

# GRADUATE STUDENT LOAD, REGISTRATION, AND ATTENDANCE

## Full-time/Half-time Student Classification

A graduate student's classification is determined by the number of graduate semester hours for which the student is enrolled in a given semester or term.

Following are the minimum graduate semester hours for master's-level and EdS-level full-time and half-time student classification:

Semester/Term	Full-Time	Half-Time
Fall	9	6
Spring	9	6
Summer (all summer terms combined)	9	6

Following are the minimum graduate semester hours for doctoral-level full-time and half-time student classification:

Semester/Term	Full-Time	Half-Time
Fall	6	3
Spring	6	3
Summer (all summer terms combined)	6	3

These classifications apply to all financial aid programs, including VA benefits, and to other programs, such as insurance. For VA benefits only, three-quarter time for Master's and Ed.S students is six hours and Doctoral students is four to five hours in the fall and spring semesters.

Financial aid classifications, including VA benefits, for the summer sessions are computed annually. For information about summer financial aid classifications, please contact:

Financial Aid Office  
107 Angle Hall  
(256) 782-5006

For classifications for VA benefits, please contact:

Military & Post-Traditional Student Services  
Daugette Hall Basement  
(256) 782-8838

## Maximum Student Load

The maximum course load for a graduate student is a total of 13 semester hours during the fall, spring, and combined summer terms. Any exception to this regulation must be approved by the department head/academic advisor and the Dean of the Graduate School.

## Credit Hour Definition

JSU awards 1 unit of credit for satisfactory completion of 1 60-minute session of classroom instruction and a minimum of 2 hours of out-of-class work for a minimum of 3 hours of course activities per week for a typical semester of not less than 14 weeks. For example:

Typically, courses at JSU are awarded 3 semester credit hours per course. The 3 semester hours of credit consist of the equivalent of at least 3 hours (60-minute period) per week of "seat time" in-class and 6 hours per week of out-of-class academic activities for a period of at least 14 weeks. Hence, a standard 3 semester credit hour class meets for at least 42 contact hours per semester, plus a minimum average of 6 hours of activities outside of the classroom per week for 14 weeks.

Alternatively, a credit hour may be granted for an equivalent amount of work as itemized above for other academic activities or instructional modes of delivery, such as distance education (blended, distance, and face-to-face instruction), laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. Course instructors are responsible for making adjustments so that the total number of hours of work required by students, regardless of instructional mode, is equivalent. Assigning credit for courses with alternate delivery methods is based on content and instructional activities. When courses are offered both in the traditional format as well as via distance, the syllabi for the modes of delivery demonstrate similar content and expectations so that distance education and face-to-face instruction classes are awarded the same number of credit hours. For classes offered in a shortened format, such as summer terms, the hours are prorated so that classes contain the same total number of contact hours and instructional activities as if the classes were scheduled for a full 14-week semester.

When developing courses, faculty are responsible for ensuring that the designated workload for a course justifies granting the student the specified number of credit hours as indicated in the course description. When courses are taught via distance learning where no actual "contact hours" are required, faculty are responsible for designing their courses to ensure that an equivalent quantity of content and academic activities are included as would be required if the course were taught in a traditional format. Ultimately, the responsibility for protecting the academic integrity of curricula, programs, and class schedules rests with the university's provost and senior vice president for academic affairs.

For graduate and professional students, even though the face-to-face meeting time may be equivalent to that required for undergraduate students, the required academic work will exceed the total nine hours per week as described above since out-of-class demands will exceed 2 hours per week.

The university may adjust its basic measure for awarding academic credit proportionately to reflect modified academic calendars and formats of study as long as it meets the aforementioned criteria.

## Registration for Coursework

All students must register for coursework before attending classes. Registration (<http://www.jsu.edu/registrar/registration.html>) information is listed online. The appropriate academic advisor and other members of the faculty advise students regarding their programs of study as outlined in this catalog. Students may register online using their MyJaxState (MyJSU) accounts.

Students registering after the day classes start will be charged a late registration fee. Students will be responsible for class work from the first class meeting and will incur absences for classes missed. After the add/drop date, the student will incur a reinstatement fee.

## Class Attendance

The university expects every graduate student to attend all scheduled class meetings for courses in which the student is enrolled. Each instructor's policies and procedures on absences and make-up work are announced at the beginning of the term. The student is directly responsible to the individual instructor for absences and for making up work missed.

## Auditing Courses

To attend a class, a person must either be registered as a student taking the class for credit or registered as a student auditing the class. Auditors must apply for admission and pay the non-refundable application fee if they are not already regularly enrolled students. The cost for auditing a class and information on applicable course fees may be found on the Student Accounts Tuition & Fees website.

A person may audit courses with the written approval of the instructor, department head, and dean of the subject. Certain courses may not be available for audit due to the nature of the work being done in the course or the capacity available in the course.

The audit form can be found on the Registrar's website. Registration must be processed in the Registrar's Office. Auditors are listed on the class roll, and the instructor will determine and establish the level of participation allowed for auditors in all activities. The auditors will receive a grade of "X" at the end of term. The grade of "X" does not apply towards any degree program. Auditors are not able to receive federal financial aid or tuition assistance for the audited course.

Once a student registers in a course as an auditor, the student may not change the status in that course to credit basis. However, if a student is registered in a course for credit, the student may request to change to audit on or before the "Last Day to Add a Class" at the beginning of the term. Audit counts toward the maximum number of semester hours allowed but does not count toward the minimum number of semester hours required for financial aid, scholarships, athletics, and veterans' benefits. Auditing students are governed by the same standards, rules, and regulations that apply to regularly enrolled students.