions receives the required fee waiver, the application will be processed. In order for the Admissions Office to process the application applicants must meet the admission requirements for the term they are applying for. Applicants who submit an application and accompanying fee waiver and do not meet requirements at the time will not be processed until all admission requirements are met. All other requests, including NACAC fee waivers, will not be considered.

APPEALS

In addition to the specific requirements set forth below, the Admissions Office shall consider the appeals of applicants who are not admissible to the university due to not meeting the minimum ACT/SAT score requirement, the minimum high school grade point average requirement, the minimum college/university grade point average requirement or suspension from a prior college. To appeal to the Admissions Office, all required documents should be submitted to the Admissions Office by July 1 for the fall semester, November 1 for the spring semester and April 1 for the summer semester. Applicants who apply after the aforementioned dates who wish to petition will have the opportunity to do so for the next term. The institution reserves the right to reject by action of the Admissions Office the application of any individual whose characteristics or actions are considered detrimental to the institution. All applicants will be notified concerning admission as soon as all their records have been processed. A student who is denied admission by the Admissions Office and whose appeal is denied by the Admissions Office has the right to appeal to the president of the university whose decision is final.

APPLICATION PROCEDURES

I. First Year Students (never attended college/university or only attended as a dual enrollment student)

First year student applications should be submitted after completion of the junior year of high school. It is recommended that first year students apply for admission before graduating from high school. High school graduates are admitted on the basis of both an acceptable high school record and the score on the ACT or SAT. Students who seek admission as a first year student to the university must satisfy all requirements for transfer admission, as follows:

- Minimum high school GPA and graduation with acceptable diploma type
- Minimum ACT or SAT scores

Jacksonville State University admits students who have demonstrated that they are capable of college level work and have a reasonable chance to successfully complete a college degree. Students without academic skill deficits or with minimal academic skill deficits (verbal communication, mathematics and reading), as demonstrated by high school record, ACT or SAT scores and other reasonable evidence, are admitted unconditionally. Students with moderate academic skill deficiencies, which are likely to require more than one semester for successful remediation, will be conditionally admitted. Conditionally admitted students must be enrolled continuously in prescribed developmental studies courses and other assigned activities until all academic skill deficiencies are eliminated. All admitted students must successfully eliminate all academic skills deficiencies within twelve months of admission or, if not enrolled on a continuing basis, the first twenty-four hours of attempted academic credit.

First year students who apply for admission but have not attended high school or a secondary education institution in eight (8) or more years or are at least 25 years of age must submit proof of high school graduation or the equivalent, but are exempt from the grade point average and ACT/SAT requirement listed in the sections. First year students in this category may choose to take the ACT/SAT for placement into the appropriate level of English. Students in this category who do not choose to submit a standardized test score will be placed in English after consultation with the Department of English.

- A. High School Transcript – Prior to graduation, an official high school transcript is required indicating the GPA of work completed through the junior year of high school. To be offered provisional admission before high school graduation, applicants should have a cumulative high school grade point average of 2.00 on a 4.00 scale (75/100). Upon graduation, an official high school transcript showing the date of graduation and type of diploma received is required. To meet admission requirements, applicants should have graduated with an acceptable diploma and a high school cumulative grade point average of 2.00 on a 4.00 scale (75/100).
 1. Transcripts must be sent from the high school by mail or email. Mailed transcripts should be in a sealed envelope and emailed transcripts should indicate the sending address is a school official. Students are encouraged to emphasize the following subjects in their high school programs: English, social studies, mathematics, foreign languages, and the natural sciences.
 2. Students who have earned college credit while in high school through dual enrollment must request the credit awarding institution to send a transcript indicating the credit is not conditional or pending.
 3. Non-graduates of high school may apply if they have passed the high school level General Education Development (GED) test and present an official score report of their test results. The score report should be sent to JSU directly from the testing agency or should be placed in a sealed envelope from the testing agency

and presented unopened to the Admissions Office.

- B. Standardized Test Scores (ACT/SAT) – First year students are also required to submit official scores. The minimum score for conditional admission is an ACT Composite of 18 or SAT combined Critical Reading and Math of 870. JSU does not combine test scores to create a super score. The writing score is not utilized for admission purposes.

Freshman Admissions Categories		
	Qualifications	Requirements
Unconditional Admission	ACT Composite 20 or above SAT Combined Critical Reading and Math 950 or above High School Grade Point Average 2.00 on 4.00 scale*	Must successfully remediate skill deficiencies within one year
Conditional Admission	ACT Composite 18-19 SAT Combined Critical Reading and Math 870-940 High School Grade Point Average 2.00 on 4.00 scale*	Must be continuously enrolled in prescribed developmental skills courses; participate in prescribed counseling and advisement activities; and remediate all academic skill deficiencies (including LS-104) within one year

* Applicants must also provide evidence of high school graduation with an acceptable diploma. Successful completion of the GED is acceptable in lieu of high school graduation. GPA will be taken from the final high school transcript provided to the Admissions Office after graduation. Students will be provisionally admitted until the final high school transcript has been received by the Admissions Office. Once the final transcript has been received, the GPA will be reviewed and must meet the required minimum for admission.

- C. JSU dual enrollment students who have completed at least one course and remain eligible to take other courses as dual enrollment students will be considered for unconditional admission to the university as first year students. ACT or SAT scores will not be reviewed for the admission decision, only for placement purposes. ACT or SAT scores are still required for scholarship consideration. These students must still meet the high school GPA requirement of 2.00.
- D. The Admissions Office shall consider the appeals of applicants who are not admissible to the university due to not meeting the minimum ACT/SAT score requirement or minimum grade point average. To appeal to the Admissions Office, first year students should submit a letter/email of appeal from the student explaining any extenuating circumstances and why an exception to admission requirements should be granted, and a letter/email of recommendation on school stationery/from school email from a high school teacher who taught the student in a required academic subject (i.e. – English, mathematics, social studies, or science) during the junior or senior year.

II. Transfer Students (never attended JSU but have attended a college/university)

Transfer applications should be submitted as soon as there is interest in attending JSU. Students who seek to transfer to the university after attending another accredited college or university must satisfy all requirements for transfer admission as follows:

- Minimum cumulative grade point average of 2.00 (GPA used is that which is computed by JSU).
 - Eligible to re-enter all institutions previously attended.
- A. The university reserves the right to accept or deny coursework presented for transfer. Coursework from regionally accredited institutions will be accepted as equivalent courses at JSU provided JSU offers an equivalent course at the appropriate level. Credit for any course or part of a course will not be granted twice. Courses not having equivalents at JSU may be accepted as an elective. The transfer decision will be made on a course-by-course basis by the Registrar’s Office during the credit evaluation process. For additional information, such as appeals of transfer credit, students may contact the Registrar’s Office. Grades earned with a “D” or higher from other institutions will be used in computing the **transfer grade point average. Students transferring coursework are advised that program GPA requirements will be based on *institutional GPA requirements as well as resident requirements when considering assessment into or retention in certain programs, major and minor requirements, and graduation requirements. Courses with grades of “D” will be accepted except for certain JSU courses listed in the catalog with a grade mode of NC (no credit). However, a course in which a “D” grade has been earned is not creditable toward the major and/or minor requirements and may not be creditable toward some specific program requirements. If transfer courses are repeated at the transfer institutions, only the highest grade will be initially evaluated. Additionally, “I,” “F,” “W,” “WP” and “WF” grades in courses will not transfer. Any transfer course evaluated after the initial evaluation, in which that course has been repeated, will transfer but will not be included in the transfer GPA or hours earned. Transfer students with a GPA of 2.00 or greater will be provisionally admitted until the final college transcript has been received by the Admissions Office. Once the final transcript has been received, the transfer GPA will be recalculated and must meet the required minimum for admission. Students academically ineligible to return to the last institution attended may not be admitted to JSU.

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

- B. Transfer students are required to present one official transcript from each institution previously attended. It is the responsibility of the applicant to ensure transcripts are sent to JSU. These transcripts must be sent to JSU directly from the institution or placed in a sealed envelope from the institution and presented unopened to the Office of Admissions. JSU accepts transcripts sent electronically through sending networks. (Contact the college/university sending the transcript to determine if this is an option at that institution.)
- C. If fewer than 24 semester hours are accepted, based on hours computed by JSU, students must also fulfill all requirements listed under the First Year Student Admissions section unless the applicant has an associate's degree from an accredited institution.
- D. Students may transfer from a two-year college at any time. Although an unlimited number of hours are acceptable from a two-year college, students must earn a minimum of 60-64 semester hours, depending on major, from a four-year college or university, 32 of which must be earned from JSU.
- E. Students under academic probation at other accredited institutions are admissible to JSU on probation, provided they are eligible to return to that institution. Students academically ineligible to return to previous institutions attended may not be admitted to JSU. They may, however, appeal to the Admissions Committee for consideration of their individual situation. Students under disciplinary probation or suspension at other institutions are not eligible to enroll at JSU. They may, however, appeal to the Vice President for Student Affairs for consideration of their individual situation. Students with less than 2.00 cumulative GPA may be considered for admission after a review by the Admissions Office. The GPA will be computed from all transcripts received by the Admissions Office at the time of application. In order for a review of the application to occur, all transcripts from previously attended colleges/universities must be in the Admissions Office. The Admissions Office shall consider the appeals of applicants who are not admissible to the university due to not meeting the minimum college/university grade point average requirement or suspension from a prior college. To appeal to the Admissions Office, transfer students should have submitted all requirements for admission and a letter of appeal explaining any extenuating circumstances and why an exception should be granted.
- F. AGSC/STARS: the Alabama Articulation and General Studies Committee/Statewide Transfer and Articulation Reporting System is part of a system created by Alabama legislation designed to help a student transfer from one institution to another. This system is a course-by-course display of Alabama two-year and four-year institutions to assist students with questions pertaining to credit hour and course transfer. Applicants can review the AGSC/STARS guide at www.gettheguide.net.

III. International Student Admission

- A. International students who seek admission to the university and have never attended college in the United States must satisfy all requirements for admission, as follows:
 - Minimum score on one exam (see below)
 - Proof of higher secondary school graduation
 - Copy of valid passport
 - Completed International Student Proof of Financial Statement stating required balance (will be used only for I-20/DS-2019 issuance purpose)
- B. International students who have never attended college in the United States must present a minimum score on one of the exams listed below. The chosen test must have been taken within the last two years and be sent to the university from the test agency. These test scores should be sent to JSU directly from the testing agency.

Alternately, international students may be admitted as English Language Institute Conditional Admission first year students or transfers and study in the English Language Institute (ELI) before university study. To apply under this option, students must contact ELI (eli@jsu.edu) for information. Students who begin in the ELI may meet the university language requirement either by successfully completing the English Language Institute program prior to beginning study for an academic degree or meeting the TOEFL, IELTS, PTE, iTEP, ACT or SAT scores.

Test Type	Required Minimum
TOEFL (paper-based)	500
TOEFL (computer-based)	173
TOEFL (internet-based)	61
IELTS	5.5
PTE Academic	45
iTEP	3.7
ACT Composite	18 (English subtest 14)
SAT Critical Reading and Math	870 (Critical Reading test 350)

Exempted Countries: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada (except Quebec), Fiji, Grenada, Guyana, Ireland, Jamaica, Kiribati, Marshall Islands, Micronesia, New Zealand, Solomon Island, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, United Kingdom.

- C. In addition to the test score requirement, an international student must send a certified English translation of secondary school transcripts and proof of secondary school graduation to the JSU Admissions Office. These documents should indicate attestation of translation from an original document. Alternately, international students may send their higher secondary school documents to an approved evaluation agency listed below. This

evaluation must be mailed to JSU directly from the evaluation agency. A grade point average of 2.00/4.00 (U.S. scale) is required as a minimum GPA.

- D. International students who have attended a regionally accredited institution in the United States and are transferring to JSU must present official transcripts from each institution attended. Those students who have earned 24 transferrable hours from regionally accredited institution(s) are not required to meet the test score requirements listed in Section III Part B.
- E. All international students are required to submit a copy of their passport to ensure correct spelling on the I-20/DS-2019. Additionally, all international students are required to provide documentary evidence showing adequate financial resources are available to attend the university. If the student is attending another college/university on a F1/J1 Visa, the "International Student Transfer Form" must be submitted.
- F. International students who have been accepted as participants in special university-approved programs with JSU (the International House Program, exchange agreements, dual degrees by inter-university collaboration or other contractual agreements) will have met JSU's International Admission requirements, and all other admission requirements may be waived.

The application for admission to JSU will not be accepted without the documents listed above and the \$35 (U.S.) non-refundable application fee. **Application materials must be received by the deadlines: July 1- fall semester, November 1 – spring semester, March 1 – summer semester.**

International course-by-course evaluations with GPA calculations must be completed by any NACES member agency: <http://www.naces.org/members.htm> and mailed directly to JSU.

IV. Returning Students (students who have attended JSU and earned credit)

Students who have either previously attended JSU, earned credit, and have not attended within a year or are pursuing a second bachelor's degree should update their admission status. Returning students are not required to pay the undergraduate admission application fee, but are required to complete and submit an updated application. This form is available in the Admissions Office or online at www.jsu.edu/undergraduate.

- A. Students who seek to return to the university and have attended elsewhere since attending JSU must satisfy all requirements for admission, as follows:
 - Submit transcripts from each institution.
 - Minimum cumulative grade point average of 2.00 (GPA used is that which is computed by JSU).
 - Eligible to re-enter the institution last attended.

Former students who plan on returning to JSU after attending other institutions will be evaluated as transfer students and must meet the transfer student admission requirements. Transcripts must be requested from other institutions and will be evaluated and considered as a part of the returning process. After all required documents have been received, the returning student will be notified of their eligibility to continue taking courses at JSU. The university reserves the right to accept or deny course work presented for transfer from returning students. Typically, all course work from regionally accredited institutions will be accepted as fair equivalent courses at JSU provided JSU has an equivalent course at the appropriate level.

Credit for any course or part of a course will not be granted twice. Courses not having equivalents at JSU may be accepted as an elective. The transfer decision will be made on a course-by-course basis by the Registrar's Office during the credit evaluation process. For additional information, such as appeals of transfer credit, students may contact the Registrar's Office. Grades earned with a "D" or better from other institutions will be used in computing **transfer grade point average. Students transferring course work are advised that program GPA requirements will be based on institutional GPA requirements as well as resident requirements when considering assessment into or retention in certain programs, major and minor requirements, and graduation requirements. Courses with grades of "D" will be accepted except for certain JSU courses. A course in which a "D" grade has been earned is not creditable toward the major and/or minor requirements and may not be creditable toward some specific program requirements. If transfer courses are repeated at the transfer institutions, only the highest grade will be initially evaluated. Additionally, "I," "F," "W," "WP" and "WF" grades will not transfer. Any transfer course evaluated after the initial evaluation, in which that course has been repeated, will transfer but will not be included in the transfer GPA or hours earned. Students academically ineligible to return to the last institution attended may not be admitted to JSU. Students under disciplinary probation or suspension at other institutions are not eligible to enroll at JSU. They may appeal to the Admissions Committee for consideration of their individual situation.

** Transfer GPA is calculated based on transferring coursework ONLY as determined by the Registrar's Office during the credit evaluation process. Transfer GPA will be used to determine admission eligibility.

V. Transient Students (non-degree candidates enrolling for one term)

Transient students will not be considered degree-seeking students at JSU but rather taking courses for personal enrichment and/or to transfer to the institution where the degree is being pursued. Transient students planning to transfer JSU credits to another institution should consult the appropriate dean or registrar at that institution to determine the acceptability of the JSU work. Please note that transient students are not eligible for Title IV funds. For more information, please contact the Office of Student Financial Services.

- Students who seek admission to the university as a transient must satisfy all requirements for admission, as follows:
- Transient letter or official transcript from the current or previous college or university
 - Eligible to re-enter the institution last attended.

International transient students must meet requirements for regular international student admission and immigration regulatory requirements.

VI. CORE Scholars/Dual Enrollment

A student may be admitted as a CORE Scholars/Dual Enrollment high school student by meeting the following conditions:

- Applicants must have earned a "B" average or better in ninth grade work.
- Applicants must have completed the ninth grade before enrolling as CORE Scholars/Dual Enrollment students.
- All applicants must have written permission from their principal and/or superintendent.
- All applicants must submit an application to the university as a CORE Scholars/Dual Enrollment student.
- Dual enrollment credit for high school units may be granted by the school system. High school units may be earned in addition to college credits with the permission of the superintendent.

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

HOW TO APPLY

First, students should contact their high school counselor or principal and request that a High School Approval Form be submitted to JSU for them to participate in the CORE Scholars/Dual Enrollment Program. Applicants must have earned a "B" average or better in 9th grade work. Students must have the permission from the school counselor, principal or superintendent to participate in the CORE Scholars/Dual Enrollment Program. Second, students who are approved should apply online by completing the CORE Scholars/Dual Enrollment High School Application.

VII. Early Admission

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

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

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

ORIENTATION

First year students, under the age of 25, must attend an orientation session prior to the semester they wish to attend (See section: APPLICATION PROCEDURES). The orientation/advisement session includes a brief introduction to campus life, academic advisement, schedule preparation, and registration. Following registration, students can obtain an I.D. card, and automobile registration. Questions regarding orientation should be directed to the Dean of Students Office.

JACKSONVILLE STATE UNIVERSITY IN GADSDEN

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

BROOKSTONE

Brookstone houses the Hi Fidelity Simulation Lab, the Respiratory Therapy program, and the Doctor of Nursing Practice program. The calendar for Brookstone is the same as the university calendar, and all university policies and regulations apply.