

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 semester hours, 6 semester hours is half-time. Students on academic probation must limit their course work during each semester to no more than 12 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 by 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 in writing (fax or mail), or by JSU email to registrar@jsu.edu. 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.