

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. No more than 12 semester hours in correspondence work may be counted toward a degree.
2. Earn a minimum "C" or better in each of 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 EPP and 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. 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. Students may complete requirements under the catalog current at that time or any later catalog during his/her JSU enrollment provided the undergraduate degree is completed within twelve (12) years from initial collegiate enrollment. Students not completing the undergraduate degree within twelve (12) years from initial enrollment must update to a more current catalog as negotiated with the appropriate college dean. 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.

- 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.
- 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.

Classification of Students

Hours	Classification
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 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 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. The audit form (<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 but do not participate in classroom discussions or activities, take tests or final examinations, or make reports or presentations. 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. 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.

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 coursework 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:

- 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.
- 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 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.

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 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 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 institutional¹ 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.

¹ 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 (MyJSU). Midterm grades are reported for fall and spring semesters only. Check the academic calendar for dates.

Final grades can be viewed through MyJaxState (MyJSU). 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 student 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.
 - c. Emerging Scholar's List: Dual Enrollment students who obtain a grade point average between 3.5 and 4.0 for that semester will be listed on the Emerging Scholar's List.
2. Honors at Graduation
 - a. The designation "cum laude" will be engrossed upon the diplomas of graduating students who obtain an average of 3.50 to 3.69 quality points on institutional¹ 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 institutional¹ 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 institutional¹ 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 institutional¹ 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 institutional¹ 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 institutional¹ 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.

¹ 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

Good Academic Standing

Students will be considered in “good academic standing” if they are eligible to take classes at Jacksonville State University. Eligible academic standings consist of Good Standing, Academic Warning, and Academic Probation.

- **Good Standing**

A student will maintain a minimum 2.00 institutional grade point average (GPA).

- **Academic Warning**

A student will be placed on “academic warning” at the end of any term in which the institutional GPA is less than the required 2.00 institutional GPA.

- **Academic Probation**

A student will be placed on “academic probation” at the end of any term following a semester on “academic warning” when the institutional GPA is less than the required minimum 2.00 GPA. Students on “academic probation” must limit their course work during fall, spring and summer semesters to no more than thirteen (13) semester hours attempted. To avoid “academic suspension,” a student must maintain a term GPA of 2.00.

- **Academic Suspension**

A student will be placed on “academic suspension” at the end of any term following a semester of “academic probation” when the semester’s term GPA is less than 2.00 or the institutional GPA is less than the minimum institutional GPA required. A student placed on “academic suspension” will be suspended for one semester, after which students may return to the university on “academic probation.” (Note: From the last day of spring semester to the first day of fall semester counts as one semester.) Upon return, students must make a grade of “C” or better for each course or a 2.00 institutional GPA. Students will be placed on “academic suspension” only once. Failure to maintain the required minimum institutional GPA after “academic suspension” places the student on “academic dismissal.”

No credit for the purpose of transfer may be earned from any other institution of higher education while a student is on “academic suspension.”

- **Academic Dismissal**

A student will be placed on “academic dismissal” following a semester of “academic suspension” when a suspension semester’s term GPA is less than 2.00 or the required institutional minimum 2.00 GPA has not been achieved. “Academic dismissal” is for at least one calendar year (twelve months).

No credit for the purpose of transfer may be earned from any other institution of higher education while a student is on “academic dismissal.”

- **Reinstatement**

The administration recognizes that extenuating circumstances may have precipitated a student’s poor academic progress. Such circumstances are not excuses for poor academic progress, but may justify consideration for reinstatement. Students suspended or dismissed for academic reasons have the option of petitioning for reinstatement through the Vice President of Student Success’ office. Reinstatement is for one semester only. Any student under academic suspension or dismissal has the option of petitioning for reinstatement. The reinstated student must maintain a 2.0 GPA or better during the reinstated semester. All requirements specified by the Vice President of Student Success must be met. Among these are a course load of no more than the minimum full-time load, consultation with an academic advisor, and any special conditions necessary for the individual’s reinstatement, e.g., specific courses, removal of incompletes, or progress reports. Students not maintaining the GPA requirements or any condition of reinstatement will be suspended or dismissed from the university. The reinstated student in an academic suspension status must remain suspended for one semester. The reinstated student placed in an academic dismissal status must remain dismissed for one calendar year (12 months). Upon reinstatement the student will be ineligible for financial aid. Students may appeal. The Satisfactory Academic Progress and Appeals information for federal financial aid at JSU is at www.jsu.edu/finaid (<http://www.jsu.edu/finaid/>), click Forms, select the Satisfactory Progress and Appeals Policy for the year you have been reinstated.

The Vice President of Student Success is responsible for maintaining an active file on each reinstated student and academic progress is monitored throughout the semester.

Academic Forgiveness

Occasionally, during a particular semester, students encounter personal, emotional or financial circumstances so devastating that performing academically at a level approximating their usual record of achievement becomes impossible. Normally, these students realize their situations in time to take the advisable course of action and withdraw from the university. If that is not done, however, and a student’s grades for the semester are decidedly below that student’s normal record, the student can petition for academic forgiveness. 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 work.

Forms and details of this policy are available in the Office of the appropriate College dean.

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

After review of the petition, by the dean, 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.

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

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 consists 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 work load 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.

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, 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 256-782-5475 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) must complete a First Year Experience course. According to admissions status and major, students will be advised to take one of the following: SSC 101 First Year Experience (0), SSC 104 Academic Success Skills (3), CBA 115 Business Fundamentals/Orientation (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; participate in the Common Reading program; learn about and become active in JSU activities for students; understand and develop appropriate behavior for a college student; become familiar with student services; and acquire knowledge and skills necessary to prosper as a JSU student.

First-time freshmen aged 25 or older are exempt from completing a First Year Experience course. Conditionally admitted students who take CBA 115 Business Fundamentals/Orientation (3) are exempt from SSC 104 Academic Success Skills (3).

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 (MyJSU) 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. All graduating seniors, traditional and distance education alike, are required to take the ETS Proficiency Profile (EPP) prior to graduation - no exceptions or waivers.

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.

Graduation Test Requirement

EPP (ETS Proficiency Profile)

The EPP is used for various studies and reports, including those to our regional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The EPP assesses four core skill areas – reading, writing, math, and critical thinking.

All graduating seniors, except those who have previously earned a bachelor's degree from any regionally accredited university, are required to take the EPP prior to graduation. There is no cost to the student to take

the EPP, and the student takes it online at their convenience during the semester they graduate.

Once the EPP is completed and the scores are evaluated, the student's degree evaluation will indicate if the EPP requirements have been met.

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, JST, etc.) shall not exceed 25% of the total hours required for the degree. 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 as resident credit, except for prior learning approved via Prior Learning Portfolio process used by the Integrated Studies program.

Military Transfer Credits

Jacksonville State University may award academic credit for training completed during military service. The university makes military transfer credit decisions based off recommendations from the American Council on Education's (ACE) Military Guide and campus academic units. Military Transfer Credits at JSU could be in the form of:

- General Electives
- Military Science units
- Physical Education units
- Direct Equivalencies

Military students who desire to have their military training evaluated for potential academic credit must submit their Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcripts to the Office of Admissions. Once the JST or CCAF has been evaluated, each student should consult with their advisor to determine how best to use the awarded academic credit. Military students can expect an average of 3-10 credits awarded for prior military training.

Correspondence Courses

Credit obtained through correspondence courses from other accredited colleges or universities may be counted towards graduation, provided that the total work done through correspondence does not exceed 12 semester hours. Only hours on which a "C" grade or better has been

earned will be accepted. No credit is granted for courses through correspondence in the following areas: English composition, grammar, speech, professional education courses, beginning and intermediate foreign language courses, and science courses with required laboratories.

Written approval must be obtained from the appropriate dean prior to registering for correspondence work.

Credit by Challenge

Students seeking to challenge courses for credit must discuss it with the instructor and have the approval of the department head and dean prior to enrollment in the course. A credit by challenge 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.

Prior Learning Assessment by Portfolio

Students majoring in Integrated Studies may receive up to 15 credit hours of prior learning from portfolio assessment of knowledge and skills acquired outside the traditional academic environment. This portfolio process, which is accessible through INS 300, provides an opportunity for students to prove that their experiential learning is equivalent to Jacksonville State University coursework. Portfolios are reviewed by faculty with expertise in the discipline of the equivalent course. Credit awarded via the Prior Learning Assessment Portfolio matches experiential learning to specific Jacksonville State University courses. Credit earned through this portfolio process is not resident credit, and the credit is added during certification of the degree after the processing fee has been paid by the student. This credit can be used only for the INS major. Details about this process are available on the Integrated Studies webpage.

Foreign Languages Placement

Students with prior exposure to French or Spanish should take the placement exam offered by the Foreign Languages program. Students who take the exam, register for the identified course, and complete that course with a grade of A or B are eligible for course credit for the lower-level (100-, 200-) language courses up to 12 hours. Heritage/native speakers of French or Spanish should contact the department for placement. Heritage/native speakers who complete the appropriate course (as advised by the department) with an A or B are eligible for course credit for the lower-level (100-, 200-) language courses up to 12 hours. Information about the placement exam and this policy is available on the Department of History and Foreign Languages webpage.

College Level Examination Program (CLEP)

Jacksonville State University grants credit for CLEP scores. Students enrolling or enrolled at Jacksonville State University who are interested in attempting college level examinations should consult with the Registrar's Office before scheduling a testing appointment with Testing Services, Student Success Center, Ground Floor, Houston Cole Library (256) 782-5475.

A student may not receive CLEP credit for any previously attempted courses. Students may retake exams following CLEP's retake policy.

Test results are evaluated by the Registrar's Office and recorded on a student's transcript if credit is awarded.

Semester hours of credit toward graduation are awarded on the basis of CLEP tests but no grades or quality points are given. Therefore, CLEP credits will not affect grade point average (GPA).

Testing Services offers the CLEP examination on campus. For more information, please call 256-782-8378 or visit the Testing Services' website (<https://www.jsu.edu/studentsuccess/learning-services/testing/clep.html>).

CLEP Examinations and Credit Awards

Subject	Course	Hours
Composition and Literature		
American Literature	EH 201	3
English Literature	EH 203, EH 204	6
College Composition	EH 101, EH 102	6
College Comp Modular	EH 101	3
Humanities	HUM 100+	6
Foreign Languages		
French Language ¹	FH 101, FH 102	6
German Language ¹	GN 101, GN 102	6
Spanish Language ¹	SH 101, SH 102	6
History and Social Sciences		
American Government	PSC 100	3
Human Growth and Development	PSY 222	3
Introductory Psychology	PSY 201	3
Introductory Sociology	SY 221	3
Principles of Macroeconomics	EC 222	3
Principles of Microeconomics	EC 221	3
History of the United States I: Early Colonization to 1877	HY 201	3
History of the United States II: 1865 to Present	HY 202	3
Western Civilization I: Ancient Near East to 1648	HY 101	3
Western Civilization II: 1648 to Present	HY 102	3
Science and Mathematics		
Biology	BY 101/BY 103, BY 102/ BY 104	8
Calculus	MS 125	4
Chemistry	CY 105/ CY 107, CY 106/ CY 108	8
College Algebra	MS 112	3
College Mathematics	MS 100+	6
Natural Sciences	BY 101/ BY 103, Gen Elect	7

Precalculus	MS 115	4
Business		
Financial Accounting	ACC 200, AC 210	6
Introductory Business Law	FIN 292	3
Information Systems and Computer Applications	CS 201	3
Principles of Management	MGT 301	3
Principles of Marketing	MKT 301	3

Minimum CLEP score for credit award is 50.

- 1 A score of 54 or higher in language will increase the credit award by 6 extra hours – 201 and 202.

Advanced Placement (AP)

Jacksonville State University awards credit for advanced placement courses taken in secondary schools and supplemented by the satisfactory scores on the national examination of the College Entrance Examination Board (CEEB) Advanced Placement program. A score of three or above is required to be considered for the possible award of credit. Prospective students should have their official score report submitted to the Office of Admissions as early as possible for review and possible award of credit.

Advanced Placement

Scores of 3, 4, or 5 are accepted.

Examination	Score	Equivalent	Hours
American History	3,4,5	HY 201 and HY 202	6
Art History	3	ART 111	3
	4,5	ART 111 and ART 112	6
Studio Art – Drawing	3	ART 134	3
	4,5	ART 134 and ART 234	6
Studio Art – General	3	ART 233	3
	4,5	ART 233 and ART 240	6
Studio Art – 2-D Design	4,5	ART 233 and ART 240	6
Studio Art – 3-D Design	4,5	ART 233 and ART 240	6
Biology	3,4,5	BY 101/BY 103 and BY 102/ BY 104	8
Chemistry	3	CY 105/CY 107	4
	4,5	CY 105/CY 107 and CY 106/ CY 108	8
Computer Science A	3	CS 201	3

	4,5	CS 201 and CS 230	6
English Lang. and Comp.	3	EH 101	3
	4,5	EH 101 and EH 102	6
English Lit. and Comp.	3	EH 101	3
	4,5	EH 101 and EH 102	6
European History	3,4,5	HY 101 and HY 102	6
French Language	3	FH 101 and FH 102	6
	4	FH 101, FH 102 and FH 201	9
	5	FH 101, FH 102, FH 201 and FH 202	12
German Language	3	GN 101 and GN 102	6
	4	GN 101, GN 102 and GN 201	9
	5	GN 101, GN 102, GN 201 and GN 202	12
World History	3,4,5	HY 101 and HY 102	6
Human Geography	3,4,5	GY 220	3
Pre-Calculus	3	MS 112	3
	4,5	MS 112 and MS 113	6
Calculus AB	3,4,5	MS 113 and MS 125	7
Calculus BC	3,4,5	MS 125 and MS 126	8
Music: Theory	3	MU 101 and MU 111	4
	4,5	MU 101, MU 102, MU 111, and MU 112	8
AP Physics 1	3,4,5	PHS 201/ PHS 203	4
AP Physics 2	3,4,5	PHS 202/ PHS 204	4
Physics B	3	PHS 201 and PHS 203	4
	4,5	PHS 201/ PHS 203 and PHS 202/ PHS 204	8
Physics C: Mechanics	3	PHS 221	4
	4,5	PHS 221 and PHS 222	8

Physics C: Elec. and Mag.	3	PHS 222	4
	4,5	PHS 221 and PHS 222	8
Spanish Language	3	SH 101	3
	4,5	SH 101 and SH 102	6
Spanish Literature	3,4,5	SH 303	3
Government and Politics: Comparative	3,4,5	PSC 101	3
Government and Politics: United States	3,4,5	PSC 100	3
Macroeconomics	3,4,5	EC 222	3
Microeconomics	3,4,5	EC 221	3
Psychology	3,4,5	PSY 201	3
Statistics	3,4,5	MS 204	3

International Baccalaureate Program (IB)

Credit will be granted by Jacksonville State University to those who have achieved a score of five (5) or higher on the International Baccalaureate Program examinations.

International Baccalaureate Examination	Minimum Score	JSU Course Equivalent	Credit
Art, Studio	5	ART 134, ART 234	3,3
Art, General – portfolio	5	ART 233, ART 240	3,3
Biology (HL/SL)	5	BY 101/BY 103, BY 102/BY 104	4,4
General Chemistry	5	CY 105/CY 107, CY 106/CY 108	8
Computing Studies	5	CS 230	3
Economics	5	EC 221, EC 222	6
English	5	EH 101 and EH 102	6
Appropriate World History Exam (HL,SL)	5	HY 101	3
Appropriate World History Exam (HL, SL)	5	HY 102	3
Appropriate U.S. History Exam	5	HY 201	3
Appropriate U.S. History Exam	5	HY 202	3
Mathematics	5	MS 115 and MS 125	8

Physics	5	PHS 221, PHS 222	8
Psychology	5	PSY 201	3

Spanish Language (A Level)	A-E	SH 101 and SH 102	6
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Advanced International Certificate of Education (AICE)

AICE Subject	Grade	JSU Credit	Credit Hours
Art and Design (AS Level)	A-E	ART 134	3
Art and Design (A Level)	A-E	ART 134 and ART 233	6
Biology (A Level)	A-E	BY 101/BY 103 and BY 102/ BY 104	8
Chemistry (A Level)	A-E	CY 105/CY 107	4
Economics (A Level)	A-E	EC 221 and EC 222	6
English (AS Level)	A-E	EH 101	3
Language or Language & Literature (AS Level)	A-E	EH 101	3
English (A Level)	A-E	EH 101 and EH 102	6
Literature in English (A Level)	A-E	EH 101	3
French Language (AS Level)	A-E	FH 101	3
French (A Level)	A-E	FH 101 and FH 102	6
Further Mathematics	A-E	MS 125 and MS 126	8
Geography	A-E	GY 120	3
German Language (AS Level)	A-E	GN 101	3
German Language (A Level)	A-E	GN 101 and GN 102	6
Mathematics (AS Level)	A-E	MS 112, MS 113, or MS 115	3
Mathematics (A Level)	A-E	MS 112 and MS 204	6
Physics (A Level)	A-E	PHS 201/ PHS 203 and PHS 202/ PHS 204	8
Psychology (AS and A Level)	A-E	PSY 201	3
Sociology (A Level)	A-E	SY 221	3
Spanish Language (AS Level)	A-E	SH 101	3