

# 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 120-129 semester hours, determined by your program of study, with a minimum "C" average 2.00 GPA. Earn a minimum of fifty percent (50%) of those semester hours from a four-year college or university, and at least twenty-five percent (25%) of semester hours required for degree 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.
2. Earn a minimum "C" or better in each of the major and minor courses. Some undergraduate programs/majors may have more stringent requirements than university policy, and students should refer to their program/major for specific requirements.
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 12 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 nine 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 accounting, applied manufacturing engineering, biology, business economics, chemistry, computer science, computer information systems, exercise science and wellness, family and consumer sciences, finance, geography, industrial leadership, integrated studies, management, marketing, mathematics, music, nursing, occupational safety and health management, public health, respiratory therapy, social work, sociology, and the B.F.A. degree in art. The B.F.A. degree and the B.S. in family and consumer sciences 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, 2.00 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 Department of Art and Design 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 First Year Experience course.
10. Successfully complete two Writing Intensive (WI) courses, one of which must be at the 300 or 400 level. At initial evaluation, transfer students with 32+ earned credit hours accepted by JSU for transfer and students seeking a second bachelor's degree are expected to complete a minimum of one WI course at JSU.
11. Earn a minimum "C" or better in each of the microcredential courses. No course substitutions may be made for a microcredential unless otherwise specifically stated in the catalog program.
12. Apply to graduate 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 (Former JSU dual enrollment students follow the degree requirements in the catalog current at the time of initial enrollment after high school completion.) Students may complete requirements under the catalog current at that time or any later catalog during their JSU enrollment provided the undergraduate degree is completed within twelve (12) years from initial collegiate enrollment and with a continuous status of active. Students not completing the undergraduate degree within twelve (12) years from initial enrollment must update to a more current catalog as negotiated with the appropriate college dean. Students returning after a period of inactive status must update to the catalog in effect at the time of return. Exceptions will be on a case-by-case basis, presented by the academic advisor in conjunction with the College Dean, and require approval by the Associate Vice Provost of Academic Affairs. Students may not combine components of different catalogs. Once updated, prior catalogs can not be used.

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 in a different major must complete, in residence, a minimum of twenty-five percent (25%) of the total number of hours for the second degree (for example, 30 hours for a 120-hour degree program). All academic requirements for the additional degree must be met according to the undergraduate catalog at the time of enrollment in the additional degree program. The use of previously earned minor course hours for the new degree varies by academic program. Those seeking an additional bachelor's degree must contact the advisor and/or department head of the new degree program to create a plan of study that must be approved by the dean (or the dean's designee) of the college and filed with the Registrar's Office prior to enrolling in courses. 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; six semester hours is half-time. Students on academic probation must limit their course work during each semester to no more than 13 semester hours.
2. Students concurrently enrolled at Jacksonville State University and any other institution may take a maximum of 18 semester hours or up to 21 semester hours with special approval during the semester.
3. Students may be enrolled at more than one college/university at the same time. Students enrolled at both Jacksonville State and another college/university are subject to the academic standards and guidelines of Jacksonville State University

Questions concerning student load may be addressed to the Registrar's Office, Room 113 Angle Hall, Telephone: 256-782-5400, or [registrar@jsu.edu](mailto:registrar@jsu.edu).

## Classification of Students

| Hours | Classification |
|-------|----------------|
| 0-29  | Freshman       |
| 30-59 | Sophomore      |
| 60-89 | Junior         |
| 90+   | 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 through the last day to add will be charged a late registration fee. Students registering after the last day to add will be charged a reinstatement fee. Students will be responsible for class work from the first class meeting and incur normal absences for classes 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](https://www.jsu.edu/bursar/fees/) (<https://www.jsu.edu/bursar/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](http://www.jsu.edu/registrar/audit.html) (<http://www.jsu.edu/registrar/audit.html>) 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.

## Withdrawals

Students may withdraw without any academic penalty until the 'Last Day to Withdraw'. Refer to the academic calendar for deadline dates for withdrawals. No withdrawals will be processed after the 'Last Day to Withdraw'. Students must notify the Registrar's Office by completing the withdrawal form (<http://www.jsu.edu/registrar/term-or-part-of-term-withdrawal.html>).

*Students who withdraw during a semester (or part of term) may not petition for reinstatement during the semester (or part of term) 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 (<http://www.jsu.edu/registrar/term-or-part-of-term-withdrawal.html>) by the last day to register for the semester (or part of term) to receive a full refund of tuition charged. 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 Financial Aid 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 Financial Aid will be subject to financial penalty.

## Hardship Withdrawal

Hardship Withdrawals are only considered for serious extenuating circumstances that prevent a student from continuing or completing coursework occurring when it is past the last date to drop or withdraw and incompletes or other arrangements with instructors are not feasible. Examples of extenuating circumstances for which a student may request a Hardship Withdrawal may include physical and/or psychological illness, serious illness or death of an immediate family member, or other special circumstances. A Hardship Withdrawal under this policy is voluntary by the student and subject to approval by Jacksonville State University (JSU). Eligibility for Hardship Withdrawal is limited to students who have not taken final exams or otherwise completed course work for a final grade.

A Hardship Withdrawal, when approved, withdraws a student from all courses for a given semester/term. Students are not allowed to hardship withdraw from individual courses, with the following exceptions:

1. When a student is enrolled in clinical and/or other courses in which the student cannot meet the essential requirements of the course. For example, a student may be enrolled in a course and becomes unable to participate in the course due to an injury. The student could hardship withdraw from the course and remain enrolled in other courses.

2. When a student is enrolled in multiple parts of a term. For example, the fall semester at JSU includes three separate parts (full Fall Term, Fall A, and Fall B). It would be possible, if approved, for a student to complete coursework in Fall A and to hardship withdraw from Fall B. In this example, the student would not be hardship withdrawn from the entire Fall semester, but rather only from all courses in Fall B.

### Current Term Withdrawal

Students who wish to withdraw from courses prior to the last day to drop or withdraw should follow the normal Withdrawal process through the Registrar's Office.

The deadline to apply for a Current Term Withdrawal shall be the last day of classes for the current term.

### Retroactive Term Withdrawal

A student who left the university due to an extenuating circumstance without officially withdrawing during the term of departure may apply for a retroactive withdrawal.

Absent extraordinary and compelling circumstances which would prevent a timely request, a student must request a retroactive withdrawal within 60 days after the end of the academic term for which the hardship withdrawal is considered.

## PROCEDURE

1. To request a Hardship Withdrawal, the student must complete the Hardship Withdrawal Request Form available on the Student Affairs website or via hard copy at 102 Angle Hall.

2. Along with the request form, supporting documentation must be submitted. Examples of supporting documentation include:

- Physical Extenuating Circumstances (such as bodily injury, invasive surgery, unexpected physical disability preventing completion of coursework, etc.)
  - Recommendation for Hardship Withdrawal Form is available to download on the Student Affairs website or via hard copy at 102 Angle Hall.
- Psychological Extenuating Circumstances (such as extreme mental duress suffered from traumatic experiences, of the severity and frequency to prevent completion of course work)
  - Recommendation for Hardship Withdrawal Form is available to download on the Student Affairs website or via hard copy at 102 Angle Hall; or
  - Letter from a professional counselor or JSU Counseling Services (whichever is the main provider) that includes dates of treatment and a clear recommendation of whether a hardship withdrawal should be granted.
- Personal Extenuating Circumstances (such as significant change in financial status or personal tragedy such as the death of loved one or domestic disruptions, to the degree to prevent completion of course work.)
  - Divorce papers, police reports, obituaries, medical documentation, financial statements, or other supporting documentation pertinent to the extenuating circumstance.

3. Once all documentation is received, the request will be reviewed by the Vice President for Student Affairs within 5-7 business days. The internal process for reviewing the withdrawal request is a fully automated workflow that begins with the Vice President for Student Affairs Office and follows with review by the following offices, as applicable:

- Financial Aid
- University Housing
- Veteran Services
- Student Accounts
- Registrar
- Vice President for Student Affairs

4. Students will be notified via their JSU email, which is the official means of communication between the university and students, of the decision to approve or deny the application.

### Granted Withdrawal

Once a Hardship Withdrawal has been approved, the Office of the Registrar will assign a grade of "W" on the official transcript. The effective date of an approved current term withdrawal will be the date of the student's request, unless otherwise determined by federal Title IV regulations. The effective date of an approved retroactive term withdrawal will be the last date of the semester, unless otherwise determined by federal Title IV regulations. The student is still responsible for any tuition and fees associated with the term/semester in which the Hardship Withdrawal applies.

### Denied Withdrawal

If a student disagrees with a decision rendered by the Vice President for Student Affairs regarding a Hardship Withdrawal from JSU, the student can request an appeal in writing to [studentaffairs@jsu.edu](mailto:studentaffairs@jsu.edu) within three business days of the initial decision. The Hardship Withdrawal Appeal Committee will review the decision by the Vice President for Student Affairs and the documentation submitted by the student. The Committee has authority to request additional information, as necessary. The Committee will render a decision within 10 business days of receipt of appeal request. The Hardship Withdrawal Appeal Committee decision is final.

Other steps to complete when applying for a Hardship Withdrawal:

1. University Housing
  - Properly check out of the Residence Hall to avoid fees and charges
2. Dining Plan
  - Contact Dining Services to cancel the meal plan

### Financial Implications of a Hardship Withdrawal Financial Aid

Students who receive federal/state student aid, scholarships, and/or other types of financial support should consult with the Financial Aid Office and Scholarship Office for an assessment of the impact of a withdrawal PRIOR to initiating the request for a Hardship Withdrawal.

All students receiving financial aid must meet minimum standards of financial aid satisfactory academic progress, including completion of at least 67% of credits attempted. This requirement applies to all courses attempted, even if they are withdrawn due to hardship reasons. Additionally, withdrawal from courses prior to the end of a term may

result in immediate repayment of financial aid funds to Jacksonville State University and/or the U.S. Department of Education.

### Veterans or Military Educational Benefits

If a student uses either a Veteran or Military Educational Benefit through the State VA, Federal VA, or branch of service, the student pursuing a Hardship Withdrawal could have adverse financial effects. Students should consult with Military and Post Traditional Services prior to submitting the Hardship Withdrawal to see exactly how the Hardship Withdrawal will affect the student's benefits.

### Tuition Refunds for Current Term Hardship Withdrawal

Tuition refunds are made in accordance with the University refund schedule. Refunds will not be given for Hardship Withdrawals after the dates indicated in the refund schedule. The refund schedule may be accessed at <https://www.jsu.edu/bursar/refundpolicy.html>.

### Tuition Refunds for Retroactive Term Hardship Withdrawal

No tuition or fees will be refunded for a retroactive withdrawal.

### University Housing

Refunds for a current term Hardship Withdrawal will be prorated by using a daily rate based on the date the student checks out of their housing assignment. There are no refunds of University Housing fees for a Retroactive Hardship Withdrawal.

### Dining Plan

Refunds for a current term Hardship Withdrawal will be prorated by using a daily rate based on the date the student checks out of their housing assignment and the portion of the Dining Plan that has already been used. There are no refunds of Dining Plan fees for a Retroactive Withdrawal.

## Military Withdrawal

A Military Withdrawal is necessary when service members receive official military orders requiring military service such as deployments or extended mobilizations. When this official military service affects the ability of the service member to be successful in their classes they can file for a Military Withdrawal.

Service members that are considering this Military Withdrawal should consult with the Office of Veteran Services, Student Financial Services, and Residence Life (if applicable) before submitting the Military Withdrawal to see what financial repercussions, if any, the student will face. *Military dependents negatively affected by deployments or extended mobilizations should use the Medical/Compassionate Withdrawal process through the Office of the Vice President for Student Affairs.*

If approved, the service member will be subject to all JSU refund and academic penalty policies. If you have questions about Military Withdrawals or registering at JSU in the future, please contact the Office of Veteran Services at 256-782-8838 or [veterans@jsu.edu](mailto:veterans@jsu.edu).

Students receiving federal financial aid should meet with Office of Financial Aid to determine the effect that the withdrawal will have on financial aid.

## 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.

| Letter | GPA  |
|--------|--|
| 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 Points Per Hour (60-69). This grade will not be assigned for EH 101, 102, 103, 104, 105, and 106; MS 100; SSC 103, 104, 110, and 130.  |
| NC     | No Credits (0-69). This grade assigned only in EH 101, 102, 103, 104, 105, 106, 115, 116, and 490; IHP 310, 398, and 400; MS 100 and 107; RT 299 and 441; SSC 100, 101, 103, 104, 106, 108, 110, 130, 211, and 212.  |
| F      | No Quality Points (0-59). Failing grades may not be removed from the academic record. This grade will not be assigned for EH 101, 102, 103, 104, 105, 106, 115, 116, and 490; IHP 310, 398, and 400; MS 100 and 107; RT 299 and 441; SSC 100, 101, 103, 104, 106, 108, 110, 130, 211, and 212. The grade of F on a pass or fail course is computed as a regular F grade. |
| 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.   |
| W      | Withdrawn or Dropped Class, non-punitive   |
| WF     | Withdrawn Failing (counts as an F) (Last term used Summer 2020)  |
| WP     | Withdrawn Passing, non-punitive (Last term used Summer 2020)   |
| 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 Completion and Incomplete Extension Policies

Assigning the grade: The grade of "Incomplete" or "I" may be assigned by an instructor if extraordinary circumstances prevent a student from completing course requirements, and only if the student is passing the course after the last day to withdraw from the current term. The "I" grade does not immediately affect a student's grade point average.



**Completing the course requirements:** The student is responsible for submitting the "Incomplete Grade Completion Plan" form after discussing the completion plans with the instructor. Coursework must be completed within the next major (fall or spring) semester. Grades of "I" will roll to "F" on the day grades are due in each 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. The Registrar then notifies the student of the grade change. Failure to complete course requirements within the established time frame will result in a grade of "F" being assigned.

**Requesting extensions:** The student must submit an "Incomplete Grade Extension Request" form to extend the time to complete the requirements within the following term. All incomplete grade extensions forms must be submitted to the Registrar prior to the last day of finals in the fall and spring semesters. The instructor and Department Head (and Graduate Studies Dean, if senior privilege or faster master's) must approve the extension before the Registrar processes the request. If at any time during the process, as detailed above, the instructor is not available, the appropriate department head and/or academic dean will represent the instructor's interest.

**Incompletes and Graduation:** All incomplete grade extensions for all courses, including those not required, must be completed prior to the degree being awarded. Otherwise, the grade of "I" will be converted to "F" in order for the degree GPA to be calculated.

## Replacement Course Policy

Students may improve their GPA by repeating courses at JSU. Only the higher grade will be counted in the institutional GPA. All attempts made at JSU will remain on the academic transcript. If students are on financial aid, they must follow federal regulations for repeated coursework. It should be noted that some programs have higher requirements for assessment into, 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. This policy is effective beginning with the Spring 2017 term.

## Duplication of Courses

Credits toward graduation for any course, or part of a course, will not be granted twice. Only the highest grade will be counted in the institutional<sup>1</sup> GPA and earned hours. If a student transfers in repeated coursework from their institutions, the highest grade will be the only course grade initially evaluated. 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. 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 times the course may be utilized for credit without being considered a duplication of credit.

<sup>1</sup> Institutional GPA is calculated from course credits earned **only** at JSU. Institutional GPA will be used to determine program GPA requirements, honors designation, and university graduation requirements.

## Midterm/Final Grades

At midterm, grades can be viewed on MyJaxState. Midterm grades are reported for fall and spring semesters only. Check the academic calendar for dates.

Final grades can be viewed through MyJaxState. Final grades are also viewable permanently on the transcript.

## Final Grade Change

Final grades may not be changed after they have been officially submitted to the Registrar's office. Exceptions include incomplete grades (I) or in the case of miscalculation or miscommunication of the grade by the instructor. In these cases, grade changes are made online by the instructor and should be completed by midterm of the subsequent fall or spring semester.

## Academic Grievance

An "academic grievance" is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action, such as a grade in a course, has violated published policies and procedures, or has been applied to the student in a manner different from that used for other students.

Students wishing to appeal a grade or reverse an academic decision should always begin by meeting with the instructor initiating the grade or decision. Oftentimes, this meeting will result in a satisfactory outcome for the student and instructor. If the student and instructor are unable to resolve the issue, the student should follow the academic grievance process set forth in the Academic Grievance policy. In the event that the process is not initiated or continued following the timelines mentioned in the Academic Grievance policy, the decision becomes final.

The detailed Academic Grievance policy can be found in the Student Handbook (<https://www.jsu.edu/studentaffairs/handbook.html>).

## Honors

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

1. Undergraduate students carrying 12 or more GPA hours in the fall and spring semesters will be recognized as follows:
  - a. President's List: Students who obtain a 4.00 grade point average for that semester will be listed on the President's List.
  - b. Dean's List: Students who obtain a grade point average between 3.50 and 3.99 for that semester will be listed on the Dean's List.
2. Emerging Scholar's List: Dual Enrollment students carrying at least three (3) or more GPA hours in the fall and spring semesters and who obtain a grade point average of 3.50 or better will be listed on the Emerging Scholar's List.
3. Honors at Graduation
  - a. The designation "cum laude" will be engrossed upon the diplomas of graduating students who obtain an average of 3.50 to 3.69 quality points on institutional<sup>1</sup> GPA hours.
  - b. The designation "magna cum laude" will be engrossed on the diplomas of graduating students who maintain an average of 3.70 to 3.89 quality points on institutional<sup>1</sup> GPA hours.
  - c. The designation "summa cum laude" will be engrossed upon the diplomas of graduating students who maintain an average of 3.90 to 4.00 quality points on institutional<sup>1</sup> GPA hours.

- d. The designation "JSU Honors Scholar" identifies those who hold the JSU Honors Scholarship, the university's top academic scholarship, and are active members of the university's Honors Program. These students must complete 30 hours or more of Honors-designated courses, 56 or more service hours, and maintain a 3.25 institutional<sup>1</sup> GPA.
- e. The designation "Honors Program Graduate" identifies those who are active members of the university's Honors Program and who complete 24 hours or more of Honors-designated courses, maintaining a 3.25 institutional<sup>1</sup> GPA.
- f. The designation "special honors in (the major subject)" will be engrossed upon the diplomas of graduating students who maintain a 3.50 average in the major field of study and a 3.25 institutional<sup>1</sup> GPA average.
- g. Eligibility for Honors will be determined at the conclusion of the degree program.
- h. The grade point average is truncated to two places past the decimal for reporting purposes and not rounded.

<sup>1</sup> Institutional GPA is calculated from course credits earned **only** at JSU. Institutional GPA will be used to determine program GPA requirements, honors designation, and university graduation requirements.

## Undergraduate Academic Standards Policy

### Academic Standing

#### **Minimum Academic Standards**

Undergraduate students must earn a minimum 2.00 JSU (institutional) grade point average (GPA) or above to continue at Jacksonville State University in good academic standing to be eligible to take classes at JSU. Eligible academic standing includes Good Standing, Academic Warning, and Academic Probation.

#### • **Academic Warning**

A student will be placed on Academic Warning following a term when the semester and JSU (institutional) GPA is less than the required minimum 2.00.

**First Time, First Semester Undergraduates** will be required to meet with their Academic Advisor and Success Coach, if applicable, at the beginning of the subsequent semester to ascertain needs for an academic advising review, tutoring and/or academic support interventions, access to resources for personal issues, financial wellness concerns and/or career development services.

Other students on Academic Warning will be required to meet with the Student Success Center Retention Specialist or designee at the beginning of the following semester to ascertain needs for tutoring and/or academic support interventions, access to campus services for basic needs, financial wellness concerns, campus resources, and career development services.

All students on Academic Warning will also be required to complete a short Academic Warning class in Canvas during the semester and meet with a financial aid representative to learn about the consequences of failing to meet Satisfactory Academic Progress. The Retention Specialist or designee may also require additional sessions.

Academic Warning is recorded on the transcript.

#### • **Academic Probation**

A student will be placed on Academic Probation at the end of any semester following a semester on Academic Warning when the JSU (institutional) GPA is less than the required 2.0 GPA. Academic Probation is recorded on the transcript.

**Remediation:** A student on Academic Probation is limited to 13 hours attempted in the subsequent semester with a required minimum semester GPA of 2.0. The student is also required to meet with the Student Success Center Retention Specialist or designee at the beginning of the following semester to ascertain needs for tutoring and/or academic support interventions, access to campus services for basic needs, financial wellness concerns, campus resources, and career development services. Additionally, the student must complete a short Academic Probation class module in Canvas during the semester and meet with a financial aid representative to learn about the consequences of failing to meet Satisfactory Academic Progress. The Student Success Center Retention Specialist or designee may also require additional sessions.

If the student makes progress towards a JSU (institutional) GPA of 2.0 each semester, and the semester GPA stays at or above 2.0, the student will remain on Academic Probation. When the student's JSU (institutional) GPA reaches 2.0 or higher, the student will be returned to Good Academic Standing.

However, if the student on Academic Probation's semester GPA falls below 2.0 following placement into Academic Probation, the student will be placed on Academic Suspension.

#### • **Academic Suspension**

A student on Academic Probation whose semester GPA falls below 2.0 will be placed into Academic Suspension for one semester.

- If placed on Academic Suspension following the Spring Semester, the student will be suspended from Summer Semester with an opportunity to petition for Fall reinstatement during the Summer.
- If placed on Academic Suspension following the Summer Semester, the student will be suspended from Fall Semester with an opportunity to petition for Spring reinstatement during the Fall.
- If placed on Academic Suspension following the Fall Semester, the student will be suspended from Spring Semester with an opportunity to petition for Summer reinstatement during the Spring.

#### **Procedures for Reinstatement following Academic Suspension**

Students seeking reinstatement following Academic Suspension should apply by the following deadlines:

1. Reinstatement for Fall Semester: July 1<sup>st</sup>
2. Reinstatement for Spring Semester: October 1<sup>st</sup>
3. Reinstatement for Summer Semester: April 1<sup>st</sup>

The application for reinstatement is available on the Student Success Center - Academic Standing Website (<https://>)

[www.jsu.edu/studentsuccess/academic-support/academic-standing.html](http://www.jsu.edu/studentsuccess/academic-support/academic-standing.html)).

The Reinstatement Committee will review all reinstatement applications and consider each student's petition with input from key institutional personnel as needed. A decision to approve or deny reinstatement will be communicated to the student via confidential JSU email from the Student Success Center.

A readmitted student on Academic Suspension will be limited to 13 hours attempted with a required minimum semester GPA of 2.0 and will be required to meet with the Director of Academic Support & Success or designee at the beginning of the reinstated semester to ascertain needs for tutoring and/or academic support interventions, access to campus services for basic needs, financial wellness concerns, campus resources, and career development services.

Additionally, the student must complete a short Academic Suspension class module in Canvas during the semester and meet with a financial aid representative to learn about the consequences of failing to meet Satisfactory Academic Progress. The Director of Academic Support & Success or designee may also require additional sessions.

If the student's semester GPA meets the minimum standard 2.0, but the JSU (institutional) GPA is below the minimum standard 2.0, the student will be permitted to continue with enrollment. However, if the semester GPA falls below the minimum 2.0 GPA and the JSU (institutional) GPA remains below 2.0, the student will be placed into Academic Dismissal.

Courses completed at other institutions while the student is on Suspension from JSU will not be considered for transfer credit because the affected student is not eligible to take classes at JSU.

Academic Suspension is recorded on the transcript.

A student who is denied reinstatement has an opportunity to appeal the decision to the Academic Suspension and Dismissal Appeals Committee up to fourteen days prior to the start of the semester. For information about how to appeal a denied reinstatement, contact the Student Success Center at 256.782.5020 or [studentsuccess@jsu.edu](mailto:studentsuccess@jsu.edu). Appeals must be in writing and are only considered for the following reasons:

1. Substantial supporting documentation unavailable to the Reinstatement Committee
2. Extenuating circumstances not expressed to the Reinstatement Committee
3. Reinstatement Committee member conflict of interest

The Appeals Committee will render a decision within ten days and this decision will be final.

### • **Academic Dismissal**

Academic Dismissal occurs when a student who is on Academic Suspension reinstatement is unable to obtain the minimum standard JSU (institutional) GPA requirement of 2.0 following provided remediation through Academic Suspension. A student on Academic Dismissal is not eligible to enroll in any undergraduate program or under any status at JSU. Students on Academic Dismissal can apply for reinstatement one calendar year from the

semester Academic Dismissal goes into effect. Academic Dismissal is recorded on the transcript.

### **Procedures for Reinstatement following Academic Dismissal**

Students seeking reinstatement following Academic Dismissal should apply by the following deadlines:

1. Reinstatement for Fall Semester: July 1<sup>st</sup>
2. Reinstatement for Spring Semester: October 1<sup>st</sup>
3. Reinstatement for Summer Semester: April 1<sup>st</sup>

The application for reinstatement is available on the Student Success Center - Academic Standing Website (<https://www.jsu.edu/studentsuccess/academic-support/academic-standing.html>).

The Reinstatement Committee will review all reinstatement applications and consider each student's petition with input from key institutional personnel as needed. A decision to approve or deny reinstatement will be communicated to the student via confidential JSU email from the Student Success Center.

Courses completed at other institutions while the student is on Academic Dismissal from JSU will not be considered for transfer credit because the affected student is not eligible to take classes at JSU.

Readmitted students will be required to meet with the Director of Academic Support & Success or designee at the beginning of the reinstated semester to ascertain needs for tutoring and/or academic support interventions, access to campus services for basic needs, financial wellness concerns, campus resources, and career development services.

Additionally, the student must complete a short Academic Dismissal class in Canvas during the semester and meet with a financial aid representative to learn about the consequences of failing to meet Satisfactory Academic Progress. The Director of Academic Support & Success or designee may also require additional sessions.

A student who is readmitted from Academic Dismissal will be limited to 13 hours attempted with a required minimum semester GPA of 2.0. If the student's semester GPA meets the minimum standard 2.0, but the JSU (institutional) GPA is below the minimum standard 2.0, the student will be permitted to continue with enrollment. However, if the semester GPA falls below the minimum 2.0 GPA and the JSU (institutional) GPA remains below 2.0, the student will be placed back into Academic Dismissal.

A student who is denied reinstatement has an opportunity to appeal the decision to the Academic Suspension and Dismissal Appeals Committee up to fourteen days prior to the start of the semester. For information about how to appeal a denied reinstatement, contact the Student Success Center at 256.782.5020 or [studentsuccess@jsu.edu](mailto:studentsuccess@jsu.edu). Appeals must be in writing and are only considered for the following reasons:

1. Substantial supporting documentation unavailable to the Reinstatement Committee
2. Extenuating circumstances not expressed to the Reinstatement Committee
3. Reinstatement Committee member conflict of interest

The Appeals Committee will make a decision within ten days and this decision will be final.

## 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. Undergraduate Institutional GPA must be a 2.0 or higher to be eligible. There are two options for academic forgiveness:

1. All course work taken, even hours completed satisfactorily during the semester for which forgiveness is requested, will be disregarded in the grade point average and as hours earned toward graduation **or**
2. Select only specific courses from one semester to be disregarded in the grade point average and as hours earned toward graduation.

Academic forgiveness may be granted one time and is irreversible.

### 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 2.00 or higher in institutional coursework.

Forms and details of this policy are available from academic advisers.

After review of the petition by the dean of the student's college, or the dean's designee, 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 colleges often compute grade point average over all hours attempted when considering applicants for admission.

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. Some undergraduate professional programs may require inclusion of all course work for assessment into, continuation in, and graduation from the program. Students should seek advice from the appropriate college dean or designated person.

Students on financial aid should consult with the Financial Aid Office prior to the request being processed.

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, except for university-sponsored events. Students are held responsible for all work assigned in the class, regardless of absences for university-sponsored events.

## Defining University Sponsored Events

University-sponsored events may include athletic events; trips for student organizations, concerts, and other performances; conference presentations; or other university-sponsored events (endorsed by a student club advisor or academic unit). Students participating in university-sponsored events will be given reasonable opportunities to make up missed assignments and exams. The "Authorization for JSU (Jacksonville State University) Sponsored Student Activity Form" (Form #35) must be completed by the student's or group's sponsor. The sponsor must route the form to the department head/director, dean (if applicable), and vice president/vice provost for approval prior to travel. The final authority for academic and athletic event requests resides with the Vice Provost of Academic Affairs. The final authority for student organization events resides with the Vice President for Student Affairs and Enrollment Management. The sponsor should ensure that participating students have access to the approved documentation, so that students can notify faculty and arrange to make up missed exams and/or assignments prior to missed classes. It is the student's responsibility to notify faculty about upcoming absences and arrange to make up the missed work. Students are expected to inform their professors of any expected missed class time at the beginning of the semester. Faculty are expected to excuse absences for University-Sponsored events.

## 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 juniors or seniors.

## Credit Hour Definition <sup>1</sup>

Jacksonville State University's policies and procedures for determining the credit hours awarded for courses and programs conforms to the Office of Post-Secondary Education, US Department of Education's 2020 Code of Federal Regulation (CFR) 34 Section 600.2 credit hour definition<sup>2</sup>, which states:

A credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that -



1. Reasonably approximates not less than -
  - a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit...or the equivalent amount of work over a different period of time; or
  - b. At least an equivalent amount of work as required in paragraph (1)(a) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

The institutional accrediting body for Jacksonville State University is the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) who also recognizes and uses as a basis, the Federal definition of a credit hour in its *Credit Hours Policy Statement*.

More information can be found on Faculty Handbook (<https://www.jsu.edu/academicaffairs/faculty-handbook/>).

<sup>1</sup> Revised 06/2023; 08/2024

<sup>2</sup> US Department of Education (2020) § 600.2 Definitions - <https://www.govinfo.gov/content/pkg/FR-2020-09-02/pdf/2020-18636.pdf#page=68>

## 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 - a listing of all online programs (<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, discussion boards, and other methods. Depending on instructor preferences, examinations may be administered online, or through a proctor near a student's location. All students should review the following website for more information on proctoring options which may be utilized by instructors and the costs associated with those options: <https://www.jsu.edu/studentsuccess/learning-services/testing/>.

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](mailto:online@jsu.edu), or visit the Online@JSU website (<http://www.jsu.edu/online/>).

## 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 penalty will be 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.

Testing Services is available to proctor make-up examinations at the discretion of the instructor.

Please call 256-782-8378 for information.

Testing Services is located in the basement of the Houston Cole Library.

## First Year Experience Course

All first-time freshmen (including former dual enrollment students) must complete a First Year Experience course. According to admissions status (unconditional vs. conditional), students will be advised to take either: SSC 101 First Year Experience (0), or SSC 104 Academic Success Skills (3).

Students will achieve course objectives related to their overall adjustment to being a successful student at JSU. Topics discussed include: how to develop a relationship with an academic and career advisor; know and understand JSU policies; learn about and become active in JSU activities for students; understand and develop appropriate behaviors for a college student; become familiar with student services; and acquire knowledge and skills necessary to prosper as a JSU student.

First-time freshmen aged 25 or older are exempt from completing a First Year Experience course. Dual Enrollment students who are currently in high school are restricted from taking any First Year Experience course designed for undergraduate students.

## First-Year Writing Course Placement

The Department of English houses the first-year writing program where students develop the critical thinking, reading, and writing skills needed to succeed and excel in coursework at the university. First-year writing courses are EH 100, EH 101, EH 102, EH 103, and EH 104. Current first-year writing course placement information may be found on the Department of English First-Year Writing (<http://www.jsu.edu/english/first-year-writing.html>) website.

## Candidates for Degrees

Application for degree may be submitted thru the student's MyJaxState 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.

## Writing Across the Curriculum

Writing Across the Curriculum (WAC) is a program that seeks to establish, recognize, and support the use of writing in multiple forms and various genres within a student's academic experience. It helps students transfer important written communication skills learned in composition to their major courses and, then, their professions. Specifically, writing within the discipline helps students to

- Communicate information clearly
- Clarify thinking
- Learn new concepts and information
- Think critically
- Become familiar with and practice writing useful for their career.

Writing Across the Curriculum is a model that has been adopted by institutions nationwide and is the product of extensive research on best practices in teaching and learning. WAC at JSU requires that a student successfully complete the first-year composition course sequence and two Writing Intensive courses (WI) in order to graduate. At least one WI course must be at the upper-level (300 or 400-level course). Eligible courses have the WI designation, and advisors will guide students to the appropriate courses based on their major. At initial evaluation, transfer students with 32+ credit hours accepted by JSU for transfer and students seeking a second bachelor's degree are expected to complete a minimum of one WI course at JSU.

## 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.
5. Graduating students must have an official transcript or letter of completion submitted to the Registrar's Office by 10:00 a.m. the day grades are due at JSU.

## Non-Traditional Credit

The maximum hours allowed for non-traditional credit (AP, CLEP, military service, etc.) is 46 semester hours. Evaluations of non-traditional credit will be given on a case-by-case basis. Non-traditional credit awarded by Jacksonville State University is not considered resident credit. The Prior Learning Assessment (<https://www.jsu.edu/pla/>) webpage outlines the types of credit awarded and the required documentation/official scores to award the credit.

## 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 request form is located on the Registrar's website. The final exam of the approved course must be taken prior to midterm. The grade earned on the exam will be a P or F and will not be reflected on the transcript until the end of term. Credit by challenge is permitted for undergraduate courses only. 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.