

# STUDENT HANDBOOK

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**JONES INTERNATIONAL UNIVERSITY®**

*The Gold Standard Online University®*

[www.jiu.edu](http://www.jiu.edu)

Jones International University®  
Student Handbook  
May 2012

Certificates, Associates, Bachelor's, Master's,  
Specialist and Doctorate Programs



Jones International University  
9697 East Mineral Avenue  
Centennial, CO 80112  
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[www.jiu.edu](http://www.jiu.edu)

Year 13, Issue 5  
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*Inspire Others. Change Lives. Challenge Yourself.*

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*Student Handbook Disclaimer*

The JIU Student Handbook was prepared using the best and most current information available at publication time. All information is subject to change without notice or obligation, including statement of fees, course offerings, and admissions and graduation requirements. JIU students have certain rights and responsibilities, including meeting the stated requirements and deadlines published each term. Additionally, students are expected to know and adhere to the rules, regulations, prerequisites, and policies of JIU, as well as those of the school in which they are enrolled. This information may be found in the Student Handbook and School Catalogs which collectively could be considered the JIU Catalog within the JIU website at [www.jiu.edu](http://www.jiu.edu).

## Welcome...

and thank you for committing to learning through Jones International University (JIU), a world leader in the professional development of educators and business leaders.

JIU offers to you a 100% online learning experience accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. On June 23-24, 2011, the HLC continued Jones International University's accreditation and updated JIU's status as follows:

### **CURRENT STATUS OF JONES INTERNATIONAL UNIVERSITY**

Jones International University, located in Centennial, Colorado and offering online programs, is accredited by the Higher Learning Commission; is on Notice.

For more information, please go to either JIU's website located at [www.jiu.edu](http://www.jiu.edu) or HLC's website at [www.ncahlc.org](http://www.ncahlc.org). The Higher Learning Commission may be contacted at 230 LaSalle Street, Suite 7-500, Chicago, Illinois 60604, or 312.263.0456.

Attentive to national and international demands for improved educational outcomes, we proudly offer exceptional degree programs designed for our students and the organizations or communities they serve. JIU shares the HLC's commitment to student learning and teaching effectiveness.

As a student at JIU, you can expect:

- A current and relevant real-world curriculum.
- To learn from a highly qualified and caring faculty.
- To receive personal attention when you need it.
- To get help in finding financial resources.
- To complete real-world applications of your learning.
- To contribute to your community.
- To receive honest, straightforward assessment.
- To be part of a unique and global community of learners.
- To take advantage of the university's Total Professional Advantage.™

The university's project-based, sponsored learning model empowers you to learn in ways that are personally and professionally meaningful. You explore theory and its application to the real solutions of important professional challenges. Courses in every program offer you the opportunity to work closely with a sponsor (a leader or leadership team in the field) who helps you network within your local context and complete a project that addresses a relevant, authentic problem. This is how JIU students make a difference in their communities!

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At the heart of your experience are JIU’s supportive, accessible, and world-class faculty and staff dedicated to students’ success. Your faculty are fully prepared in your academic subject area. They are familiar with the latest best practices and current research. They are effective teachers in our exclusively online format.

All of us at the university share your love of learning. We are eager to help you to reach your goals and become a leader in your own professional communities.

Nearly 98% of JIU’s students claim that they “would recommend the university to others.” We intend for you, too, to be deeply satisfied with your learning experience.

Thank you for choosing Jones International University!

**Marijane Paulsen, PhD**  
**Chief Academic Officer**

**Richard Thompson, PhD**  
**Dean of Academic Administration**

**Danette Lance, PhD**  
**Dean, School of Business**

**Joanne Maypole**  
**Dean, School of Education**

## Section One: About JIU

### Vision

Through the enabling power of education, Jones International University endeavors to help create a world where it is more likely that reasonable human needs are met, where the environment is self-sustained, and especially where there is less conflict, less fear and more justice. A world where education is democratized. A world where hope is alive. We believe that such a world is most probable where free markets exist and freedom is abundant.

### Mission Statement

We live in a world of incessant cultural and economic change, and the mission of JIU is to help students be successful in this environment. For this reason our education process includes specific skills required for particular disciplines, but also includes skills clustered around ethics, collaboration, communication and critical thinking. JIU is committed to fulfilling this mission by:

- providing innovative and relevant curriculum delivered by accomplished, supportive faculty.
- offering readily available student-centered services.
- implementing state-of-the-practice, learning-centered technology and learning resources.
- engaging with constituents to create an exceptional educational experience.

### Learning Philosophy

JIU academic programs are designed to serve the needs of learners to help them achieve their educational goals, lead richer lives, and shape the futures of their organizations and communities. Consequently, JIU courses are designed using the following assumptions.

JIU's students:

- are motivated to succeed both personally and professionally.
- learn well both independently and collaboratively.
- learn best through application of their curriculum to practical situations and problems.
- use a variety of learning styles to comprehend new concepts.
- require focused educational content, flexibly available at work, home and on the road.

### Learning Outcomes

JIU has identified seven learning outcomes common across programs. Each graduate will have demonstrated the ability to:

- think and act like a global citizen with personal integrity, respect for diversity, and ethical behavior.
- think and act like leaders and supportive teammates.
- adapt and apply theories to solve “real world” problems using innovative and creative solutions.
- communicate effectively using a variety of methods and disciplines.
- think analytically, critically and systemically to prepare for a life of learning and accomplishment .
- leverage information and technology to amplify personal and organizational achievement, and promote information literacy.
- design a professional development strategy to formulate a career pathway leading to future success

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## Values

We are a meritocracy, we cherish fairness, and we quickly embrace change as a friend. Quality and integrity are requisites.

## Accreditation

Jones International University, The University of the Web<sup>®</sup>, is proud to be the first fully online institution in the U.S. to receive regional accreditation. We are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, which is one of the six regional accrediting bodies in the United States and offers the highest form of accreditation available to a university.

On June 23-24, 2011, the HLC continued Jones International University's accreditation and updated JIU's status as follows:

### **Current Status of Jones International University**

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For additional information regarding JIU's accreditation information, please call 800.811.5663 ext. 3021 or email [accreditation@jiu.edu](mailto:accreditation@jiu.edu).

## Section Two: Academic Information

### Admission Requirements

Applicants must apply for admission via JIU's online [portal](#). Through the portal, applicants will complete an online application and enrollment agreement. Depending on the applicants selected program of study, additional requirements may be requested (see [Admissions Requirements](#)). To learn more about the application requirements for each program, contact an Admissions Counselor at 800.811.5663, option 2.

### Admission Decisions

#### *Offer of Admission*

After the initial application, applicants are either offered full admission, conditional admission or are denied admission. The admission decision is communicated to the applicant via email. Conditional Admissions are converted to full admissions once all requirements are met (see below for details).

#### *Full Admission*

The applicant is offered full admission to JIU as a result of having met all admission requirements including official documents. Admitted students must start their program by their chosen start date (see Matriculation Policy).

#### *Conditional Admission*

##### *Missing Documents (Associates, Bachelor's and Master's)*

The University grants conditional admittance to applicants seeking an Associates, Bachelor's or Master's degree who have not yet submitted all required documentation to qualify for full admission. Students have eight weeks from first course start to submit official documents to complete their admissions file. If, after eight weeks, all official documents have not been received, students will be dropped from any current or future courses, and will be dismissed from JIU.

##### *Low GPA Exception (Masters - non-licensure programs only)*

If a student's transcript does not meet the Admissions GPA requirement, the University will allow the student full admission if a 3.0 or greater GPA is earned in his/her first 8-week course attempted at JIU (if multiple course are taken in that period, JIU will use the cumulative GPA).

#### *Conditional Admit Dismissal Appeals*

##### *Conditional Admit Dismissal, Missing Documents, Appeal*

When a student has been dismissed after 8 weeks for not meeting admissions requirements due to missing admissions documents, the student can apply for re-entry after the documents have been received.

##### *Conditional Admit Dismissal, Missing Documents or Low GPA Extension Request*

Only international students who are requesting transcripts from a foreign based university may be granted an extension beyond the 8-week conditional period. Students in this situation are not eligible for financial aid coverage.

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**Conditional Admit Dismissal, Low GPA, Appeal**

When a student has been dismissed for not meeting admissions requirements due to Low GPA, the JIU Appeals Committee will only hear appeals from students who claim to have not met the GPA requirement because of an extenuating life circumstance. The nature of this appeal is to request full admission.

A student must take the following steps, and agree to the following terms, when filing an appeal:

1. Provide to his/her SSC valid documentation of extenuating life circumstance, and a detailed written explanation of this event.
2. Provide a written request to his/her SSC to present the appeal, along with the required documentation, for review to the Appeals Committee.
3. If the appeal for full admissions is granted, the student must start his/her coursework in the next term.

**Denial of Admission**

Students who fail to demonstrate evidence of prerequisite skills and admissions requirements will be denied admission. When an applicant is denied admission, s/he has the right to appeal the admission decision. To learn more about this process, contact the Office of the Registrar at 303.784.8048 or [registrar@international.edu](mailto:registrar@international.edu).

**International Applicants**

Information for JIU International Applicants can be found at: <http://www.jiu.edu/admissions/international-students>

**Credit for Prior Learning**

Information about Credit for Prior Learning can be found at: <http://www.jiu.edu/credit-prior-learning>

**Transfer of Credit**

Information about Transfer of Credit to JIU can be found at: <http://www.jiu.edu/transfer-credit>

**In University Program Transfers for ABM**

Current JIU undergraduate students who wish file for a Change of Program into an Accelerated Bachelors to Master's program (ABM) must meet the following criteria:

- Have completed a minimum of 18 credits in JIU coursework with a GPA of 3.0 or higher.
- Students may not transfer across with more than 90 credits (any combination of JIU and transfer credits).

New students, who apply to an ABM program and were conditionally admitted, must meet the conditions within the specified time frame.

- If conditions are not met at end of conditional period, that student will face dismissal. After dismissal, the student can always re-apply to a different bachelor program if s/he meets those requirements.
- If a student knows or learns (through documentation submitted to the Registrar's Office) that s/he will not meet the entry level GPA condition of 3.0 before the end of the conditional period, s/he may file for a Change of Program before the end of the period. This does not reset the clock on the conditional period. This request will only be accepted if the student's documentation does meet the 2.0 GPA standard for a different bachelor program.
- Applicants to the Health Care or Technology Service Management Programs must meet those additional criteria before the end of the conditional period as well.

### **Transfer of Credit to Other Schools**

JIU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. This regional accreditation is the highest form of accreditation in the U.S. and it ensures that the education you receive from JIU meets the established standards for quality curriculum, governance, faculty, student services and financial stability, among others. In addition to quality assurance, regional accreditation is important because students who attend such institutions may be eligible for federal student aid. On June 23-24, 2011, the HLC continued Jones International University's accreditation and updated JIU's status as follows:

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Each educational institution has its own criteria for accepting transfer credits and JIU cannot guarantee the policy or practice of another institution to accept transfer credits. Credits earned at JIU may not transfer to all other institutions and it is the student's responsibility to confirm whether or not those credits will be accepted by another institution of the student's choice.

## Section Three: Code of Conduct

JIU holds, as a core value, that the respect for ideas and intellectual property rights is a critical value in academic communities. All members of the JIU community share responsibility in ensuring that the authentic expression of those ideas is observed. When a student enrolls in a degree program, a certificate program, or an individual course(s) program, the student agrees to abide by the JIU administrative and academic policies. Ultimately, violation of these policies may result in the student's dismissal and/or appropriate legal action being taken.

JIU promotes the free and open exchange of ideas. JIU students are treated fairly and equally. JIU students will not be discriminated against. Students should not be intimidated, harassed, or discouraged from sharing their ideas or joining and assembling with others. Students that willfully participate in the disruption or attempted disruption of a JIU lecture, class, speech, presentation, or performance made or scheduled may face sanctions, including dismissal from the University.

JIU reserves the right to cancel, restart, or to place on hold a process, program, or access to the network in an emergency or to improve system performance. In such cases, every effort will be made to inform the student of such events prior to the occurrence.

### Intellectual Honesty and Academic Code of Conduct

Students are held accountable for upholding civil and criminal laws as well as for abiding by all rules and regulations published by JIU. Students agree that they are subject to the jurisdiction of all disciplinary panels and procedures established to address violations of rules or the code of conduct for JIU.

The following information provides guidance for proper conduct within, and areas of potential violations of, JIU's Intellectual Honesty and Academic Code of Conduct.

In accordance with this policy students are solely responsible for all of his/her assignments (unless the assignment specifically allowed students to work with others). Students are obligated to not plagiarize (represented the work of another as his/her own), nor violate copyright or other applicable U.S. laws. JIU holds that the respect for ideas and intellectual property rights is a critical value in academic communities. As a member of this community, students share responsibility in ensuring that the authentic expression of ideas is observed.

### ***Online Communication***

When using the Internet and other communication technologies to interact with other JIU students, faculty, and administrators, students will respect the privacy of others, respect the integrity of these systems, and respect other users' data. It is also the responsibility of students to respect copyright protection of licensed computer software. No software protected by copyright shall be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any JIU system, except in accordance with the license. This means that such computer software may only be copied to create backup copies, if so licensed. (See the Copyright and File Sharing Policies which follow.)

As a member of a community of learners who are interacting using a variety of mediums and communication modes, students have certain responsibilities to their colleagues.

- Students may not intentionally obstruct, disrupt, or interfere with the interactions that occur during courses through non-course related comments, abusive or offensive language, computer "hacking," or any other action.
- Students may not harass, stalk, threaten, abuse, insult or humiliate any student, faculty member or staff member using the computer system or any other communication or action. Course communication systems cannot be used for purposes other than those related to a course.
- Students may not display or otherwise cause to be displayed any video, photograph or written text materials that may be sexually, ethnically, or otherwise offensive to another person. This includes, but is not limited to, demeaning written or oral comments of an ethnic, sexist, or racist nature, and unwanted advances or intimidation.
- Harassment of another individual, faculty member, staff member or student in a course, on the network, or other related or connected systems is not permitted at any time. Network users shall not intentionally develop or use programs that harass any other JIU users of the network, infiltrate the system, or damage software or hardware components of the system.
- Messages submitted to the Forum discussions during a course become the property of JIU. Students should assume that all messages posted are available to the rest of the class and the general public, unless marked as private. Private posts to another student or a faculty member cannot be seen by other students, however they can be read by a faculty member or JIU administrators; students should not write something that they would want to keep secret from anyone.
- Students may not post or reveal proprietary, classified, secret or otherwise restricted information. The comments of learners represent their opinions, not necessarily those of their organizations or anyone else.
- Students should avoid behavior disruptive to the learning environment. Sending provoking, distracting, or misleading messages is forbidden. Messages designed to provoke angry or irrelevant responses are not allowed. Only messages that help others, further a conversation or resolve an issue should be sent. All students should avoid messages that are:
  - Not relevant to the topic under discussion
  - unclear or misleading
  - vulgar or suggestive
  - rants, diatribes and temper tantrums
  - proprietary, classified, secret or otherwise restricted information
- Students must never pretend to be someone else in their interactions with other learners (role-playing activities are an exception).
- Students must never alter the documents of others or post documents under someone else's name.
- Students should behave the way they would in a classroom or boardroom. Obscene and profane language should be avoided.
- Students and faculty of all backgrounds, ages, races, religions, national origins, genders, sexual orientations and beliefs should feel welcome. Students must refrain from statements of hatred, bigotry and racism—even in jest.

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- Defamatory statements or statements that infringe on the rights of others are strictly prohibited.
- Communications arising out of JIU courses or on the JIU network are not to be used for the transmission of commercials or personal advertisements, solicitations, promotions, destructive programs, viruses, or other unauthorized uses.
- Messages relating to or in support of illegal or terrorist activities will be reported to all proper state and federal authorities.
- Students are required to observe additional rules and requirements related to the course and electronic discussions behavior posted by a faculty member for each course.

The faculty member or JIU administrator may remove inappropriate messages.

### ***Copyright/File Sharing Policies***

When using the Internet and other communication technologies to interact with other JIU students, faculty, and administrators, students will respect the privacy of others, respect the integrity of these systems and respect other users' data. It is also the responsibility of students to respect copyright protection of licensed computer software. No software protected by copyright shall be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any JIU system, except in accordance with the license. This means that such computer software may only be copied to create backup copies, if so licensed. JIU communication systems cannot be used by students, staff or alumni for the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing.

### ***Penalties for Violation of Federal Copyright Laws***

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Students who participate in copyright infringement may face sanctions, including dismissal from the University, and may face additional civil and criminal penalties. A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a range from \$750 to \$30,000 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
- The court may award attorneys' fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years.

For more information, please see the Web site of the U.S. Copyright Office at:

[www.copyright.gov](http://www.copyright.gov).

***Legal Alternatives for File Sharing***

There are many legal alternatives that allow you access to songs and movies. To avoid being prosecuted or sued for copyright infringement, please explore the legal alternatives available on the Internet.

***Pay per Song, Album or Movie***

Many online services allow you to download and pay for individual songs, albums or movies. Most online marketplaces like this allow you to purchase music and video without restriction. In other words, you can play the song or movie you purchased on any device.

However, you may encounter retailers who use Digital Rights Management (DRM) as a means of restricting access to the music or movie you purchased; this is a way of preventing illegal file sharing. Music and video with DRM can only be played on authorized devices and cannot be shared with others.

***Subscribe to a Library of Songs or Movies***

Instead of paying for each song or album individually, some companies operate using a subscription model. By paying a monthly fee, you gain access to a vast library of songs or movies.

One disadvantage of subscribing to a service like this is that once your subscription ends, you lose access to the library of songs and movies; however, some subscription services also allow you to purchase songs or movies too, so you won't necessarily be without your favorites, even if you decide to cancel your membership.

***Use Free Services***

There are also many free services available on the Web, which offer access to music, videos, and television. Free online radio stations and other multimedia sites allow you to enjoy a wide selection of music and video.

***Plagiarism***

All assignments taken and submitted by a student shall be solely performed by the student, except where academic protocol indicates that the student may work with another or others. Students may not submit work that is plagiarized (representing the work of another as one's own), or violate the copyright or other applicable U.S. laws. JIU holds, as a core value, that the respect for ideas and intellectual property rights is a critical value in academic communities. All members of the JIU community share responsibility in ensuring that the authentic expression of those ideas is observed.

***Originality Checking and Quality Control***

JIU recognizes that the majority of missing citations in our students' papers are accidental. The digital age has made it easier than ever to research your topics via the internet and through various electronic databases (e.g. e-global Library<sup>®</sup>). Given this ease of access it is also easier than ever to lose a citation. To ensure that students give proper credit to a work's original author and to prevent all other instances of plagiarism, JIU has contracted with TurnItIn.com to provide access for all Faculty and Students to their "TurnItIn<sup>®</sup> Originality Checking" software product.

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In order to help improve this aspect of the writing process, students will have the ability to submit their assignments for each class to TurnItIn.com for a quality check, and correct any errors, prior to the submission of an assignment to the Faculty member. It is also strongly recommended that students use this tool to run Quality Control on their final project/paper in every class.

Please Note:

- TurnItIn does not check the quality of your citation. Their report only indicates that a section of text was also found in another source. It is the student's responsibility to make sure that they have cited others' works. Even if you have already cited the source, TurnItIn will still flag your material; getting flagged when you have cited the material is not an issue.
- Students are still responsible for following APA guidelines when creating citations. TurnItIn does not check the correctness of your citations.

### ***Submission of Work from a Prior JIU Course***

At JIU, academic integrity is based upon an honest representation of your own work from you, the student. The University requires that work produced by students in the course of their studies represents their personal efforts and requires that students properly acknowledge the intellectual contributions of others.

Students are prohibited from submitting work that they completed in a course while attending a university or college other than JIU. Students who submit new assignments, composed of work completed at another university, will be in violation of the JIU Plagiarism Policy (found here in the *Student Handbook*).

JIU faculty expect students to do new work in a course; however, faculty will allow students to use work completed in previous JIU course **as the basis of new work** (in other words, only portions of previously completed work can be used in a new assignment).

Students intending to use work completed in a prior JIU course must properly cite the use of that work in the current assignment using APA standards. In addition, students must submit the previously completed assignment, along with their current assignment.

Students who submit entire assignments composed of work completed in another JIU course and/or who fail to properly cite the use of previous work in a current assignment will be in violation of the JIU Plagiarism Policy.

For more information on submitting and citing previously created work and avoiding *self-plagiarism*, see Section 1.10 and Chapter Six of the APA Manual, sixth edition. For citation of unpublished work, see Section 7.05 of the APA Manual.

If you have any questions about submitting previously completed work as part of a new assignment, please discuss with your faculty member **before** submitting the new assignment.

***Cheating***

Cheating is also a violation of this policy. Cheating is defined as “taking unfair advantages for the purpose of completing assignments, assessments, or related activities.”

***Fabrication***

Fabrication includes falsifying or inventing any information, data, or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data; and failing to include an accurate count of the method by which the data was gathered or collected.

***Obtaining an Unfair Advantage***

This includes stealing, reproducing, circulating or otherwise gaining access (electronic or otherwise) to examination materials prior to the time authorized by the faculty member; stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; unauthorized collaboration on an academic assignment; retaining, possessing, using or electronically circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the faculty member at the conclusion of the exam; intentionally obstructing or interfering with another student’s academic work; or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.

***Aiding and Abetting Dishonesty***

This includes providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations previously stated, or providing false information in connection with any inquiry regarding academic integrity.

***Falsification of Records and Official Documents***

This includes altering documents affecting academic records; forging signatures of authorization, or falsifying information on an official academic document, drop or withdrawal notice, official or unofficial transcript, ID card, or any other official JIU document.

***Unauthorized Access to Computerized Academic or Administrative Records and Systems***

This includes viewing or altering computer or electronic records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems, programs or other information.

***Academic Honor Statement***

In accord with JIU’s Academic Code of Conduct, a student is solely responsible for all of his/her assignments (unless the assignment specifically allows students to work with others). Students may not plagiarize (represent the work of another as his/her own), nor violate copyright or other applicable U.S. laws. JIU holds that the respect for ideas and intellectual property rights is a critical value in academic communities. As a member of this community, students share responsibility in ensuring that the authentic expression of ideas is observed.

## **Intellectual Honesty and Academic Code of Conduct Violations**

Violation of the stated policies may result in the following actions being taken by JIU Administration:

### ***Online Communication***

JIU reserves the right to restrict or terminate a user's access to the student portal and other JIU network components, if the user is determined to be acting in an irreparable or unlawful manner.

### ***Plagiarism***

**First offense:** the student is given a clear description of the violation, direction on how to correct it, and a warning. The student may resubmit a corrected version of the assignment with a 10% point deduction. Students must resubmit assignments in Modules One through Seven within seven days.

**First offense, Module Eight assignment:** student is allowed to resubmit a corrected version of the assignment. However, since this violation occurred in Module Eight, and the course will soon end, the teaching faculty will submit a (temporary) final grade for the student based on zero points awarded for the plagiarized module eight assignment. The student has until noon MT on the second Thursday after the course is over to revise and submit the revised module eight assignment. The revised assignment is then graded and assessed a 10% penalty to final points awarded for the assignment. The professor recalculates the student's final grade by adding points awarded for week eight module (to previous point total) and submits a Grade Change form (to reflect the revised final grade). **If student fails to resubmit the revised module eight assignment work by noon MT on the second Thursday after the course is over, the initial final grade awarded remains the final grade of record.**

**Second offense:** the student will receive zero points for the assignment and a reminder that another violation will result in dismissal from JIU.

**Third offense:** the student will be dismissed from JIU

### ***Obtaining an Unfair Advantage/ Aiding and Abetting Dishonesty/ Cheating/ Fabrication***

Any of the above may result in a failing grade for the assignment, failing grade for the course and possible recommendation to the appropriate Academic Dean for dismissal.

### ***Falsification of Records and Official Documents***

Any falsification may result in a failing grade for the course, dismissal from the university and/or appropriate legal action.

### ***Unauthorized Access to Computerized Academic or Administrative Records and Systems***

Any of the above may result in a failing grade for the course, dismissal from the university and/or appropriate legal action.

### ***Appeals of Intellectual Honesty and Academic Code of Conduct Violations***

Students have the right to appeal charges of Intellectual Honesty and Academic Code of Conduct Violations by contacting [StudentAffairs@international.edu](mailto:StudentAffairs@international.edu) within 14 days of notification from their faculty member or JIU administration.

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***Student Complaint against University Official(s)***

Complaints can only be filed for the following: capricious, arbitrary, discriminatory or prejudiced acts from university officials, including JIU faculty. (Please refer to the Grade Appeals policy for grade appeals of final course grades.) The process is a two-step procedure: first, an attempt to mediate the complaint, and, if unsuccessful, then filing of a formal complaint.

- A student who has a complaint (or grievance) against a faculty member, JIU staff member or fellow student will contact Student Affairs ([StudentAffairs@international.edu](mailto:StudentAffairs@international.edu); fax: 303.784.8330).
- Where possible, the student will be instructed to mediate this complaint by contacting the faculty member, fellow student or staff member. (See Mediation Process which follows.)
- Where the complaint cannot be mediated, the student will file a formal complaint with Student Affairs. (See Formal Complaint Process and Investigation which follows.)
- The party or parties identified in the complaint will be notified and will be instructed to submit a written response to Student Affairs ([StudentAffairs@international.edu](mailto:StudentAffairs@international.edu); fax: 303.784.8330).
- The JIU Academic Review Committee will review the complaint and the response(s) and issue a decision and resolution.
- The decision of the Academic Review Committee is final.

***Filing Complaint with [Accrediting Agency](#) and Relevant State Agency***

Students are encouraged to follow the process, described above, when seeking resolution of a complaint. Federal law requires that students are also provided with contact information for the institution's accrediting agency and relevant state agencies in the event that the student desires to file a complaint with these agencies. This contact information can be accessed through the following link:

[Contact Information for Student Complaint Processes](#)

***Grade Appeals***

Students with questions about a final course grade should first contact their instructor for explanation and possible remediation. Where a grade change is necessary because of a grading error, or for other sufficient reason, the instructor will submit a Grade Change Form to the Office of the Registrar.

Students unable to resolve a final grade dispute with their instructor can file a grade appeal by following the Formal Complaint/Appeal Process and Investigation (which follows). Appeals of final course grades must be based on capricious, arbitrary, discriminatory, or prejudiced acts by JIU faculty. Grade appeals must be submitted no later than 30 days after the course (for which the grade is being appealed) has officially ended.

***Mediation Process***

The mediation process provides students, JIU staff and faculty with a procedure in which a mutually accepted agreement between the parties involved can be reached using an objective, third party facilitator. The process is intended to resolve issues that involve simple errors or misunderstandings.

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Prior to submitting a formal complaint, the student should contact the Director of Student Affairs ([StudentAffairs@international.edu](mailto:StudentAffairs@international.edu); fax: 303.784.8330) who will counsel the complainant regarding resolution options and will help mediate the complaint by:

- Informing the accused person(s) of the nature of the complaint
- Identifying possible actions necessary for a final agreement between the parties

A written record of the mediation process will be kept on file.

### ***Formal Student Complaint/Appeal Process and Investigation***

In such cases where a resolution cannot be solved by mediation, a written complaint must be submitted by email to Student Affairs ([StudentAffairs@international.edu](mailto:StudentAffairs@international.edu); fax: 303-784-8330) within one month of the last written communication regarding the occurrence and must include:

- Name, address, and phone number of the person filing the complaint
- Nature of the complaint
- Date of occurrence
- Evidence on which the complaint is based which includes supporting documentation which demonstrates the arbitrary, capricious, discriminatory or prejudiced acts, and
- Relief sought by the complainant

The formal complaint will be recorded in the student's file and directed to JIU's Academic Review Committee for review and investigation. Both the complainant and the accused parties will submit all supporting evidence and names of witnesses to be interviewed within 14 days of the filing of the complaint.

An investigation will be conducted within 14 days by the Academic Review Committee. Upon completion of the investigation, a written report will be produced, which will provide details of the findings, recommended actions, or decisions. JIU's Academic Review Committee decision is final and will be communicated to the complainant in writing.

Please be advised that JIU must share summary information about all formal, written complaints with its accrediting agency, [the Higher Learning Commission](#). No identifying information regarding individual complaints will be made available to anyone without the express permission of the complainant, except as required under applicable laws, rules, and regulations including those relating to accreditation and university governance.

### ***Appeals of Academic Review Committee Rulings***

Appeals of Academic Review Committee rulings can be filed with the Chief Academic Officer within 14 days of the ruling. Appeals must be in writing and based upon a violation of the established policies and procedures for reviewing a complaint rather than on the outcome of the case.

## **Non-Retaliation Policy**

Jones International University expects all of its employees, faculty, and administrators, to be honest and ethical in their conduct, comply with applicable government laws, policies and regulations, deal fairly with other employees, students, customers, volunteers and business associates, and protect and ensure the proper use of University assets.

Employees and students should feel comfortable in coming forward to express concerns and/or to otherwise address prohibited and illegal discrimination.

### *Types of Reports Covered By the Policy Against Retaliation:*

The prohibition against retaliation applies to:

- The disclosure of information concerning conduct that the reporter believes is illegal or in violation of University policies;
- The provision of information or testimony to, or the filing of a complaint initiating proceedings before, a duly constituted investigatory body of the University;
- Disclosures made during compliance review or a peer review process;
- The filing of a legitimate complaint or incident report

### *Types of Retaliation That Are Prohibited*

The types of retaliation that are prohibited include but are not limited to:

- Intimidation;
- Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;
- Unlawful discrimination;
- Termination of employment;
- Adverse actions against a relative of the reporter who is a University employee or student; and
- Threats of any of the above

### *How to Report Discrimination*

University employees, students, and other members of the University community who believe they may have been subject to retaliation prohibited by this policy may, and are encouraged to, report this information to *any* of the following persons: their immediate supervisor, any vice president, the office of Human Resources, Director of Student Affairs or the office of the General Counsel.

### *Discipline*

- Retaliation is prohibited and may result in disciplinary action up to and including dismissal or expulsion. Disciplinary action is subject to applicable University regulations and policies and the Student Code of Conduct.
- Where warranted and where the authority to do so exists, the University shall take action against vendors, contractors or other third parties found responsible for violating this policy.
- Any Complainant found to knowingly make false complaints of prohibited retaliation may be subject to disciplinary action up to and including dismissal.

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## Section Four: University Policies

### Clinical Practice

Clinical Practice is the cornerstone of each educator licensure program offered in the School of Education. Students enrolled in clinical practice courses, such as student teaching or internships, engage in intensive field-based activities to develop and demonstrate proficiencies defined by professional standards and the School of Education.

Clinical Practice field experiences are conducted at sites approved by the university and are supervised by K-12 school faculty (i.e., teachers, principals / administrators).

Characteristics of appropriate clinical practice sites include the following:

- The site must be designated as a school setting (home-school settings are not permitted);
- The school must be a licensed American school. It can be located within the United States or abroad;
- The site must provide JIU students with multiple opportunities to work with diverse K-12 students;
- The placement consists of a classroom / school setting at the grade level(s) required for the candidate's intended teaching / principal / administrator license;
- The placement consists of a classroom / school setting that is in the subject area of the intended license (e.g., elementary classroom, secondary mathematics classroom, district office for district administrator, etc.).

School faculty members supervising JIU candidates are referred to as Mentors in the MEd programs and Site Supervisors in the EdS and EdD programs.

Supervising school faculty must meet qualifications established by the university, which include the possession of a current United States educator's license and three years or more of licensed experience in the student's content area. School faculty members demonstrate behaviors consistent with the ideas of fairness and the belief that all K-12 students can learn. Specific school faculty qualifications are delineated within the clinical practice course pre-requisites found in the School of Education Catalog.

Each school faculty mentor/site supervisor provides the candidate formative and summative appraisals. All appraisals, surveys and other types of required written or electronic forms must be submitted by the school faculty member to JIU in order for the student to receive a grade for the course.

JIU faculty members who teach clinical practice courses are required to communicate (which includes phone conferencing) frequently and regularly with the K-12 school faculty member who supervises the candidate. Also, the JIU faculty member is required to incorporate school faculty feedback and assessment results when assigning a final grade for a clinical practice course. A positive summative evaluation or appraisal from the school faculty member is required for the candidate to receive a passing grade for the course. For more information about clinical practice courses, course prerequisites and/or clinical practice requirements, please refer to the JIU School of Education Catalog.

### **Continuous Enrollment**

JIU students are required to maintain continuous enrollment. Continuous enrollment is achieved by attempting a minimum of one course per 16-week term (see Grading Policy below). If a student determines that s/he needs to sit out for one or more terms, s/he must request a leave of absence (see LOA Policy for eligibility criteria). If a student fails to meet continuous enrollment requirements, that student will be dismissed from JIU. Thereafter, if the student wishes to be re-entered (see Re-entry to Program Policy) into his/her degree program at a later date, s/he should contact Student Support at 1.800.811.5663, option 4.

### **Course Engagement**

You are required to actively contribute to course discussion. Your substantive and frequent participation in online course discussions and course projects are integral to your JIU coursework and to JIU teaching and learning models which aim to solidify and extend a JIU student's learning outcomes. JIU staff and faculty will determine through course participation records each JIU student's level of course engagement as of the third Sunday of each course at 11:59 p.m. Mountain Time. JIU students who are not actively engaged in a course as of this time will be dropped from the course and receive a grade of NDR (Non-Attendance Course Drop). Such JIU students will receive a full refund (100%) in accordance with the Tuition Refund Policy and the course will not be included as an attempted course for the purpose of measuring Satisfactory Academic Progress.

### **Grading**

Grades are awarded for all courses taken at JIU. Letter grades are the default grading option for most courses. Non-degree students may request the Satisfactory/Unsatisfactory grading option. Grades are evaluated against the faculty member's expectations and defined course requirements, which include both course preparation and assignments. Grades cannot be appealed unless certain conditions are met. Refer to the grade appeals policy for conditions.

### **Grade Point Average**

The grade point average measures the achievement of the student for the number of credits completed. To calculate the grade point average, multiply the number of grade points (A=4.0, B=3.0, C=2.0, D=1.0, U=0) by the number of credits for each course:

$$(A) \times 3(3 \text{ credit course}) = 12 \text{ and } (B) \times 3(3 \text{ credit course}) = 9$$

$$\text{Add the total of the grade point averages and credit hours: } 12 + 9 = 21$$

$$\text{Divide the total by the total number of credit hours taken: } 21 \div 6 = 3.5 \text{ GPA}$$

Incomplete grades that are not completed within the permitted parameters are calculated as "U" in the GPA. In the case of repeat courses, only the most favorable grade is used. Grades received at another institution are not calculated into the GPA earned at JIU.

***“S” Grade - Satisfactory***

Certificate and Individual course students have the option of receiving an “S” or Satisfactory grade for courses within their certificate program. This indicates that a student successfully completed course requirements with at least a grade of “C” and has consequently earned credit for the course. However, the course will not count toward the student’s grade point average. This option is not available for degree-seeking students and is not transferable into a degree. Some certificates designed for specific clients will be available with the “S” grade as the only grading option. In other certificate programs, students must declare the “S” grade status for the course no later than the first week of the course by submitting the Course Status Change Request form to the Office of the Registrar by email, fax or mail.

***Pass/Fail***

Students participating in JIU courses or certificate programs are allowed to take courses on a Pass/Fail basis. The following policies will apply:

1. Students must declare a Pass/Fail status in a course no later than the end of the first week of the course by submitting the Grading Status Change Request Form to the Office of the Registrar Office by email, fax, or mail.
2. Courses taken as Pass/Fail are not awarded academic credit (not transferable toward a Jones International University degree), but they are applicable toward any certificate of specialization.
3. The faculty member facilitating the course makes the final decision regarding requirements to receive a Pass grade. Specific requirements will be defined for a student at the time of the request.
4. A Pass/Fail grade is not used to calculate a student’s grade point average and can be changed to a grade (academic credit) only after re-taking the course.

***U and UNA grades***

JIU uses one of two grades to indicate that a student has failed a course. A typical failure is indicated with a “U” grade. A failing grade due to non-attendance is indicated with a “UNA” grade. Non-attendance is defined as not attending (indicated by posting in the Forum and/or grade book) a course after the 35<sup>th</sup> day of that class. If a student receives a “UNA” grade, s/he may be subject to the unofficial course drop policy.

## Grade Value Summary

Grade	Definition	Grade Points	Counts as Attempted	Count as Earned	Count in SAP
A	Honors	4	Yes	Yes	Yes
B	High Pass	3	Yes	Yes	Yes
C	Pass	2	Yes	Yes	Yes
D	Low Pass (Undergraduate only)	1	Yes	Yes	Yes
U	Unsatisfactory	0	Yes	No	Yes
UNA	Unsatisfactory due to non-attendance	0	Yes	No	Yes
S	Satisfactory		Yes	No	No
ADR	Administrative Course Drop		No	No	No
NDR	Non-attendance Course Drop		No	No	No
DR	Student-initiated course drop prior to week 5 of the course		No	No	No
NR	Not Recorded		No	No	No
SC	Student-initiated course drop after the fourth week of class		Yes	No	Yes
I	Incomplete		Yes	No	No
N	Audit (Non-Credit)		No	No	No
CP	Credit for Prior Learning Portfolio*		No	Yes	Yes
TR	Transfer Credit*		No	Yes	Yes
P	Pass		Yes	No	No
F	Fail		Yes	No	No

\* Will be included in the number of credits eligible for the 150% (depending on the degree program) requirement for financial aid students (See Satisfactory Academic Progress).

### Repeating Courses

Students may elect to repeat a course for which they have already earned credit at JIU. In such situations, both course entries will be listed on the students' academic record (i.e. the transcript and grade report). Course credits will be counted only once for purposes of fulfilling degree requirements; however, both courses will be included in SAP completion rate and maximum timeframe calculations (See Satisfactory Academic Progress Policy). Although both the original and repeat course will be on the student's transcript, the GPA calculation will only include the most favorable grade. Federal financial aid will pay for no more than one (1) repetition of any course.

### Grade Reports

Grades are available to students after the term is complete and grades have been recorded. Students may access their grades through the student portal.

### Grade Changes

On those occasions where a grade change is necessary because of a grading error, miscalculation of final grade, removal of an Incomplete, or other sufficient reason, the faculty member involved will submit a Grade Change Form to the Office of the Registrar. If approved, this change will be entered in the student's academic record, and the student and faculty member will be notified of the action (See Grievance policy for more options).

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### **Incomplete Grade Request**

If students are unable to complete the requirements of a course by the end of the course, a student may request an “I” grade. To be eligible to request an “I” grade, the student must have at least 50% of their course assignments completed with a passing grade at the time of the request. The steps of the process are:

#### **Only a student can initiate and submit a “Request for Incomplete” form**

The student must submit the completed “Request for Incomplete” form as an attachment to a Direct Post to the faculty member within the course Forum. This form is available under Student Forms in the Resource Center or under Forms in My Courses. The deadline for posting the “Request for Incomplete” form is 10:00 pm Mountain Time on the first day (Sunday) of the eighth week of the course.

The completed form from the student must include:

- the specific assignments that are to be completed and
- the plan for completion of the course, including due dates.

#### **Only the faculty can grant approval of the “I” Grade**

The faculty member must respond to the student’s request for an “I” Grade within one (1) business day. If denied, the faculty member will return a Direct Post to the student indicating why the request was denied. If approved, the faculty member must sign the form and forward the form to the student’s Student Support Counselor (SSC) no later than one (1) business day from the initial request. (FAX - sign and fax to 303.784.8154; or email - acknowledge approval in the email, attach the form and email to [studentservices@international.edu](mailto:studentservices@international.edu)).

#### **Payment Arrangements**

The SSC will contact the student to arrange payment of the \$100 incomplete fee. The fee is due from the student no later than the last day of the course (Saturday of the last week). If the fee is not paid, the faculty member will assign the final grade earned by the student as of the last day of the course. The student will no longer have access to the course.

#### **Only the Office of the Registrar can assign an “I” Grade**

If the coursework is not submitted within four (4) weeks of the course concluding, the Office of the Registrar will automatically convert the “I” grade to a “U” grade.

### **Grading Status Change**

#### ***Registering for Credit***

Students who register in a course for credit are charged full tuition and expected to participate fully in the activities of the course. Assignments must be submitted on time for grading and review by email, online, and occasionally by mail or fax. The faculty member facilitating the course determines and awards a final grade. A student’s permanent record will indicate if a course was taken for credit, and it will list the final course grade. The grade will be used in calculating the student’s cumulative grade point average at JIU.

Registering for Non-Credit Students who decide to register in a course for non-credit will be charged full tuition, since they receive all required materials and have access to all of the opportunities available to credit students. The only difference in registering for non-credit is that students are not required to submit tests or complete all assignments.

Students who have elected to receive non-credit for JIU courses are asked to participate in class discussions, submit web exercises, and are encouraged to complete key assignments. These assignments will be returned with comments and without a grade. JIU faculty feels that this level of participation is necessary to facilitate students' personal and professional growth. A student's permanent record will show that s/he registered in the course as a non-credit student. No grade will be given, and the notation "N" (for "Non-Credit") will appear on the record. Non-credit coursework may not be used to satisfy degree program or certificate program requirements.

#### ***Changing from Credit to Non-Credit***

A student may request to change from credit to non-credit status before week five of the course. No reason for the change will need to be given. Students must make a formal request to the Office of the Registrar ([registrar@international.edu](mailto:registrar@international.edu)) by submitting a completed Grading Status Change Request Form via letter, fax, or email (the form is available from the Resource Center in the student portal).

#### ***Changing from Non-Credit to Credit***

A student may request to change from non-credit to credit status prior to the fifth week of the course. A formal request (Grade Status Change Request Form, available from the Resource Center in the student portal) must be sent to the Office of the Registrar ([registrar@international.edu](mailto:registrar@international.edu)) and to the faculty member who will document that assignment are up-to-date.

#### **Graduation**

JIU confers degrees on a monthly basis. To be eligible for graduation, students must have all degree requirements successfully completed at that time. A Graduation Request Form is to be submitted with the graduation fee (available from the student portal). Diplomas are mailed to the student.

Graduation ceremonies are typically held each spring. This is usually an online "event" and all degree recipients, their families and friends, and JIU students are encouraged to participate. Past ceremonies can be viewed from the JIU student portal.

#### ***Graduation Requirements***

To graduate in a program and specialization, students must achieve the appropriate cumulative GPA and complete all program requirements as listed in the catalog. All undergraduate programs require a minimum cumulative GPA of 2.0, and all masters programs require a minimum cumulative GPA of 2.5, and all doctorate programs require a minimum cumulative GPA of 3.0. To meet the program requirements, students should take the courses listed in the current catalog for their program and specialization. Substitutions to meet special circumstances are possible, but must be approved by the Office of the Registrar.

Doctorate students are required to complete and successfully defend a dissertation. Students enrolled in the degree specializations below are required to submit to the JIU Registrar passing scores on all licensure exams required by their designated state for licensure prior to registration for student teaching / internship courses, and as part of graduation requirements.

- MEd in Education Leadership and Administration: Principal and Administrator Licensure
- MEd in Elementary Curriculum, Instruction and Assessment: Teacher Licensure
- MEd in K-12 English as a Second Language Education: Teacher Licensure
- MEd in K-12 English as a Second Language Specialist: Bilingual Education Teacher Licensure
- MEd in K-12 Instructional Technology: Teacher Licensure
- MEd in Secondary Curriculum, Instruction and Assessment: Teacher Licensure
- Education Specialist in K-12 Education Leadership
- Doctorate in K-12 Education Leadership

Because JIU is committed to current and relevant curriculum, program requirements may change over time. Students are obligated to meet the requirements of the current catalog, but students are assured that the program length will not increase over its initial length and students will not be required to take replacement courses for those that have already been completed. Students are assured this so long as they meet continuous enrollment requirements. The Student Support Counselor will approve a degree completion plan if program requirements change.

### ***Honors***

Students at the undergraduate and master level are eligible to graduate with honors based on attaining the following grade point averages:

Graduation with Honors = Cum Laude (3.50 GPA minimum)

Graduation with High Honors = Magna Cum Laude (3.75 GPA minimum)

Graduation with Highest Honors = Summa Cum Laude (4.00 GPA minimum)

### ***Transcripts and Diplomas***

Transcripts and diplomas can be requested from the Office of the Registrar. Procedures governing the issuance of transcripts or diplomas are:

- All financial obligations to JIU must be satisfied.
- As required by the Family Educational Rights and Privacy Act of 1974, requests for transcripts and diplomas must include the student's signature for release of confidential information. Requests by email or by telephone cannot be accepted.
- A Transcript Request Form, along with the transcript fee of US \$15 per transcript (student can enter credit card information on the form or mail a check), should be faxed to 303-784-8547 or mailed to JIU.
- A Graduation Request Form, along with the US \$100 graduation (undergraduate, master's, specialist programs) or US \$350 (doctorate programs) fee (student can enter credit card information on the form or mail a check), should be faxed to 303.784.8547 or mailed to JIU.
- For an additional copy of a diploma, an Additional Diploma Request Form, along with the fee of US \$50 (student can enter credit card information on the form or mail a check) should be faxed to 303.784.8547 or mailed to JIU.

- For students who have earned an additional specialization and would like a second diploma, a Graduation Request for Second Diploma Form, along with the fee of US \$100 (student can enter credit card information or mail a check) should be faxed to 303.784.8547 or mailed to JIU.

These forms are available from the student portal. Requests will be processed upon receipt of the fee. Diploma requests are mailed out once a month, transcript requests are mailed upon receipt of the fee.

### ***Graduation Requirement Exceptions***

Requests for exceptions to graduation requirements must be submitted to the appropriate Academic Dean for approval.

### **Institutional Recommendations**

Most American states require an institutional recommendation from the institution of higher education that prepared the teacher or principal/administrator candidate as part of the licensure application process. The following Colorado state-approved licensure programs fully align to Colorado state standards. Only candidates who graduate from the degree programs listed below are eligible to receive an institutional recommendation from JIU. The submission of passing scores on all state required licensure exams is required in order to receive an Institutional Recommendation from JIU. These distinctions are aligned to the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement.

MEd in Education Leadership and Administration: Principal and Administrator Licensure  
 MEd in Elementary Curriculum, Instruction and Assessment: Teacher Licensure  
 MEd in K-12 English as a Second Language Education: Teacher Licensure  
 MEd in K-12 English as a Second Language Specialist: Bilingual Education Teacher Licensure  
 MEd in K-12 Instructional Technology: Teacher Licensure  
 MEd in Secondary Curriculum, Instruction and Assessment: Teacher Licensure  
 Education Specialist (EdS) in K-12 Education Leadership  
 Doctorate of Education (EdD) in K-12 Education Leadership

### **Leave of Absence**

A leave of absence (LOA) is a temporary interruption in a student's program of study, whether necessitated by a planned or an unanticipated event or circumstance. A reasonable expectation that the student will return to JIU at the end of the LOA period is required in order to approve an LOA.

**General Terms and Conditions**

- A student must obtain and submit a complete LOA Request Form or send a written request to a Student Support Counselor. The request must include student signature, date and reason for the LOA.
- A LOA is defined by the number of days between the LOA start date and the LOA reentry date, not to exceed two consecutive terms or 180 days (one term = 16 weeks at JIU), with the exception of cumulative leave of absences for military duties, which may not exceed five (5) years.
- A student must be admitted officially to JIU and to have completed successfully one course.
- Approved leaves of absence can only be granted at the beginning or end of a course, not in the middle. Mid-course LOA’s will not be granted.
- Doctorate students will join the current cohort group upon return from a LOA.
- Failure to return by the date identified on the Leave of Absence Request Form will result in dismissal from JIU. A student should contact one’s SSC prior to the expected return date to schedule next courses.
- Will not incur any financial, academic or administrative penalties while on an approved Leave of Absence.

**Financial Aid Terms and Conditions**

- During the LOA, a student will remain in an in-school status for federal financial aid repayment purposes.
- If a student on an approved LOA fails to return, the University will report the student’s change in enrollment status to loan holders as of the withdrawal date.
- Failure to return as scheduled will reduce a student’s repayment grace period. By federal law, JIU is required to report the student’s change in enrollment status to loan holders as of the withdrawal date.

Academic Year								Academic Year							
Term				Term				Term				Term			
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Course		Course		Voluntary Leave				Course		Course		Course		Course	

**How to Request a LOA**

A student should contact Student Support at 1.800.811.5663, option 4 or email [studentsupport@international.edu](mailto:studentsupport@international.edu) to obtain a LOA request form. Generally, the student must submit the request and any supporting documentation on or before the start of the LOA. Approved leaves of absence can only be granted at the beginning or end of a term, not in the middle. Mid-term LOA’s will not be granted. Complete the LOA form in its entirety and return it to a Student Support Counselor (SSC) as instructed on the form. A student’s Leave of Absence will not begin until a completed request has been submitted and accepted.

***Leave of Absence (LOA) Extensions***

A student may request an LOA extension (not to exceed 180 days) if the request is made to a Student Support Counselor before the scheduled re-entry date. An extension can be obtained by completing and submitting a new LOA Request Form.

***Special Circumstances***

The Higher Education Relief Opportunities for Students Act of 2003 grants specific waiver authority in response to a war, military operation or national emergency. Accordingly, JIU students that are unable to submit timely LOA notification will be offered the following accommodations once proof of interruption is submitted:

- The option of receiving an incomplete grade “I” at no cost upon approval of each course instructor in accordance with the Incomplete Grade Request policy located in the Student Handbook; or
- a full refund of tuition paid for affected courses.

**Matriculation**

When students apply to a JIU program, they are required to choose a start date. Enrolled students who do not attempt a JIU course within four months of their original expected start date will be considered non-starters – students who never matriculated in their program; doctorate students are allowed eight months before being considered non-starters. These students will be notified of their failure to matriculate and will be dismissed from JIU. If students wish to be re-entered into their program at a later date, they may contact JIU’s Enrollment Center (See Re-Entry Policy). Students who are re-entered to JIU will have to choose a start date and will be subject to this policy.

JIU recognizes that not all students will be able to begin their studies on the start date they have selected. If students wish to change their start date prior to admission, they may do so by contacting their Admissions Counselor.

**Multiple Specializations**

Students may earn multiple specializations within a degree. All specializations earned will be listed on the transcript. A separate diploma is issued each time a new specialization is earned. Dean approval is required for multiple specializations. When seeking a second specialization, candidates will be required to take a sufficient amount of new courses to represent a majority of the course requirements within the second specialization – e.g., 2 new courses for a 3 course specialization or 3 new courses for a 4 course specialization.

Students may not apply credits previously obtained within a specialization toward a certificate. To be eligible for a certificate, students must complete a minimum of 3 new courses, or 9 credits to meet the requirements of the certificate.

**Name Change Request**

JIU students who are requesting a name change on their academic record will need to provide the following to the Office of the Registrar:

- A letter requesting the name change
- Current name on the academic record
- Name it should be changed to
- Social Security Number
- Letter must be signed and notarized by a Notary Public

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The letter will need to be mailed via the US Post Office. We will not accept a faxed copy or an email as an attachment. Once the notarized letter is received, the record will be updated to reflect the name change and the notarized letter will be added to the student’s academic file.

**Program Change**

Students, who wish to change to a different degree program in the following situations, must complete a new application:

- Graduates (students returning for another degree or certificate)
- NDS (Non Degree Seeking – AKA individual course taker)
- Returning students (returning from Voluntary Leave or withdrawn within 12 months)
- Re-entry students (returning from dismissed, cancelled, or withdrawn greater than 12 months)

Students changing specializations within their current degree program or changing to a different degree program at the same degree level (e.g. BBA to BABC or MBA to MED) must complete a [Change of Program](#) form. Students re-entering their programs within 12 months of leave are exempt from these requirements (see “Re-entry to Program” policy below).

Students are cautioned that changing their program may impact the total cost of their study at JIU, any previously awarded transfer credits and, their expected graduation date.

**Registration Status**

Registration status for undergraduate (associates and bachelors), master’s and doctorate students are shown in the chart that follows. Note that graduate students are subject to slightly different standards than undergraduate students. Given that Federal Student Aid loan eligibility is based on a student’s registration status, it is important that FSA students register for at least half-time status each term in order to be eligible to receive loans. Students not receiving Federal Student Aid are not required to maintain half-time status; however, all students are encouraged to register for at least a half-time course load.

The following table illustrates the number of credit hours required for each type of student:

Registration Status	Per Term			Per Academic Year		
	Undergraduate	Masters	Doctorate	Undergraduate	Masters	Doctorate
Full-Time	12	6	8	24	12	16
Three-Quarter-Time	9			18	9	
Half-Time	6	3	4	12	6	8
Less Than Half-Time	3		1	6	3	

**Course Load Limits**

The table above identifies the normal course load for most students. Students wishing to accelerate their studies may do so within the following limits:

- Undergraduates may not take more than 18 credits in a term.
- Masters students may not take more than 12 credits in a term.
- Due to the cohort model, doctoral students are limited to the Full-Time definition.
- Students on SAP1, SAP2, or SAP3 may not exceed the Full-Time definition for their program.

Students wishing to exceed the Full-Time amount for their program must receive prior approval from the academic chair of their program. Students should work with their SSC who will request the policy exception from the academic chair.

**Registration**

Prior to registration close, students are required to register for all courses within a term based on their chosen registration status. For example, a half-time undergraduate student will register for two courses (6 credit hours) within his/her term. The two courses could have two different start dates, but registration for the two courses must be completed by that term’s registration close date. See Examples A-E that follow for possible course registration arrangements within a term structure.

**Illustration of Half Time Undergraduate (Associate and Bachelor) Registration**

**Example A – Undergraduate student registers for 6 credits per term by taking back-to-back courses.**

Academic Year 1								Academic Year 2							
Term 1				Term 2				Term 3				Term 4			
Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12	Mo 13	Mo 14	Mo 15	Mo 16
1 <sup>st</sup> Course 3 cr hours		2 <sup>nd</sup> Course 3 cr hours		3 <sup>rd</sup> Course 3 cr hours		4 <sup>th</sup> Course 3 cr hours		5 <sup>th</sup> Course 3 cr hours		6 <sup>th</sup> Course 3 cr hours		7 <sup>th</sup> Course 3 cr hours		8 <sup>th</sup> Course 3 cr hours	

**Example B – Undergraduate (Associate and Bachelor) student registers for 6 credits per term at varying times within each term.**

Academic Year 1								Academic Year 2									
Term 1				Term 2				Term 3				Term 4					
Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12	Mo 13	Mo 14	Mo 15	Mo 16		
1 <sup>st</sup> Course 3 cr hours		2 <sup>nd</sup> Course 3 cr hours						3 <sup>rd</sup> Course 3 cr hours						5 <sup>th</sup> Course 3 cr hours		7 <sup>th</sup> Course 3 cr hours	
												6 <sup>th</sup> Course 3 cr hours		8 <sup>th</sup> Course 3 cr hours			

**Illustration of Half Time Masters Registration**

**Example C – Masters student registers for 3 credits per term at the beginning of each term.**

Academic Year 1								Academic Year 2							
Term 1				Term 2				Term 3				Term 4			
Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12	Mo 13	Mo 14	Mo 15	Mo 16
1 <sup>st</sup> Course 3 cr hours				2 <sup>nd</sup> Course 3 cr hours				3 <sup>rd</sup> Course 3 cr hours				4 <sup>th</sup> Course 3 cr hours			

**Example D – Masters student registers for 3 credits per term at varying times within each term.**

Academic Year 1								Academic Year 2							
Term 1				Term 2				Term 3				Term 4			
Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12	Mo 13	Mo 14	Mo 15	Mo 16
1 <sup>st</sup> Course 3 cr hours				2 <sup>nd</sup> Course 3 cr hours				3 <sup>rd</sup> Course 3 cr hours				4 <sup>th</sup> Course 3 cr hours			

**Illustration of Full Time Doctorate Registration \***

**Example E – Doctorate student registers for 8 credits per term by taking back-to-back courses.**

Academic Year 1								Academic Year 2							
Term 1				Term 2				Term 3				Term 4			
Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12	Mo 13	Mo 14	Mo 15	Mo 16
1 <sup>st</sup> Course 3 cr hours		2 <sup>nd</sup> Course 3 cr hours		3 <sup>rd</sup> Course 3 cr hours		4 <sup>th</sup> Course 3 cr hours		5 <sup>th</sup> Course 3 cr hours		6 <sup>th</sup> Course 3 cr hours		7 <sup>th</sup> Course 3 cr hours		8 <sup>th</sup> Course 3 cr hours	
1 <sup>st</sup> Mentor 1 cr hour		2 <sup>nd</sup> Mentor 1 cr hour		3 <sup>rd</sup> Mentor 1 cr hour		4 <sup>th</sup> Mentor 1 cr hour		5 <sup>th</sup> Mentor 1 cr hour		6 <sup>th</sup> Mentor 1 cr hour		7 <sup>th</sup> Mentor 1 cr hour		8 <sup>th</sup> Mentor 1 cr hour	

\* Doctorate students are encouraged to register for at least 8 credits per term (full-time).

Most courses are eight (8) weeks in length. Undergraduate and masters courses begin the first Sunday of every month; therefore, there are 12 different course start dates within a calendar year. Doctorate students are offered a limited number of start dates per year. Students can only schedule courses that begin and end within the specified beginning and ending dates of the term (students may not start a course in the 4<sup>th</sup> month of their term if that course overlaps into the next term).

**Re-entry to Program**

Students may be dismissed from JIU through disenrollment, suspension, or expulsion due to violation of university policy or administrative reasons. The following chart summarizes the violation of policies that may initiate a dismissal and the conditions for return, if applicable, in each circumstance.

Dismissal Type	Policy/Reason	Conditions for Return	Contact
<b>Disenrollment</b>	Conditional Admission – Missing Documents	Students may request re-entry when all admissions requirements are met within one year of their original expected start date. If after one year, student must reapply for admission.	Re-entry Admissions Team
	Conditional Admission – Low GPA	Students may appeal Low GPA dismissal. Appeal approval must be obtained within one year of their original expected start date. If after one year, student must reapply for admission.	Re-entry Admissions Team
	Satisfactory Academic Progress	Eligible to reapply for admission one year after dismissal.	Re-entry Admissions Team
	Continuous Enrollment	Students may request re-entry within one year of their dismissal. If after one year, student must reapply for admission.	Office of the Registrar
	Incomplete Financial Aid	Students may request re-entry when the Financial Aid Memorandum of Understanding is submitted within one year of their original expected start date. If after one year, student must reapply for admission.	Financial Aid Office
<b>Expulsion</b>	Code of Conduct Intellectual Honesty and Academic Misconduct	Not eligible for re-entry to JIU.	Student Affairs

**Outstanding Balance**

If a student has an outstanding balance, s/he must meet the following financial criteria to be eligible for re-entry:

- Active promissory note that is less than \$2,000 in principle with no past due payments;
- At least two scheduled payments must have been made on the active promissory note.

**Defaults**

If a student has defaulted on a prior note, at least six scheduled payments must be made on the active promissory note.

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### Post Withdrawal Disbursements

Students eligible for post withdrawal financial aid disbursement that is equal to or greater than their outstanding balance must apply the disbursement to the active promissory note.

Students who have withdrawn from a JIU program, have been dismissed, or dismissed for not meeting the conditions of acceptance into a program and wish to be re-entered as an enrolled student, must submit in writing a request for re-entry to the Office of the Registrar.

The Office of the Registrar can review requests for re-entry if the student:

- Never Attended/Never Matriculated
- Was not dismissed for an Academic Code of Conduct violation
- Left at SAP Met status
- Does not have an outstanding balance or hold on his/her record
- Has met any outstanding conditional admission requirements (including Financial Aid approval)
- Is changing programs and meets the requirements for the new program.
- Agrees to re-enter into their established term sequence, or, if not established in a term sequence, the student must enter the next available start date.

Many factors can impact the decision to approve the student's re-entry request, such as whether the student wants to pursue the same program, how much time has passed, the ability of the student to successfully complete the program\*, and how much a given program may have changed since the student was originally accepted and enrolled in a program.

Students who re-enter degree programs may have to complete new or additional courses, field-based activities or student teaching/internship hours. Students may attempt to re-enter or restart the Education Specialist or any Doctoral Program only two (2) times.

If a student left JIU not having met SAP standards (the student is at SAP1, 2 or 3), has an outstanding balance, failed to meet admission requirements or the request was otherwise unable to be evaluated by the Office of the Registrar, their request will be considered by the JIU Appeals Committee.

Students will be represented at the Appeals Committee by their Student Support Counselor (SSC) or an Admissions Counselor (AC) Manager. The student should take the following steps when submitting a Re-Entry request to the Appeals Committee:

1. Provide valid documentation of any extenuating life circumstance, and a detailed written explanation (in a Word document) of this event, that resulted in their initial dismissal to their SSC/ AC Manager.
2. Or, provide a detailed written explanation (in a Word document) for their initial dismissal from JIU, and a plan for how they might be successful at JIU if re-admitted, to their SSC/ AC Manager. This letter should be thoughtful and well-written and no more than one page in length.
3. Provide a written request to their SSC/ AC Manager to present the appeal, along with the required documentation, for review to the Appeals Committee.

4. If the appeal is granted, the student must agree to re-enter into his/her established term sequence or, if not established in a term sequence, the student must enter the next available start date.
5. If the appeal is granted, the student must have his/her method of payment approved prior to registering for courses.

*\*The Dean and/or other Academic Leader will review whether students have failed or dropped multiple courses in the program.*

### **Satisfactory Academic Progress**

JIU requires all students to achieve satisfactory progress in their academic programs. Satisfactory academic progress (SAP) is evaluated at the end of each payment period (aka: term or 16 weeks). Measurement of student progress at each evaluation is based on both qualitative and quantitative standards. The qualitative standard includes cumulative grade point average (CGPA) and the quantitative standard includes pace of progression (completion rate) to ensure completion within the maximum time frame. To maintain satisfactory academic progress, students must meet minimum requirements for both measures in their selected program of study as follows:

#### **Undergraduate (Associate and Bachelor) Programs**

For each payment period, undergraduate students must maintain a cumulative grade point average (CGPA) of 2.0 (C average) or better (3.0 (B average) or better for accelerated bachelor programs). Additionally, during each payment period (aka: term or 16 weeks), an undergraduate student must complete at least 67% of all attempted <sup>(1)</sup> JIU credit hours. Transfer credits from prior institutions and credit for prior learning are included in the completion rate calculation <sup>(2)</sup>. If a student transfers from one JIU degree program to another JIU degree program, all relevant attempted credits applicable to the new degree program are calculated in SAP.

- Attempted<sup>(1)</sup> hours include course drops after the 4th week of class (SC) or failing grades (U, UNA)
- Earned hours include JIU courses completed with a grade of A, B, C or D
- Repeated courses are included in the calculation of both attempted and earned credit hours
- Federal financial aid will pay for no more than one (1) repetition of any course.

Furthermore, undergraduate students will not be eligible to receive Federal Student Aid (FSA) for any courses that exceed 150% of their remaining requirements for their JIU program as described in their Degree Progress Audit. For example, an undergraduate student with no transfer credits is limited to receiving FSA for 180 attempted credit hours in a 120 credit hour program ( $120 \times 150\% = 180$ ).

#### **Masters Programs**

For each payment period, masters students must maintain a cumulative grade point average (CGPA) of 2.5 (C+ average) or better. Additionally during each payment period (aka: term or 16 weeks), a master's student must complete at least 67% of all attempted <sup>(1)</sup> JIU credit hours. Transfer credit(s) from prior institutions and credit for prior learning are included in the completion rate calculation<sup>(2)</sup>. If a student transfers from one JIU degree program to another JIU degree program, relevant attempted credits applicable to the new degree program are calculated in SAP:

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- Attempted<sup>(1)</sup> hours include course drops after the 4th week of class (SC) or failing grades (U, UNA)
- Earned hours include JIU courses completed with a grade of A, B or C
- Repeated courses are included in the calculation of both attempted and earned credit hours
- Federal financial aid will pay for no more than one (1) repetition of any course

Furthermore, master's level students will not be eligible to receive Federal Student Aid (FSA) for any courses that exceed 150% of their remaining requirements for their JIU program as described in their Degree Progress Audit. For example, a Master of Education student is limited to receiving FSA for 54 attempted credit hours in a 36 credit hour program ( $36 \times 150\% = 54$ ).

### **Doctorate (Doctorate and Specialist) Programs**

For each payment period, doctorate students must maintain a cumulative grade point average (CGPA) of 3.0 (B average) or better. Additionally during each payment period (aka: term or 16 weeks), a doctorate student must complete at least 67% of all attempted<sup>(1)</sup> JIU credit hours. Transfer credit(s) from prior institutions are included in the completion rate calculation<sup>(2)</sup>.

If a student transfers from one JIU degree program to another JIU degree program, relevant attempted credits applicable to the new degree program are calculated in SAP.

- Attempted<sup>(1)</sup> hours include course drops after the 4th week of class (SC), or failing grades (U, UNA)
- Earned hours include JIU courses completed with a grade of A, B or C
- Repeated courses are included in the calculation of both attempted and earned credit hours
- Federal financial aid will pay for no more than one (1) repetition of any course

Furthermore, Doctorate students will not be eligible to receive Federal Student Aid (FSA) for any courses that exceed 150% of the remaining requirements for their JIU program as described in their Degree Progress Audit. For example, a Doctorate of Business Administration student is limited to receiving FSA for 108 attempted credit hours in a 72 credit hour program ( $72 \times 150\% = 108$ ).

JIU recognizes that doctoral students in the proposal-through-dissertation phase of their degree program progress at different rates. Dissertation courses are designed to help the student move through this phase in the appropriate amount of time; however, some students may not be able to finish these courses. In these situations, students may apply for an extension by following the instructions in the Incomplete Grade Policy and those approved will be given a temporary "I" (Incomplete) grade. The "I" (incomplete) grade is not counted in SAP calculations. Once the "I" (Incomplete) grade is changed to the student's final grade, the grade will be included in the SAP calculation.

### Multiple Specializations

Students with multiple specializations will have the additional coursework required for the second specialization included in the completion rate and GPA calculations. For example, student adds a second 4-course specialization they will need to complete 9 new credit hours in addition to their current program requirements (see Multiple Specialization Policy). The student's completion rate would be calculated now with the 9 additional Credits, e.g. MBA with dual specializations ( $36 + 9 \times 150\% = 68\%$ ).

1. See *Grade Value Summary Table* below for list of grades that count as attempted.
2. The completion rate is calculated by dividing completed credit hours by attempted credit hours (example: 6 completed of 9 attempted = completion rate 67%).

### Evaluation of Satisfactory Academic Progress (SAP)

At the end of each payment period (aka: term or 16 weeks), students who have not met the minimum requirements, either CGPA or completion rate, for their selected program of study are identified and communicated to via email to the student's address of record. SAP status and corresponding communications are progressive as follows:

Status	Impacts
SAP1 Academic Warning	Student is still eligible to receive Federal Student Aid (if applicable); however, student must meet SAP requirements by the end of the next payment period or progress to SAP2 Appeal Notification.
SAP2 Appeal Notification	Student failed to meet SAP requirements while on SAP1 Academic Warning and eligibility to receive Federal Student Aid (if applicable) is at risk. Student has the opportunity to appeal the loss of Federal Student Aid eligibility (see SAP appeal instructions below). Regardless of appeal decision, student must meet the provided Academic Plan by the end of the next payment period or be placed on SAP3 and subsequently dismissed from JIU.
SAP2 Academic Probation	Student's appeal is approved and Federal Student Aid is reinstated; however, student must meet the provided Academic Plan by the end of the next payment period or be placed on SAP 3 and subsequently dismissed from JIU.
SAP3 Dismissal	Student failed to meet Academic Plan while on SAP2 and subsequently is dismissed from program. Student may appeal the dismissal.

### SAP Calculation and Timeframes

#### Maximum Timeframe

A student's SAP status can only change during a payment period (aka: term or 16 weeks) in which the student is registered for one or more courses. Thus, a student's SAP status will not change following a payment period of academic inactivity (e.g., students on voluntary leave). The student's current SAP status remains unchanged until there is academic activity for evaluation; however, student inactivity is limited by the Continuous Enrollment Policy that will eventually lead to academic dismissal from JIU.

Students who have been dismissed or withdraw from their program of study for any reason and wish to be re-entered to their degree program will be re-entered at the same SAP status they were in when they left.

Students with “I” Incomplete grades at the end of their payment period (aka: term or 16 weeks) cannot be accurately measured for SAP. As a result, a student who fails to remedy his/her “I” grade by the next payment period will be subject to a Return to Title IV calculation (see Financial Aid section of the Student Handbook). Once the student completes the incomplete course(s) and a final grade is issued, SAP will be calculated immediately.

## **Satisfactory Academic Progress (SAP) Notification and Appeal Instructions**

### **SAP1 Status**

Students who are placed on SAP1 Academic Warning are notified via email with the SAP1 Status Notification letter. These students have one payment period (aka: term or 16-weeks) to improve their academic progress or s/he will be placed on SAP2 status.

### **SAP2 Status**

Students who were previously placed on SAP1 Academic Warning and fail to improve their academic progress during their next payment period then move to SAP2 status which can result in the loss of Federal Student Aid eligibility (if applicable). Students subsequently are notified via email with the SAP2 Status Notification letter which also includes directions for appealing the loss of their financial aid eligibility. For an appeal, the student is asked to provide the reason why s/he failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. Students also can obtain SAP2 appeal instructions online in the student document center or from a Student Support Counselor. The student completes a packet that must be submitted within seven days from the date the SAP2 Status Notification email was sent to the student. Appeals are reviewed and determined by the Student Appeals Committee. The Committee determines an Academic Plan for each student that is based on the student’s calculated maximum time frame as well as the number of courses and grades the student would need to complete and to achieve during the next payment period. As long as the Academic Plan is determined to be reasonable and is in the best interest of the student, the Committee will approve the student’s appeal.

In the event that a student’s appeal is approved and Federal Student Aid is reinstated, the student will move to SAP2 Academic Probation and have one additional payment period (16-week parent term) to improve academic progress by following a prescribed academic plan furnished by his/her Student Support Counselor. Failure to meet the requirements of the academic plan will result in being moved to SAP3 status and facing the possibility of dismissal from JIU.

In the event that a student’s appeal is **not** approved or the student does not submit an appeal, the student will lose Federal Student Aid eligibility and will need to provide an alternative method of payment or be unregistered from all current and future courses. Those students who provide an alternative method of payment will remain on SAP2 and have one additional payment period (aka: term or 16 weeks) to improve academic progress and regain Federal Student Aid eligibility by following a prescribed academic plan furnished by his/her Student

Support Counselor. Failure to meet the requirements of the academic plan will result in being moved to SAP3 status and facing the possibility of dismissal from JIU.

**SAP3 Status**

Students who previously were placed on SAP2 Academic Probation and fail to improve their academic progress during their next payment period then move to SAP3 status and lose their eligibility for Federal Student Aid (if applicable) and face dismissal from JIU. Students subsequently are notified via email with the SAP3 Status Notification letter, which also includes directions for appealing dismissal from the university. For an appeal, the student is asked to provide the reason how s/he is expected to finish each component of his/her program. Students can also obtain SAP3 appeal instructions online in the student document center or from a Student Support Counselor. The student completes a packet that must be submitted within seven days from the date the SAP3 Status Notification email was sent to the student.

In the event that a student’s appeal is approved and the student is reinstated, the student will remain on SAP3 status and have one additional payment period (aka: term or 16 weeks) to improve academic progress by following a prescribed academic plan provided by his/her Student Support Counselor. A student In SAP3 status is ineligible for Federal Student Aid and will need to provide an alternative method of payment. Failure to meet the requirements of the academic plan will result in dismissed from JIU.

In the event that a student’s appeal is **not** approved or the student does not submit an appeal, the student will be dismissed from JIU.

**Term Structure**

All students are required to register for their courses within a term structure. The term is a 16-week period that begins on the first Sunday of the month, twelve months a year, in which a student can register for one or multiple courses, as long as the course(s) start and end within the term start and end date. An academic year is two terms, or 32 weeks. This designation is important for students who receive financial aid as their aid will be packaged for the whole academic year but they will receive disbursements for one term at a time.

A student’s first term start date is determined by his/her first course start date as an enrolled student. Additionally, the student’s term beginning and ending dates are predetermined for the life of the student. Since JIU does not have any scheduled breaks, the terms continue back-to-back until the student graduates.

Depending on when a student starts at JIU, term structures can fall into one of four possible patterns. The chart below illustrates these patterns. A student in pattern A, for example, will start at JIU in either January, May or September. These three months will be the start dates for each subsequent term during the life of this student.

Term Pattern	Term Start Months
A	January / May / September
B	February / June / October
C	March / July / November
D	April / August / December

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**4th Month Registration Requests**

Cash-pay students, at an “SAP Met” status and taking their last course within their degree program, may submit a policy exception request for review by the Office of the Registrar.

**Course Drop**

In the event a student elects to drop a course(s), the student should be aware of the financial and probationary implications of dropping the course (See Tuition Refund and Satisfactory Academic Progress Policies). A student should consider all options before making the decision to drop a course. Questions regarding course drops should be directed to a Student Support Counselor by calling 800.811.5663, option 4.

Students may drop a course at any time up to and including the Saturday of the eighth week of courses. Students who do not drop the course before this date will be considered to have completed the course and will receive the grade earned based on course requirements and participation. If a student drops a course after the fourth week and before the start of the eighth week, a grade of SC will be recorded and the course will count as attempted but not completed. If a student drops prior to the fifth week, a status of DR will be recorded, and the course will not count as attempted.

For students receiving Federal Student Aid, course drops may have a significant impact on their ability to continue receiving aid or the student could be subject to a Return to Title IV calculation. Additionally, course drops can impact a student’s SAP status. If you have questions, contact your Financial Aid Advisor at 800.811.5663, option 3.

If a student needs to drop a course, s/he must contact his/her Student Support Counselor. As soon as the decision to drop a course has been made, the student should complete and submit the Course Drop Form to their Student Support Counselor. This form is located in the student portal under Resource Center > Student Forms, or may be found in the student’s online Document Center. The Office of the Registrar will perform the course drop as of the date the Course Drop Form is received by JIU.

**Withdrawal from Program**

Students who wish to withdraw from a JIU program are required to submit a Withdrawal from Program Request form to their Student Support Counselor. This form is located in the student portal under Resource Center > Student Forms, or may be found in the student’s online Document Center. Any outstanding balances at the time of withdrawal require payment in full. The university reserves the right to withdraw a student from a course and/or program administratively in accordance with the unofficial course Drop Policy. The submission date of the form received by JIU is the date of the program withdrawal.

Definition of submission date is equal to the following:	
Form Submission Type	Withdrawal Date
Form received via fax	Fax sent date
Form received via AssureSign	Electronic signature date
Form received via postal mail	Postal date stamp
Form received as attachment via email	Email sent date

**Withdrawal and FSA Return of Funds**

For more information, see webpage on [Withdrawal and FSA Return of Funds](#).

**Unofficial Course Drop**

Students who meet Course Engagement but cease to attend and participate in all enrolled courses (see section 5, UNA grades) are considered to have unofficially withdrawn from these courses. These students will be notified via email, once grades are posted, and provided instructions on how to provide written confirmation of his/her intent to attend and to participate in future courses. A student must provide this confirmation to the Office of the Registrar within seven (7) days from the date of the student's email notification. Failure to provide written confirmation of course participation may result in the student being dropped from all future courses; the student's financial aid budget will be adjusted (if applicable) which may require the return of federal aid funds as defined in federal regulation (34 CFR 668.22(a)) as an unofficial withdrawal.

## Section Five: Academic and Student Resources

### Academic Calendar

Undergraduate and graduate courses are offered exclusively online in faculty member-facilitated, eight-week formats. Courses are available beginning the first Sunday of each month. For associates, bachelors and masters students, JIU offers 12 start dates per year. For doctoral students, JIU offers a limited number of start dates per year. Doctoral students normally stay with their learning group, or cohort, throughout their program.

JIU's Academic Calendar is continuous for all degrees. Students typically take one to two courses every eight week term and move to the next course in the program sequence without a break. Opportunities to enroll in JIU's programs and begin a course sequence in a degree program are available every four weeks, except for Doctoral programs which are three times a year.

For start dates and other important calendar information, click here for the [2012 Academic Calendar](#) or [2013 Academic Calendar](#).

### Student Support and Advising

Upon enrollment in a degree program, students are assigned a Student Support Counselor (SSC). The SSC can assist a student in assessing their academic goals and formulating an individualized degree plan. Students should also contact their SSC for help in choosing courses, understanding program requirements, Capstones, policies and procedures, and coordinating interaction with faculty members. Students should work with their SSC on any issues related to their progress and success in the programs. Students may contact the Student Services Department at [studentservices@international.edu](mailto:studentservices@international.edu) or 800.811.5663 (U.S. only) or 303.784.8904 (internationally).

Additionally, students enrolled in a doctoral program will work closely with mentors and dissertation committees who are also Teaching Faculty. Mentors guide students through the research and dissertation process, from idea creation to successful final defense.

### Student Portal

Using a secure user ID and password, students can access JIU's student portal to manage their education. The student portal may be accessed at [www.jiu.edu](http://www.jiu.edu). From the portal, students can register for classes, apply for financial aid, view alerts, and obtain access to the Resource Center which provides links to various forms, the bookstore, as well as the student handbook. Note: This student handbook, in conjunction with the school catalog, represents the student's catalog. A paper copy is available upon request. The catalog is subject to change and is subject to interpretation by the administration whose decisions are final.

A listing of JIU staff is also available via the student portal. Students may contact any JIU staff member if they have questions. Additionally, students can access "Who to Call for Help" in the Resource Center for additional information.

### **Student Email Accounts**

JIU electronic mail accounts are provided to all students and faculty as a tool to complement traditional methods of communication and to improve educational efficiency. Students are required to access their JIU email regularly to receive official university communications and interact with other students and faculty. The full JIU email policy can be found in the Resource Center in the student portal.

### **Online Orientation**

Before students enrolled in a JIU undergraduate, masters, certificate or non-degree programs begin their first courses, they must complete JIU101 Successful Online Learning, designed to ensure their success at JIU. JIU101 is offered the week before courses start. The orientation covers:

- expectations, guidelines, and requirements for students at JIU
- resources for students, including the Jones e-global library® and tutoring assistance
- navigating the JIU online course platform
- JIU policies, procedures, and forms
- whom to call if students need help

Before students enrolled in the JIU Doctorate of Business Administration (DBA) degree program begin their first course, they must complete DBA900 Successful Online Learning, designed to ensure their success at JIU. DBA900 is offered for two weeks before courses start. In this Colloquium, students will begin their journey into the doctoral program. Students will explore the challenges and opportunities of learning online, what's expected of DBA students, what students should expect from the JIU-DBA faculty, the structure of a typical DBA course, and the tools available.

Before students enrolled in the JIU Education Specialist (EdS) or Doctorate of Education (EdD) degree programs begin their first course, they must complete EDD900 Successful Online Learning, designed to ensure their success at JIU. EDD900 is offered for two weeks before courses start. In this Colloquium, students will begin their journey into the doctoral program. Students will explore the challenges and opportunities of learning online, what's expected of EdS and EdD students, what students should expect from the JIU faculty, the structure of a typical EdS/EdD course and the tools available.

### **Faculty Member Introductions**

On or shortly before the first day of class, faculty will contact students by email or by phone about assignment due dates, grading structures and expectations, Internet interaction specifications, and specific course details. In the event that students do not hear from their faculty members within the first three days of the course, students should contact their SSC.

### **Library Services**

Jones e-global library® is linked from all course pages, and is accessible to registered students through the student portal. Through this resource, JIU students have 24-hour-a-day access to the information they need to successfully complete their programs. The JIU library includes tutorials, electronic databases, over 7,000 hand-picked, content-rich websites, more than 100 research guides, government resources arranged by subject, document delivery and on-call reference librarians.

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## Course Materials

Students can order textbooks and course materials from suppliers listed on the student portal. All materials should be ordered for delivery prior to the first day of class. If students do not have the required materials when courses begin, they may miss assignment deadlines, which may jeopardize student success. The materials may include texts, articles, videotapes, and software. Course Study Guides or course syllabi are available for downloading from the course website.

Note: To ensure book(s) arrive prior to course(s) beginning, students in the U.S. are advised to order 3–4 weeks in advance and students outside the U.S. are advised to order 4–6 weeks in advance. Students with disabilities requiring accommodations such as audio books, large print, or other accommodations should contact the Disability Services Specialist (see Disability Services) due to the extra time required to make these materials available.

## Office of Disability Services

Please see the [Office of Disability Services](#) website for specific details regarding the JIU Disability Services policy, the student accommodation request procedures and disability resources and tools.

## Institutional Review Board

The JIU Institutional Review Board (IRB) exists to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution. The IRB reviews all human subject research conducted by faculty, staff, and students, regardless of the location of the research activity, source of funding, and whether the research is exempt under the code of Federal Regulations for Protection of Human Subjects. The IRB may approve, require modifications in or disapprove all research activities that fall within its jurisdiction as specified by both federal regulations and institutional policy.

## Career Resources

JIU provides career development resources through the Total Professional Advantage 2.0<sup>®</sup> program and portal, tailored specifically to a student's academic program. Supported by the Office of Career Services ([careerservices@international.edu](mailto:careerservices@international.edu)), the TPA 2.0 program and portal offer students access to:

### ***Seminar Workshops***

The seminar workshops are a series of interactive career development workshops that prepare students to meet workplace challenges and culminate in a personal online portfolio showcasing their unique talents and accomplishments.

### ***Professional Career Advisor***

Students receive 120 minutes of guidance - at no cost - provided by a licensed Professional Career Advisor. The advisor helps students create a career plan that will guide their professional development.

### ***The Blog and Bulletin Board***

The blog offers fresh career-related content and tips for job seekers, while our Bulletin Board provides a useful Forum for students to interact and post information by subject area.

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**Tools and Content**

An expansive set of career development tools and content are found in the TPA 2.0 portal, including job and internship listings; podcasts; career development videos and articles; resume building and e-portfolio tools.

**Jones e-global Library®**

Students have unrestricted access to our renowned, comprehensive digital library, including customized career-related research guides, articles and databases.

**Financial Aid**

JIU makes every effort to make education an achievable goal for its students. As such, JIU is proud to have aligned with an array of organizations and agencies that may offer students financial aid for eligible programs via loans, scholarships, and grants. JIU's dedicated financial aid counselors help students explore all options for financing their education.

For more information on Federal Student Aid, applicants and students are encouraged to visit JIU's [Federal Student Aid Resource Center](#). Applicants or students who wish to apply for Federal Student Aid (FSA) may do so by visiting JIU's Virtual Financial Aid Office (VFAO). The VFAO is a tool for students to apply for FSA completely online. For more information, call the financial aid office at 800.811.5663 option 3 or email at [financialaid@international.edu](mailto:financialaid@international.edu).

Students must complete their financial aid package, including verification, by the end of the 8-week course term or 14 days, whichever is greater. If the financial aid package, including verification, is not completed during this time frame, the student will be dropped from his/her current and future enrolled course(s) and dismissed from the University. The student would be responsible for all outstanding tuition charges.

Subsequent to financial aid packaging, students selected for additional verification, due to conflicting information, have until the end of their 8-week course term or 14 days, whichever is greater, to provide this information. If the verification documents are not provided during this time frame, the student will be dropped from his/her current and future enrolled course(s), and dismissed from the University. The student would be responsible for all outstanding tuition charges.

**Student Accounts**

The Student Accounts Department at JIU is responsible for the collection of student tuition in addition to corporate or military tuition reimbursement and the disbursement of financial aid monies. Student Accounts works closely with students to ensure that they remain in good financial standing during their academic career. If students have questions about their accounts, they may contact Student Accounts by email at [accounting@international.edu](mailto:accounting@international.edu) or by phone at 800.811.5663, option 5.

**Computer Requirements**

The use of technology is rapidly changing how people communicate and conduct business. JIU uses industry-standard technology in conducting classes and facilitating interaction among faculty members and students. For current technology requirements, please visit [www.jiu.edu](http://www.jiu.edu). Please take time to review these requirements carefully as computer hardware, software, and an Internet connection are the primary means of participating in courses and are therefore significant contributors to student success at JIU.

**Technical Support Services**

Students who have any questions or experience difficulty with technology should contact the technical support help desk at 888.560.4951 (U.S. and Canada) or 416.494.6622 (other countries) or online at <http://help.jonesinternational.edu/> for assistance. Please also see Who to Call For Help in the Resource Center in the student portal for more contact information.

## Section Six: Financial Information

### Payment Options

Attending students can select from one of the following payment types:

- Financial Aid
- Paid in Full
- Tuition Assistance

Students who fail to meet the payment requirements of one of the methods listed above for their course(s) by the due date (5<sup>th</sup> Monday after course start) will result in:

- all amounts become immediately due and payable;
- allowing JIU to send their account to a third party collection agency for further actions;
- determining that a student will be responsible for any liability for collection and legal fees; and
- immediate drop or removal from current courses.

### **Financial Aid**

Students who pay for their courses with financial aid will indicate this payment method when registering for courses. Once funds have been awarded and students have met the engagement requirements detailed in the course engagement policy, disbursements are requested after the 32<sup>nd</sup> day of course start. Students must first satisfy the engagement requirements detailed in the course engagement policy in their term before financial aid monies are received at JIU. Financial Aid funds in excess of tuition costs “stipend” will be disbursed to students within 7-10 weeks of the term start date. In addition, students have 8 weeks to complete their financial aid package.

Students, who do not complete their financing using financial aid at the end of the first term or 8 weeks, will be blocked from their future courses. Students who are blocked from their future courses have 14 days to finish the financing for the prior term and the future terms or they will be dismissed from the university. If a student is dismissed for not completing their financing they are solely liable for all charges incurred for the previous 8 weeks. Future tuition charges will be removed from the students account.

Students who have reached their aggregate loan limits will not be able to borrow additional funds, and will therefore have to find alternative means of paying for tuition. For more information on Federal Student Aid, visit the Federal Student Aid Resource Center at [www.jiu.edu](http://www.jiu.edu).

### **Paid in Full**

Although students are required to register for all courses at least one week prior to the start of each term, payment for each course is not due until the first day of week 5 from the course start (due date). A student’s method of payment (i.e. financial aid or cash) must be determined prior to this date. Students, paying cash, are required at the time of course registration to provide their payment information in the student portal and complete a credit card authorization form. JIU accepts Visa, MasterCard, American Express, and Discover. If payment is not received or the Accounting Office is unable to successfully process the payment by the due date, the student will be administratively dropped from all enrolled courses.

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Activity to a student’s financial account that results in a credit balance will be evaluated; if appropriate, refunded to the student within two weeks of approval.

**Tuition Assistance**

Tuition assistance is available to students whose tuition is either fully or partially paid directly to JIU by a third party, such as an employer, branch of the military or other government agency. The portion that is payable by the student will be charged to the student’s credit card on the due date of the course.

Additionally, the student is required to submit to JIU a signed letter or form from the third party, on official letterhead, that states that they agree to pay the student’s balance. This letter or form is due to JIU by the course due date (the first day of week 5). JIU will invoice the third party for the remaining balance. If documentation is not received prior to the payment deadline all charges will be the responsibility of the student and charged to the student’s credit card on file.

**Tuition Refund Policy and Credit Balances**

**Tuition Refund Policy**

Students who drop a course(s) during the first four weeks of an eight-week course term (aka: module) will receive a full refund of course tuition. Students who drop any course after the first four weeks of an eight- week course term are not eligible for tuition refund, unless otherwise set forth in regulations of the student’s State of residence.

The following table illustrates JIU’s tuition refund schedule:

<b>Timing of Course Drop</b>	<b>Tuition Charges</b>
Week 1-4	100% of tuition charges will be refunded*
Week 5 +	No tuition refunds granted**

*\* Non-Tuition Fees are non-refundable.*

*\*\*Iowa residents will receive a 40% tuition refund for 5<sup>th</sup> week drops only.*

Upon receipt of the course drop form, the JIU Student Accounts Department will credit the student’s account with any tuition refund in accordance with the Withdrawal and FSA Return of Funds Policy (if applicable). Any amount due and owing to the student will be paid in accordance with the student’s selected payment option (e.g. debit card, direct deposit or check). The payment will be made within thirty (30) days from the date of determination. The date of determination is based upon the Course Drop Policy.

**Credit Balances due to program withdrawal or dropped courses**

If a credit balance is created as the result of program withdrawal or dropped courses during a 16- week term, the credit will remain on the student’s account until a Return of Title IV Funds (R2T4) calculation is completed for that term.

Credit balances that remain on the students account after the R2T4 is calculated are applied in the following funding source order:

**First** – Prior term outstanding balances are paid, but are limited to \$200 per award year.

**Second** – Student Cash/Credit Card Payments

**Third** – Military Tuition Assistance

**Fourth** – Title IV funds are returned to the Department of Education in the following order:

1. Unsubsidized Loans
2. Subsidized Loans
3. Grad Plus/Parent Plus Loans
4. Federal Pell Grants
5. FSEOG Grants
6. Federal TEACH Grants

**Fifth** – Corporate Tuition Assistance

Returns that are a direct result of a Title IV return calculation are reviewed and processed within 45 days after JIU determines the date of withdrawal. Credit balances that do not result in a R2T4 are reviewed and processed within 14 days from the date the credit balance occurs.

Credit balances derived by **Non-Financial Aid Students** are applied in the following funding source order:

**First** – Student Cash/Credit Card Payments

**Second** – Military Tuition Assistance

**Third** – Corporate Tuition Assistance

Refunds are reviewed and processed within 14 days from the date the credit balance occurs.

If a credit balance is owed to a student, JIU does not charge any fees to return funds.

### ***Outstanding or Unclaimed Funds***

In the event the postal service returns a student's stipends check, JIU will make at least 2 attempts to contact the student via email, phone call, or post in an effort to obtain direction from the student. Once the date on the check is more than 45 days old and the student does not respond to the contact attempts, JIU will void the check and return the funds to the Department of Education.

In the event a student does not deposit or cash their stipends check and the check is more than 180 days old, JIU will make at least 2 attempts to contact the student via email, phone call, or post in an effort to obtain direction from the student. Once the date on the check is more than 240 days old and the student does not respond to the contact attempts, JIU will void the check and return the funds to the Department of Education.

## Section Seven: General Regulations and Support Resources

### **Nondiscrimination, Diversity and Affirmative Action Statements**

JIU is committed to providing an environment that fosters diversity throughout someone's experience at the university, including in the ideas, viewpoints, perspectives, values, religious beliefs, backgrounds, race, gender, age, sexual orientation, human capacity and ethnicity of its student body, faculty and staff.

JIU does not discriminate based on age, color, creed, disability, gender, military or veteran status, national origin, race, religion, sexual orientation or other status protected by applicable federal, state, local or other law.

JIU is committed to the letter and spirit of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Vietnam Era Veteran's Readjustment Act of 1974, the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Civil Rights laws of the State of Colorado. For further information on JIU equal opportunity and non-discrimination policies, or to provide information on possible discrimination, please contact: Office of the Chief Academic Officer, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, USA.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (together with the implementing regulations, "FERPA" or "the Act") protects the privacy of student educational records. For details:

<http://www.jiu.edu/about/faq/student-privacy-policy>

### **Online Privacy**

Because JIU is an online university, most of the personal information it collects from and about its students is collected through its Student Sites. As used in this Student Privacy Policy, the term "personal information" refers to information that identifies a particular student, alone or in combination with other information that is readily available to JIU. The term "Student Sites" refers to the password-protected areas of the websites that comprise JIU's online university, including JIU Student Sites located at the following web addresses:

<http://www.jonesinternational.edu>

<http://www.international.edu>

<http://www.jiu.edu>

<http://my.jiu.edu>

<http://courses.jonesinternational.edu>

<http://jiublog.jonesinternational.edu>

### **Information Collected Through Student Sites**

JIU collects the personal information students knowingly and voluntarily provide when they use one of our Student Sites. For example, the information students provide when they register for a course, participate in classroom discussion, submit coursework, complete a survey, or contact JIU with questions or comments is considered personal information.

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JIU collects information that is sent to us automatically by a student's web browser. This information typically includes the student's IP address, the address of the web page the student was visiting, when s/he accessed JIU's Site, the name of the student's operating system (such as Windows® or Macintosh®), the name and version of the student's browser (such as Netscape® or Internet Explorer®), and the date and time of visit. The information JIU receives depends on the settings on the student's web browser. Students can check their browser if they want to learn what information their browser sends or how to change their settings.

The information provided by a student's browser does not identify the student personally; however, JIU may link the information provided by a student's browser to information that identifies the student personally and use it for the purposes described below. In addition, JIU may review its server logs for security purposes, such as detecting intrusions into its network. If JIU suspects criminal activity, it may share its server logs – which contain visitors' IP addresses – with the appropriate investigative authorities who could use that information to trace and identify individuals.

JIU uses “cookies,” and similar technologies to collect information and support the functionality of its Student Sites. A cookie is a small text file that is placed on a student's hard disk by a web server. Cookies cannot be used to install computer programs or deliver viruses to a student's computer. JIU may use two types of cookies – “session cookies” and “persistent cookies.”

A “session cookie” assigns a randomly-generated, unique identification number to a student's computer when s/he accesses one of JIU's Student Sites. Assigning a student's computer a number permits JIU to follow that student as s/he moves from page to page during a particular visit. A session cookie expires after the student closes his/her browser. Session cookies do not identify the student personally, however, JIU may link the information collected by its session cookies to information that identifies the student personally. Generally, JIU uses session cookies to collect information about the ways students use the Student Sites – which pages they visit, which links they use, and how long they stay on each page. JIU analyzes this information (known as “click-stream information”) to better understand its students' interests and needs and to improve the content and functionality of its Student Sites. Session cookies also are used to facilitate the proper functioning of certain features of JIU's Student Sites, for example, to ensure that its streaming multimedia server functions properly.

When a student enrolls in JIU, it will place one or more “persistent cookies” on his/her computer. These persistent cookies will identify him/her as a student enrolled in one of its programs and may contain other information that will allow JIU to provide the student with a personalized online educational experience. Unlike a “session cookie,” a persistent cookie does not expire when the student closes his/her browser. It stays on the student's computer until it expires (for example, at the end of the academic year) or until the student deletes it.

Although it is possible for a student to set his/her browser to reject cookies or to delete JIU's cookies as soon as s/he logs off, doing so would prevent the student from using the functionality of JIU's course sites and other functionality critical to his/her interactions with JIU. For this reason, all students are required to set their browsers to accept cookies and must not delete JIU cookies while they are “active” students.

***Use of Personal Information***

JIU uses the personal information collected through the Student Sites to provide a personalized, quality educational experience to students, as well as any information, services or products they request.

JIU uses a student's contact information to communicate with him/her, for example, to notify him/her of his/her course schedule, to answer his/her questions, and to tell him/her about upcoming events. JIU will also send students surveys asking them to provide feedback, for example, about the courses they have completed. In addition, from time to time JIU will send students "promotional" emails, for example, an email describing a new degree program. Students may "opt-out" of receiving promotional emails at any time by clicking on the "opt-out" link at the bottom of the email.

JIU may use specific personal information for the purposes identified in a specific Privacy Notice posted on the page or area of its Site where students provided that information.

Finally, JIU may study the information it collects through its Student Sites to improve its programs and services, to improve the content, functionality, navigation and usability of its Student Sites, and to market its programs, services and products. JIU may remove all of the information that identifies specific individuals and use the rest for historical, statistical or scientific purposes.

***Sharing of Personal Information***

JIU may disclose personal information it collects through its Student Sites with a student's prior written consent and as otherwise permitted under the Family Educational Rights and Privacy Act (FERPA). For example, JIU may disclose educational records to JIU staff and faculty who have a legitimate educational interest; to another school to which a student is transferring; to appropriate parties in connection with financial aid for which a student has applied for which s/he has received; and to accrediting organizations. In addition, JIU may disclose "directory information" to third parties or the general public unless students have asked us not to do so by completing the Directory Information Request Form. JIU may share specific personal information as disclosed in a specific Privacy Notice posted on the page or area of its Student Sites where students provided that information. To learn more about student privacy rights under the Act, please review the Family Educational Rights and Privacy Acts section of this student handbook.

Student personal information may be transferred to another company (either an affiliate or an unrelated third party) that has acquired the stock or assets of JIU, one of its affiliates or one of its operating divisions, for example, as the result of a sale, merger, reorganization, dissolution, or liquidation. If such a transfer occurs, the acquiring company's use of student personal information will still be subject to this Student Privacy Policy, any applicable Privacy Notices, and the privacy preferences students have expressed to JIU.

***Protecting Personal Information***

JIU has industry standard measures in place to protect the confidentiality and security of the personal information in its students' "education records," including the information it collects through its Student Sites. It is important that students understand, however, that no website or database is completely secure or "hacker proof."

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Students are also responsible for taking reasonable steps to protect their personal information against unauthorized disclosure or misuse, for example, by protecting their user name and password. JIU has the right to assume that any individual who logs on to a Student Site using a student user name and password is the student to whom that user name and password is assigned. If a student believes that his/her user identity has been compromised, s/he must immediately change his/her password. Students will be responsible for the activities of anyone who accesses a Student Site using a user identity assigned to them, whether those activities were authorized by them or not.

### ***Transfers to Other Countries***

JIU is a U.S. corporation headquartered in Centennial, Colorado. Its Student Sites are currently hosted on servers located within the United States, but the locations of its servers may change from time to time. JIU students' "education records" are stored at offices or on servers located within the United States or in another country.

Different countries have different privacy laws, some of which provide more protection than others. When JIU transfers personal information from one country to another, it does so in compliance with applicable privacy laws. Moreover, no matter where a student's personal information is collected, used or stored, it will be protected by the terms of this Student Privacy Policy, any Privacy Notices that apply to him/her, and applicable data protection laws.

By enrolling in JIU, students are consenting to the use and storage of their personal information in the United States or in any other country in which JIU data may be processed.

### ***Links to Other Websites***

JIU's Student Sites contain links to other websites operated by Jones International and its affiliates. JIU's Student Sites also contain links to websites that are owned and operated by unrelated third parties.

This Student Privacy Policy applies only to personal information collected through JIU's "Student Sites." It does not apply to personal information collected on any other website operated by Jones International, its affiliates, or any third party.

### ***Updates to Privacy Policy***

JIU reserves the right to update or modify this Student Privacy Policy, at any time and without prior notice, by updating the student handbook and posting the revised version of this Student Privacy Policy behind the appropriate links on its Student Sites. These changes will only apply to personal information JIU collects after it has updated the student handbook and posted the revised Student Privacy Policy on its Student Sites. Unless the change is a non-substantive change, JIU will email students to alert them to the change. The email will describe the change and contain a link back to the revised Student Privacy Policy.

### **Campus Crime**

In accordance with the Crime Awareness and Campus Security Act of 1990, and as amended, JIU provides the following statistics to inform its students, employees and applicants about campus crime. JIU is committed to a safe and secure educational experience. Though JIU is a virtual institution and has no students on campus, for purposes of reporting, the JIU administrative offices at 9697 E. Mineral Ave., Centennial, CO 80112 are considered the campus.

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Per the *Handbook for Campus Safety and Security Reporting*, beginning with 2012 reporting cycle, JIU is exempt from the reporting and disclosure requirements, as JIU is online entirely.

JIU Campus Crime Statistics			
Report of Criminal Offences	2011	2010	2009
<i>Crimes</i>			
Criminal Homicide			
Murder and Non-negligent	0	0	0
Manslaughter			
Negligent Manslaughter	0	0	0
Sex Offences			
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<i>Arrests</i>			
Liquor Law Violations (excluding DUI)	0	0	0
Drug Abuse Violations	0	0	0
Weapons Violations	0	0	0

### Alcohol and Drug Abuse Prevention

As an institution of higher learning dedicated to the welfare of its students, JIU cares about the physical and mental well-being of its students, faculty and staff. Each day the media reports on the crippling effects of abusive alcohol consumption and illegal drug use. Brain and liver damage, sexual impotence, ulcers and digestive problems are the most well-known among physical consequences. Compounding these physical consequences is a myriad of mental and behavioral problems, including attention span and memory difficulties, anti-social conduct and escalating self-esteem and productivity issues. Consequently, JIU is committed to a policy that requires its students, faculty and staff to exercise safe, healthy and legal choices regarding any alcohol or drug use in the context of JIU activities.

In keeping with this policy, JIU strictly complies with all federal, state and local laws concerning alcohol and illegal drug usage related to JIU activities. Students, faculty and staff engaged in JIU activities must comply with these laws, whether on JIU property or otherwise. Violations will be reported to the appropriate law enforcement officials, and the individual(s) will also be subject to the JIU Student Code of Conduct (see Section Four). JIU reserves the right to impose one or more disciplinary actions, including successful completion of a substance abuse program, as a condition to continue enrollment or employment, at the cost of the individual.

Given its virtual environment, JIU is unable to provide onsite counseling or treatment options; however, there are many resources available to help anyone avoid or recover from abusive alcohol or drug use. Within the local community, help is available from hospitals, churches and private or public organizations. Visiting or calling these organizations is the best way to find the one that fits individual needs. Directory information, a telephone book, online searching and recommendations from friends or professionals are the quickest ways to connect with these resources. Additionally, at a national level there are many organizations dedicated to providing information and suggestions on these issues. Links, web addresses and phone numbers to some of these organizations are:

- **Substance Abuse & Mental Health Services Administration** - An agency of the Department of Health & Human Services providing information online regarding abuse and treatment programs.  
 General Address: <http://www.samhsa.gov>  
 Specific Address for Treatment Programs: <http://findtreatment.samhsa.gov>  
 Phone Number to SAMSA: 800.729.6686
- **National Institute on Drug Abuse** - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.  
 General Link/Address: <http://www.nida.nih.gov>  
 Phone Number: 310.443.1124
- **Addiction Recovery** - General site describing various secular and non-secular approaches to treatment.  
 Link/Address: <http://www.addictionrecoveryguide.org>