

STUDENT HANDBOOK



Jones International University®

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JIU Student Handbook

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Undergraduate and Graduate Programs

School of Business

School of Education



Jones International University

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David Leasure, PhD
President

A Message from the President

Welcome to Jones International University

As the first fully online, accredited university, we are committed to making learning more accessible and convenient for adult learners like you. We seek to reduce the barriers of time and distance to serve a diverse group of students located across the globe. Instead of attending a physical classroom at a fixed time and place, you will use the Internet and World Wide Web for interacting with your professors and other classmates.

Highly qualified, learning-centered professors will assist you. Jones International University courses are designed and taught by leaders in the fields of business, telecommunications, team effectiveness, business administration, education, information technology, and business communication.

You will gain practical knowledge that may be applied immediately, both on the job and in other areas of your life. You will achieve a real sense of accomplishment. You will find the learning process to be an exciting and rewarding experience.

This Handbook is your resource. However, should you require further information, assistance is only a phone call or email away. Let us know how we may assist you in reaching your educational goals.

David E. Leasure, PhD
President
Jones International University

About Jones International University

Mission Statement

JIU, an institution of higher learning, engages with adult learners to inspire and empower them to accomplish their educational goals, lead richer lives, and shape the futures of their organizations and communities. JIU is committed to fulfilling this mission by:

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

Values

We strive each day to be the first choice in online education. We approach our commitment to excellence with integrity, innovation, and resolve to ensure a customer-centered, diversified, sustainable partnership environment for all associates and constituents

Learning Philosophy

JIU academic programs are designed to serve the needs of adults 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 adult students:

- bring a strong learning foundation of personal experience and knowledge to their courses
- 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*

Values of Jones International University

Value	Explanation
Excellence	We engage in continuous self-assessment to strengthen our capacity
Integrity	We honor our commitments and treat everyone with dignity and respect
Innovation	We constantly look ahead to find new and creative solutions
Customer-centered Engagement	We strive to serve individual needs through collaboration and engagement
Diversity	We embrace a mix of cultures, customs, and viewpoints and work diligently to create a harmonious community
Partnership	We act to build long-lasting relationships
Compassion	We promote a caring environment
Empowerment	We encourage everyone to explore opportunities and foster changes that will enrich their lives and improve the success of our organization
Urgency	We take immediate action in everything we do to provide exemplary service to our associates and constituents

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
- design a professional development strategy to formulate a career pathway leading to future success

Faculty

The JIU faculty includes Content Experts, Professors, Librarians, and Academic Associate Chairs/Chairs/Deans.

- Content Experts are acknowledged experts in their field of study, who design course content and write course Study Guides. Content Experts are the “authors” of JIU courses.
- Professors interact with students and facilitate weekly instruction using the course materials designed by Content Experts. Professors “deliver” course content and play a crucial role in translating theoretical material into real life applications. They also play an important role as student mentors and guides throughout the courses.
- Librarians interact with students to assist them in accomplishing course assignments and to develop them into effective information users. They develop the library collection to support degree programs and develop other resources to assist students.
- Academic Associate Chairs/Chairs/Deans are responsible for administration, assessment, and oversight of all JIU programs.

The JIU model enables the institution to have the very best talent available to deliver the highest quality courses to students.

Learning Experience

JIU has created a unique environment designed for a student’s success that includes the following features.

- **True flexibility.** Courses are asynchronous and available 24 hours a day, 7 days a week. Students can attend school when it is most convenient to them.
- **100% Web-based.** Students are never required to travel to on-campus meetings or seminars, and online studies employ commonly available software.
- **Students control the pace.** Full-time graduate students generally take two courses per term but may double up to complete their degree more quickly. Undergraduate students decide whether to be half-, three-quarter-, or full-time by taking two to four courses per term.
- **Real-world, current, and relevant curriculum.** Industry advisory boards and internationally recognized content experts ensure that courses have what students need to succeed in a fast-paced professional environment.
- **Experienced professors.** JIU professors are carefully selected for their professional experience and academic credentials. They have passed JIU’s rigorous certification program and place student success first.
- **Personal attention.** Upon enrollment in a JIU degree program, students are given the name and direct-dial telephone number of their personal Academic Service Counselor (ASC), who will assist them with all of their questions and concerns as a JIU student.
- **Federal Student Aid.** Eligible students can take advantage of a variety of grant and low-interest loan programs.
- **Prior learning accepted.** Graduate students may receive up to nine graduate credits for prior learning in combination with transfer credits. Undergraduate students may receive credit for up to fifteen hours of prior learning and transfer credit up to 90 credits.

Accreditation

JIU is accredited by The Higher Learning Commission and a member of the North Central Association. The Higher Learning Commission is a regional, accrediting body recognized by the United States Department of Education. In 1999, Jones International University became the first wholly online university to receive regional accreditation.

Accreditation evaluation is a rigorous process that is guided by a defined set of evaluation criteria established by the Higher Learning Commission. This includes numerous stages of team evaluation with onsite peer review and team evaluation visitations.

For more information on JIU's accreditation, contact The Higher Learning Commission at:

30 North LaSalle Street
Suite 2400
Chicago, Illinois 60602-2504 U.S.A.
1.800.621.7440 (U.S.A. only) +1.303.263.7662 (outside the United States)
www.ncahigherlearningcommission.org

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 President, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, U.S.A.

General Overview

Enrollment Options

JIU encourages students to develop individual educational paths to achieve their educational goals. Students can delve into subjects that have special relevance to their current work situations, personal concerns, or career goals. It is advisable that students take courses for credit if they are considering enrolling in a degree program.

Degree Programs

JIU offers the Bachelor of Arts in Business Communication (BABC), the Bachelor of Business Administration (BBA), Master of Arts in Business Communication (MABC), Master of Business Administration (MBA), and Master of Education (MEd) degree programs across two schools, the School of Business and the School of Education. Students who have questions about particular degree programs or concerns about the application process should contact an Admissions Counselor at studentservices@jonesinternational.edu or 1.800.811.5663 (U.S. only) or +1.303.784.8904 (internationally).

Certificate Programs

Students may register in any course or set of courses for a certificate with acceptance into a Certificate Program. Some certificate courses include 300- and 400-level courses that are designed for students with some undergraduate college experience and 500- and 600-level courses which are geared toward students who have finished their undergraduate work. Students who have concerns about their preparedness for a JIU course, should contact an Admissions Counselor at studentservices@jonesinternational.edu or 1.800.811.5663 (U.S. only) or +1.303.784.8904 (internationally).

Upon completion of all courses required for the certificate, a certificate will be automatically issued. All certificates should be completed within one year from the student's enrollment date. Financial aid is not available to these students.

Individual Course(s) Program

Students may choose to enroll into an Individual Course(s) program as a non-degree seeking student. These students are allowed to take a maximum of three courses. If, after this point, a student wishes to continue taking courses, s/he must enroll into a certificate or degree program. Financial aid is not available to these students.

Course Operations and Related Services

Academic Calendar

Courses are offered exclusively online in instructor-facilitated, eight-week formats (though for certain programs, courses are offered in 16-week formats). Courses are available beginning the first Sunday of each month.

Student Support and Advising

Upon enrollment in a degree program, students are assigned an Academic Services Counselor (ASC). The ASC can assist a student in assessing their academic goals and formulating an individualized degree plan. Students should also contact their ASC for help in choosing courses, understanding program requirements, Capstones, policies and procedures, and coordinating interaction with professors. Students should work with their ASC on any issues related to their progress and success in the programs. Students may contact the Academic Service Center at studentservices@jonesinternational.edu or 1-800-811-5663 (U.S. only) or +1-303-784-8904 (internationally).

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. 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 program bulletin, 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 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

Professor Introductions

On or shortly before the first day of class, professors 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 professors within the first three days of the course, students should contact their ASC.

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.

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.

Career Resources

JIU offers professional and career development resources through the JIU Total Professional™ Seminar. The Total Professional™ includes professional content for career planning and management, access to certified career counselors for individual, synchronous career planning, an ePortfolio in which students are required to archive designated career development exercises and examples of exemplary course work and access to interactive professional development resources via bulletin boards and a blog. These initiatives are supported by the Office of Career Development Resources. careerservices@international.edu

Powered by the Jones e-global library, JIU makes additional career resources, information, and materials available to students. New career resources are highlighted and recommendations updated regularly to assist students in their ability to access current information for professional planning and research. Materials may also be recommended for suppliers other than the JIU bookstore and, in such cases, students will be directed appropriately.

Disability Services

JIU is committed to ensuring disabled applicants and students appropriate access to its educational programs and services. To that end, JIU has appointed a Disability Services Specialist whose responsibility is to assist applicants and students who have documented disabilities, as defined by applicable law, obtain the assistance they may need to participate fully in JIU's educational programs.

Applicants and students who may need accommodations should complete the online Disability Notification and Accommodation Request form located at <https://www.jonesinternational.edu/forms/accomodationRequest/>.

For specific information, please refer to the Handbook of Policies Procedures for Learners with Disabilities located at <http://www.jonesinternational.edu/pdf/content/disabilitiesHandbook.pdf>, or contact the Disability Services Specialist at disabilities@international.edu.

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 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 at http://www.jiu.edu/admissions/financial_aid/federal-student-aid/index.php. Applicants or students who wish to apply for Federal Student Aid 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 303-784-8058 or email at jiu@finaidhelpdesk.com.

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 or by phone at 1-800-5663 ext. 8299.

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 professors and students. For current technology requirements, please visit 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 1-888-560-4951 (U.S. and Canada) or +1-416-494-6622 (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.

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 both in its online and physical campus. 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.

JIU Campus Crime Statistics

Report of Criminal Offences	2006	2005	2004	2003
<i>Crimes</i>				
Criminal Homicide				
Murder and Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offences				
Forcible Sex Offenses	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	1	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<i>Arrests</i>				
Liquor Law Violations (excluding DUI)	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Violations	0	0	0	0

Admission Requirements

Admission requirements for each degree program are found in the program bulletins and on the JIU website. JIU encourages qualified students from all cultural, racial, religious, ethnic, and other groups to apply for admission to degree programs. See JIU's Nondiscrimination, Diversity, and Affirmative Action statements in this student handbook for more information.

Applicants must apply for admission via JIU's online applicant portal at www.jiu.edu. Through the applicant portal, applicants will complete an online application and pay the US\$50 application fee. Depending on the program to which an applicant is applying for admission, additional requirements may be requested. To learn more about the application requirements for each program, contact the Admissions Center.

Applicants have three months to complete an application for admission to JIU. After three months, all incomplete applications are considered to be expired. Applicants also have the option to withdraw their application at any time. Any applicant with an expired or withdrawn application must re-apply if they wish to reengage in the application process.

Admission Decisions

Offer of Admission

After all application materials have been received and the application decision has been made, applicants are offered full admission, conditional admission, early admission, or are denied admission. The admission decision is communicated to the applicant via email.

Full Admission

The applicant is offered full admission to JIU as a result of having met all admission requirements. Admitted students must start their program by the start date chosen by the student during the application process.

Conditional Admission

Students who do not meet JIU's GPA admission criteria may be conditionally enrolled into a degree program. Students who are conditionally enrolled must start their program by the start date chosen by the student during the application process. Conditionally admitted students are given two terms in which they must take a minimum of two courses. If a student does not complete at least two courses during the two terms, s/he will be dismissed from JIU. If at the end of the second term or second course, whichever comes first, the student's GPA does not meet the condition assigned at the time of admission, that student will be dismissed from JIU. All academic policies apply to conditionally admitted students.

Early Admission – Bachelor or Arts

JIU offers an Early Admission Program that allows a second year junior college student in his/her final term of enrollment before conferment of his/her associate degree to apply for early admission into JIU's undergraduate completion degree program, the Bachelor of Arts in Business Communication. The prospective student must submit an application along with a transcript request release form for the college/university s/he is currently attending. The official transcript received at JIU must reflect a minimum 2.0 cumulative grade point average and show that the student is in fact enrolled in his/her final semester before conferment of an associate degree. Applicants meeting the above criteria for early admission will be accepted on a conditional status. The conditional status will be lifted upon receipt of an official transcript that validates degree conferment. Students accepted under the Early Admission Program must start their program by the start date chosen by the student during the application process.

Early Admission – Graduate Programs

JIU offers an Early Admission Program that allows a fourth year college student in his/her final term of enrollment before conferment of a bachelor's degree to apply for early admission into one of JIU's graduate programs. The prospective student must submit an application along with the transcript request release form for the college/university s/he is currently attending. The official transcript received at JIU must reflect a

minimum 2.5 cumulative grade point average and show that the student is in fact enrolled in his/her final semester before conferment of a bachelor degree. Applicants meeting the above criteria for early admission will be accepted on a conditional status. The conditional status will be lifted upon receipt of an official transcript that validates degree conferment. Students accepted under the Early Admission Program must start their program by the start date chosen by the student during the application process.

Denial of 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 JIU Registrar at 303-784-8048 or registrar@international.edu.

International Applicants

Applicants with international credentials must have a course-by-course evaluation of their transcripts evaluated as an equivalent of U.S. credits. JIU accepts evaluations provided by:

- Office of International Education Services, American Association of Collegiate Registrar and Admission Officers (AACRAO)
- Educational Credential Evaluators (ECE)
- World Education Services (WES)

If the academic records are in a language other than English, an English translation is required that is as close to word-for-word as possible. The translation has to include the translator's full name, address, signature and any additional contact information.

English Language Proficiency

Students enrolled in the English-based programs must demonstrate a level of English language proficiency. Applicants from countries where English is not the primary language spoken and applicants whose native language is not English must demonstrate English language proficiency by providing one of the following:

- Evidence of having scored at least 550 on the paper-based Test of English as a Foreign Language (TOEFL) or at least 213 on the computerized exam. The JIU school code for TOEFL is 8341.
- A certificate indicating successful completion of an intermediate English as a Second Language (ESL) course.
- Evidence of having successfully completed four consecutive years of secondary education or higher in which the language of instruction was English.
- Evidence of having completed 12 semester hours, with at least a C (70%) average, at a post-secondary institution at which English was the language of instruction.

Transfer of Credit

JIU accepts transfer of college credits according to the following policies. The following kinds of credits qualify for transfer:

- Credits earned at institutions accredited by an accrediting agency recognized by the U.S. Department of Education.
- Military and corporate training approved by the American Council on Education (ACE).
- Credits earned through specific national exams such as CLEP, DANTES, and ACE/PEP.
- International credentials evaluated by either Educational Credential Evaluators (ECE), the American Association of Collegiate Registrars and Admission Officers (AACRAO), or World Education Services.
- Credits from institutions that have specific articulation agreements with JIU.
- The Bachelor of Business Administration (BBA) program also accepts Advanced Placement (AP) courses or exams, and SATII language exams. *See the Bachelor of Business Administration bulletin for details.*

All transfer credits are granted only if they are applicable to the student's selected degree program.

The final decision to accept credits belongs to the Registrar. Students who have earned credit at other institutions are responsible for ensuring that the courses they register for at JIU do not duplicate any previously earned credit.

Grade Requirements/Grade Transfer

Graduate and undergraduate credit transfers require a course grade of C or higher.

Courses transferred to JIU will not be used in calculating a student's JIU CGPA but will be used in calculating a financial aid student's 150% maximum timeframe (See Satisfactory Academic Progress).

Semester v. Quarter v. Unit Hours

Students are awarded the same number of hours for which they received credit at the school of origin. If the school operates on semester hours these transfer to JIU as semester hours. If the school operates on quarter hours, transferable hours will be multiplied by two-thirds to convert them to semester hours. Credits from schools that operate on unit systems or other types of credit systems will also be converted to semester hours.

Transfer Limits

There is no time limit on the coursework accepted for credit transfer. Students in graduate programs may transfer up to nine (9) graduate credits. This maximum is cumulative for credit transfer and credit for prior learning (see *Credit for Prior Learning* section below.)

Undergraduate programs require a combined total of 120 credit hours from all sources, including transfer credit, credit for prior learning, and JIU course completions. Students must take thirty (30) credit hours at JIU in order to earn an undergraduate degree. The thirty credit hours can be a combination of 15 credit hours through Credit for Prior Learning and 15 credits of JIU courses. Students in undergraduate programs may transfer up to 90 credits from qualified institutions. JIU's BA in Business Communication (BABC) is a degree completion program covering the last two years, or final 60 credit hours, of a four-year, 120 credit hour degree. Students applying to a degree completion program transfer their associate degree (AA, AS, or AAS) for 60 credits.

When a course has been repeated at another institution, only the most recent course and grade will be transferred and posted to the student's academic record, unless the course is designated in the institution's catalog as "may be repeated for credit."

JIU is unable to accept transfer credit hours from remedial or developmental courses, vocational or technical courses, or courses or degrees obtained from non-qualified institutions.

Official Transcript Requirement

Official transcripts from the institution where educational credit was granted are used for all transfer of credits. Transcripts must be sent directly from the college or university to the Admissions Office at Jones International University for review. JIU is prepared to assist students in this effort.

International transcripts must be translated to English and officially evaluated by an external agency (see the program bulletin).

Transfer credit evaluations completed before the review of final, official transcripts are tentative and are for advising purposes only.

Credit by Examination

Specific CLEP, DANTES, or ACT/PEP/Excelsior College exams can be transferred into JIU undergraduate programs and toward some graduate program prerequisites. Test scores must be submitted directly to Admissions at Jones International University.

JIU's BBA program also accepts AP courses and exams. See the JIU web page for AP transfer tables. Additionally, see the BBA bulletin or program web pages for details regarding how AP or SATII exams may be used for credit transfer toward this program's foreign language requirement.

Credits earned at another accredited school through that school's test-out examinations can be transferred to JIU programs. However, all credits earned through examination need to match JIU curriculum requirements.

All credits earned by examination are subject to limitation of the number of credits allowed to be transferred and become part of the transfer allowance.

There is no time limit on examination credits accepted by JIU.

Military Transfer of Credit

Each of the military services has developed methods for documenting military training that the American Council on Education (ACE) has evaluated for college credit.

Army

The Army uses the Army/American Council on Education Registry Transcript Service (AARTS) for documenting military training. Students interested in obtaining an "institutional copy" of their AARTS transcript for admission to JIU must complete a DA Form 5454-R, Request for Army/American Council on Education Registry Transcript. Once completed, the form should be faxed to (913) 684-2011, DSN 552-2011, or mailed to: AARTS Operation Center, 415 McPherson Avenue, Fort Leavenworth, KS, 66027-1373 or email at aarts@leavenworth.army.mil.

Navy/Marines

The Navy uses the Sailor/Marine American Council on Education Registry Transcript (SMART) for documenting military training for all active duty Sailors/Marines and for those who have separated or retired after October 1, 1999. Students who are not eligible for a SMART must submit a DD Form 214, Certificate of Release or Discharge from Active Duty, or a DD Form 295, Application for Evaluation of Learning Experiences during Military Service, to obtain credit for military training.

Students may request an "institutional copy" of their SMART for admission to JIU through the installation Navy College Office or Marine Corps Education Center at SMART Operations Center, 6490 Saufley Field Road, Pensacola, FL 32509-5204 or email at ncc@cnet.navy.mil.

Air Force

The Air Force uses the Community College of the Air Force (CCAF) transcript for documenting all college credit-worthy training received. Air Force enlisted personnel should complete an AF Form 2099, Request for Community College of the Air Force Transcript, at the base education office and have the transcript sent directly to their Military Enrollment Advisor (transcripts sent directly to students are unofficial copies and will be stamped "Issued to Student"). Students who are not located near an Air Force Base can send a written transcript request including their full name, Social Security Account Number, current address including ZIP Code, and their Military Enrollment Advisor's address. The letter must include the student's original signature because that is the legal authorization for CCAF to release a transcript. Since the Southern Association of Colleges and Schools (SACS) regionally accredit CCAF, the Office of Admissions will evaluate the transcript just like any other transfer credits would be evaluated.

Coast Guard

The Coast Guard uses the Coast Guard Transcript for documenting all college credit-worthy training received. Before students can request a Coast Guard Transcript, they must first have completed a Coast Guard Institute (CGI) Form 1560/04e, Educational Assessment Worksheet at SMART Operations Center, 6490 Saufley Field Road, Pensacola, FL 32509-5204 or email at ncc@cnet.navy.mil.

Service members are eligible to take CLEP or DANTES examinations at no charge through an approved military installation.

Credit for Prior Learning

Students who wish to have their personal and professional experiences assessed for equivalence to university-level learning can compile a Learning Portfolio. This portfolio contains detailed evidence of learning outcomes, supporting documentation, essays, and descriptions of personal and professional experience. Prior learning documented by the portfolio must match the learning outcomes for specific JIU courses.

CPL is available to both undergraduate and graduate students with the following limitations:

For undergraduate degrees, a maximum of 15 credit hours (equivalent to five JIU courses) can be awarded through CPL. Fifteen credit hours is the cumulative maximum for both lower and upper-level credits. These credits can be earned in addition to the 90 credit-hour maximum transferable from another university or received by examination. A maximum of 105 undergraduate credit hours can be earned toward a JIU degree through credit transfer and CPL.

For graduate programs, a maximum of nine credit hours (equivalent of three JIU courses) can be awarded for prior learning. Nine credit hours is the cumulative maximum for credit transfer and CPL. The graduate level CPL portfolio should include original work products, such as business projects, publications, and reports. It also may include scholarly works such as articles, formal presentations, or other work that constitutes primary and direct evidence of the student's academic achievements. Graduate credit will be granted only for demonstrated learning at a level substantially above the baccalaureate level, and never for the work or life experience alone.

JIU cannot accept CPL credits awarded by another institution unless these are a part of a completed degree awarded by a given institution. Students who have previously completed a CPL course at another institution are encouraged to submit a Portfolio of Learning Experiences to be reviewed by JIU.

CPL can also be awarded for training received from training programs with which JIU has articulation agreements. For more information about credit transfer policies, please contact the JIU Admissions Office at admissions@international.edu.

University Policies – Administrative and Academic

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.

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.

When using the Internet and other communication technologies to interact with other students, professors, 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.

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, professor, or JIU 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, instructor, 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. 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 by appropriate authorities to be acting in an irreparable or unlawful manner.

Messages submitted to the Forum discussions during a course become the property of Jones International University®, Ltd. Students should assume that all messages posted are available to the rest of the class and the general public, unless marked as private. 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 that makes learning harder for others. 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:

- irrelevant to the topic under discussion
- unclear or misleading
- vulgar or suggestive
- rants, diatribes, and temper tantrums

The professor or JIU administrator may remove inappropriate messages. 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 professors 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. 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 the professor for each course.

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.

Complaints regarding violations of the code of conduct are to be directed to the Academic Chair/Dean. The Academic Chair/Dean may:

- request formally that an unwanted behavior or process be stopped;
- remove a person who is not abiding by the code of conduct from the course and/or from the program;
- remove offensive remarks or materials from public access.
- take such other action as s/he determines appropriate under the circumstances

Appeals to decisions can be directed to the JIU President using standard grievance procedures.

Intellectual Honesty and Academic Misconduct

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.

If violation of any of the following policies is suspected or discovered, professors are required to notify a student's Department Chair/Dean for a given program. The Department Chair/Dean should request explanation from the student regarding the reasons for violating JIU's Intellectual Honesty and Academic Misconduct policies. Depending on the response of the student, the professor and the Department Chair/Dean shall decide what actions need to be taken. Ultimately, violation of these policies may result in the student's dismissal and/or appropriate legal action being taken.

Students found to be in violation of the following policies will be informed in writing about any decisions related to their cases. Students should use the grievance procedure (see Grievance Procedures) to question decisions made by the professors, Dean/Department Chair, or other JIU personnel.

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.

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 instructor; 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 instructor 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, grade report, 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.

Evaluations and Student Feedback

JIU conducts evaluation of all policies, procedures, and all aspects of the delivery and content of its programs. It is part of the students’ responsibilities to assist in this process by providing feedback on course surveys at the end of each course and periodically through surveys, interviews, or other communication. JIU uses this information for the improvement of processes and products to better serve students.

In addition to responding to JIU initiated surveys and interviews, all students are strongly encouraged to provide feedback about any issue or concern they may have. Feedback can be directed to JIU professors, Academic Service Counselors, Academic Associate Chairs/Chairs/Deans, or the President. Please see the Who to Call For Help and Help Available Online in the JIU student portal for more contact information.

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. Under the Act, students (or parents or legal guardians, if a student is under 18) have the right to

- inspect and review a student’s education records;
- request an amendment to a student’s education records, if s/he believes they are inaccurate, misleading, or otherwise violate his/her privacy rights;

- consent to disclosures of personal information from a student's education records, unless the Act authorizes disclosure without the student's consent; and
- file a complaint with the Family Policy Compliance Office of the U.S. Department of Education if a student believes JIU has not complied with the Act.

Right to Inspect and Review

With certain limited exceptions (set forth in the Act), students have the right to inspect and review their education records at JIU's corporate office in Centennial, Colorado, or to request copies of them if it would be inconvenient to come to the office.

Education records are the records maintained by JIU that relate directly to a current or former student, including student applications, transcripts obtained from other schools, course schedules, and grades.

Education records do not include:

- information contained in the private files of JIU faculty and staff, that is used only as a personal memory aid and is not accessible or revealed to any other person except a temporary substitute for person who created the record;
- the records of JIU's law enforcement unit;
- information in JIU's employee records about a student employee, unless the student's employment was contingent on his or her student status;
- medical and psychological records made, used and disclosed only for providing treatment purposes; or
- records that only contain information about an individual after s/he is no longer a JIU student.

If a student wishes to review or obtain copies of his/her education records, s/he (or a parent or legal guardian if s/he is under 18) must submit a written request by fax to the Registrar at +1.303.784.8547 or by postal mail to the Registrar, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, USA. The request must include the student's name and contact information, a description of the records s/he would like to review, and the address to which s/he would like JIU to send any copies s/he requests. For a student's protection, JIU may ask for additional information to verify his/her identity. JIU does not charge for locating a student's records, but it does reserve the right to charge for photocopying as permitted under the Act. JIU will respond to a student's request within a reasonable period of time and, in any case, not more than 45 days after it has received the request.

There are some limited circumstances under which JIU may deny a student access to his/her education records. For example, a student will not be permitted to review financial records, including his/her parents' financial information, nor will s/he be permitted to review confidential letters, or statements of recommendation if s/he has waived his/her right to inspect and review those letters or statements.

Right to Amend Education Records

If a student believes that his/her education records are inaccurate, misleading, or otherwise in violation of his/her rights under the Act, s/he (or a parent or legal guardian, if s/he is under 18) have the right to ask JIU to amend his/her education records. Note, however, that the Act does *not* provide a right to challenge grades, except to correct a grade that was inaccurately recorded.

To challenge information in a student's records, s/he (or a parent or legal guardian if s/he is under 18) must submit a written, signed request for amendment to the Registrar, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, USA. The request must describe the record s/he wants to have amended, the amendment s/he requests, and the reason for the amendment. The student should also provide contact information, in case JIU needs more information. JIU will respond to a student's request within a reasonable period of time. If JIU decides not to amend the record, it will explain why. If a student disagrees with its decision, s/he may request a hearing.

To request a hearing, a student (or his/her parent or legal guardian if s/he is under 18) must submit a written, signed request for a hearing to the Registrar, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, USA. JIU will schedule a student's hearing within a reasonable period of time.

For the student's convenience, s/he may request that the hearing be conducted in person, via telephone, or by other electronic means. The student (or his/her parent or legal guardian) may present evidence, and s/he may

be represented by anyone s/he chooses, including an attorney, at his/her own expense. The hearing will be conducted by a JIU official who does not have an interest in the outcome. JIU will notify the student in writing of its decision within a reasonable period of time and provide a summary of the evidence and the reasons for its decision.

A student may appeal the hearing officer's decision to the President of JIU, but only if s/he does so in writing and within ten days after s/he receives the hearing officer's decision. To appeal the hearing official's decision, the student (or his/her parent or legal guardian if s/he is under 18) must submit a written, signed request to the Registrar, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, USA. The Registrar will forward the student's request to the President. The President will consider the student's appeal and render a decision within a reasonable period of time. The decision of the President represents JIU's final decision.

If, as a result of the hearing (or the student's appeal to the President), JIU decides that the information in a student's education record is not inaccurate, misleading, or otherwise in violation of his/her rights under the Act, s/he (or his/her parent or guardian if s/he is under 18) has the right to place a statement in the record commenting on the contested information in the record or stating why s/he disagrees with JIU's decision, or both. If the student chooses to place a statement in the record, JIU will maintain his/her statement as part of the record for as long as it maintains the record. JIU will disclose the student's statement whenever it discloses the portion of the record to which it pertains.

Right to Consent to Disclosure of Education Records

Except as provided in the Act, and except for "directory information," before JIU will disclose any part of a student's education records to a third party, s/he (or, if s/he are under 18, his/her parent or legal guardian) must provide JIU with a signed, written release specifying which records may be disclosed, the purposes of the disclosure, and to whom the records may be disclosed. At the student's request (or at the request of his/her parent or legal guardian, if s/he is under 18), JIU will provide the student (or his/her parent or legal guardian) with a copy of the records it disclosed at the student's request.

Under the Act, JIU may disclose directory information without the student's consent, unless s/he specifically asks us not to. For example, JIU may publish directory information in a student directory, a yearbook or the program for a graduation ceremony or provide directory information in response to inquiries and requests.

JIU defines the following categories of personal information as "directory information":

- name
- email address
- business and home addresses
- business and home telephone numbers
- program of study and degree specialization
- participation in officially recognized JIU activities
- dates of attendance
- enrollment status (part-time or full-time/current or inactive)
- class status (freshman, sophomore, junior, or senior/undergraduate or graduate)
- expected graduation date
- graduation date
- degrees granted, including any honors or awards
- most recent previous school or institution attended
- picture (photograph) and/or audio or video clip

If a current student does not want JIU to classify any information about him/her as "directory information," s/he must notify JIU by completing, signing, and submitting a Directory Information Request Form. The student's request will ordinarily be processed within 10 days. The request will only apply prospectively; it will not affect previously released information. The student may change his/her direction at any time by submitting another Directory Information Request Form.

The Act identifies a number of situations in which JIU may disclose a student's education records without his/her prior consent. For example, JIU may disclose relevant parts of a student's education records to "JIU officials" it has determined to have a "legitimate educational interest" in reviewing those parts of his/her records. "JIU officials" are JIU employees in academic, administrative, support or supervisory positions; members of JIU's Board of Directors; and individuals and companies who provide services to JIU and who need access to education records to perform those services, such as its attorneys, auditors, and collection agencies. JIU officials have a "legitimate educational interest" if they need to review an education record to perform their responsibilities as JIU officials.

Right to File a Complaint

If a student believes JIU has violated the Act, s/he is encouraged to immediately notify the President of JIU by email at dleasure@international.edu or by letter addressed to Office of the President, Jones International University, 9697 East Mineral Avenue, Centennial, Colorado 80112, USA. The President will promptly review all allegations of noncompliance.

Students also have the right to file a written complaint with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920. The complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of the Act has occurred. Unless the Office extends the time limit for good cause, the complaint must be submitted to the Office within 180 days of the date the alleged violation occurred or of the date the student knew or reasonably should have known of the alleged violation.

Questions About FERPA

If students have questions about their rights under the Act, please contact our FERPA Compliance Officer at registrar@international.edu or by calling +1.303.784.8048. Additional information about FERPA is available at <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>.

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.

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 or 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."

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.

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 JIU disciplinary action, up to and including dismissal or separation, pursuant to JIU's policies and procedures. 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 U.S. Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.

General Address: <http://www.samhsa.gov>

Specific Address for Treatment Programs: <http://findtreatment.samhsa.gov>

Phone Number to SAMSA: 1.800.729.6686

About.com Substance Abuse - Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction.

National Institute on Drug Abuse.

General Link/Address: <http://www.nida.nih.gov>

Specific Link/Address on Club Drugs: <http://www.clubdrugs.org>

Phone Number: +1.310.443.1124

Link/Address: <http://www.addictionrecoveryguide.org> (general site describing various secular and non secular approaches to treatment)

Grievances

JIU will handle complaints through a grievance procedure. All complaints will be handled promptly with sensitivity. Any student who has an academic complaint should follow the Grievance Procedure outlined below.

Mediation Process

The mediation process provides students with a procedure in which a mutually accepted agreement between both parties involved can be reached.

The following steps should be taken:

1. A written complaint must be submitted by email to JIURegistrar@international.edu within one month of 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, and
 - Relief sought by the complainant
2. A university official 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.

All mediation results are final. A written record of the mediation process will be kept on file.

Investigation Process

In such cases where a resolution cannot be solved by mediation, the complaint will be directed to JIU's President (or designate) for review and investigation. During the investigation process, both the complainant and the accused parties will submit facts and names of witnesses to be interviewed. Upon completion of the investigation, a written report will be produced, which will provide details of the findings, recommended actions, or decisions. JIU's President's decision is final.

Please be advised that JIU must share summary information about all formal, written complaints with its accrediting agency, the Higher Learning Commission, and a member of the North Central Association. 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.

Enrollment and Registration Policies

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 professor 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 by the Friday prior to the final week of the course. No reason for the change will need to be given. Students must make a formal request to the Registrar Office (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 Friday of the second 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 JIU Registrar (registrar@international.edu) and to the professor who will document that assignments are up-to-date.

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. 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.

An academic year is two terms, or 32 weeks. This designation is important for students who receive financial aid as they will be packaged for the whole academic year but will receive disbursements for one term at a time.

Registration Status

Registration status for undergraduate and graduate students is shown in the chart that follows. Note that graduate students are subject to slightly different standards. 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 receive loans. Students not receiving Federal Student Aid are not required to maintain half-time status.

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

Registration Status

	Per Term		Per Academic Year	
	Undergraduate	Graduate	Undergraduate	Graduate
Full Time	12	6	24	12
Three Quarter Time	9		18	9
Half Time	6	3	12	6
Less Than Half Time	3		6	3

At the beginning of each term, students are required to register for all courses within that term based on their chosen registration status. For example, a half-time undergraduate student will register for two courses (6 credit hours) prior to the start of their term. The two courses could have two different start dates, but registration for the two courses must be completed before the term begins. See Examples A-D that follow for possible course registration arrangements within a term structure.

Illustration of Half Time Graduate Registration

Example A – Graduate 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	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1 st Course 3 cr hours				2 nd Course 3 cr hours				3 rd Course 3 cr hours				4 th Course 3 cr hours			

Example B – Graduate 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	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo	Mo
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1 st Course 3 cr hours				2 nd Course 3 cr hours				3 rd Course 3 cr hours				4 th Course 3 cr hours			

Illustration of Half Time Undergraduate Registration

Example C – 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 st Course 3 cr hours		2 nd Course 3 cr hours		3 rd Course 3 cr hours		4 th Course 3 cr hours		5 th Course 3 cr hours		6 th Course 3 cr hours		7 th Course 3 cr hours		8 th Course 3 cr hours	

Example D – Undergraduate 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 st Course 3 cr hours		2 nd Course 3 cr hours		3 rd Course 3 cr hours				5 th Course 3 cr hours				7 th Course 3 cr hours			
				4 th Course 3 cr hours						6 th Course 3 cr hours				8 th Course 3 cr hours	

Most courses are 8 weeks in length. Courses begin the first Sunday of every month; therefore there are 12 different course start dates within a calendar 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 4th month of their term if that course overlaps into the next term).

Degree Completion Timeframes

For students to complete their degrees in a timely manner, they must adhere to JIU's continuous enrollment policy. Additionally, financial aid students are limited to receiving aid for up to 150% of a degree program's total required credits (See Standard Academic Progress Policy).

Matriculation

When students apply to a JIU program, they are required to choose a start date. During the application process, there are three start dates available to students beginning with the next available term start opportunity. Enrolled students who do not register for or attend a JIU course on their start date will be considered non-starters – students who never matriculated in their program. 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.

If students wish to request a new start date upon admission, they may do so by contacting their Admissions Counselor. After admission, if students need to change their start date, they may do so only once by submitting a completed Start Date Change Request Form to their AC or ASC prior to the census date of the course that begins on their original start date (see Attendance Policy). The student will indicate on the form what his/her revised start date will be, but is limited to selecting one of the next two available start opportunities.

Attendance

JIU student participation in online discussions and projects are part of JIU teaching and learning models. Substantive and frequent interaction helps students to solidify and extend learning. All students are required to actively participate in and contribute to course discussions.

JIU will confirm attendance as of the “census date.” The census date is the first Saturday of a course, up to 11:59 p.m. Mountain Time. Attendance in the first week of the course is determined by active participation in a discussion forum. If the student is unable to post to the forum, the student may also establish attendance by contacting the course professor and Academic Services Counselor within the first week.

Students who do not attend a course by the census date will be administratively dropped from the course and receive a 100% tuition refund for that course. The course will not show on the transcript or count as an attempted course. A student may appeal for re-entry into the course to the Registrar, who will grant the request if the course can be successfully completed after student re-entry. The student must submit this request by Wednesday, up to 11:59 p.m. Mountain Time of the second week of the course.

Continuous Enrollment

JIU students are required to maintain continuous enrollment. Continuous enrollment is achieved by attending a minimum of one course per term. If a student determines that s/he needs to sit out for a term, s/he must submit a Voluntary Leave form (See Voluntary Leave). If a longer period of absence is required, students will need to work directly with their Academic Services Counselor. If a student fails to meet continuous enrollment requirements, that student will be dismissed from JIU. If the student wishes to be re-entered into their degree program at a later date, s/he may contact their ASC.

Voluntary Leave

If a student finds it necessary to sit out for a term, the student must submit a Voluntary Leave request form to remain in compliance with JIU’s continuous enrollment policy. Under extraordinary circumstances, the voluntary leave may be extended to include the student’s subsequent term at the discretion of the ASC Manager. Students will not be granted a voluntary leave for more than two consecutive terms. Students who are conditionally admitted are not eligible to request a voluntary leave until after their conditions have been met. If a student does not return from a voluntary leave and fails to notify JIU, the student will be dismissed from JIU.

Students receiving financial aid should be aware that their grace period for loan repayment is NOT deferred when taking voluntary leave. A student’s grace period begins as soon as voluntary leave is taken. A student must reapply for financial aid at the end of his/her voluntary leave period.

Newly enrolled students who have not started their program cannot request a voluntary leave (See Matriculation Policy). See the chart below for an illustration of voluntary leave.

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

Higher Education Relief Opportunities for Students Act of 2003

The Higher Education Relief Opportunities for Students Act of 2003 grants specific waiver authority in response to a war, military operation, or national emergency. In accordance with the Act, JIU offers the following accommodations to students.

Military Students

JIU offers the following accommodations to students who experience an interruption in their coursework due to military service:

- Students who experience an interruption in their coursework due to their military commitment will be allowed an extended Military Leave of Absence. If at the time the Military Leave of Absence is granted the student needs to drop or unregister from courses, s/he will be offered a full refund of tuition and fees paid for those courses. The refund will be granted at the time the course is dropped. Students who need a Military Leave of Absence and/or need to drop a course(s) must contact their ASC.
- Students must submit documentation at the time an extended Military Leave of Action is requested as proof of an interruption in their coursework.
- Students will be given the option of receiving an Incomplete grade at no cost for any courses in which they were registered when they were affected by their military duties. Students must have completed at least half of their coursework in order to request the Incomplete. Students must coordinate with their professor and the JIU Registrar for approval to complete their coursework outside of the 4 week timeframe typically given for Incompletes.
- Students will not incur any financial, academic, or administrative penalties while on a Military Leave of Absence.

Students Affected by National Emergency

JIU provides the following accommodations to students who experience an interruption in their coursework due to a national emergency or disaster:

- Students who experience an interruption in their coursework due to a national emergency or disaster will be allowed an extended Leave of Absence. If at the time the Leave of Absence is granted the student needs to drop or unregister from courses, s/he will be offered a full refund of tuition and fees paid. The refund will be granted at the time the course is dropped. Students who need an extended Leave of Absence need to contact their ASC.
- Students who do not feel they need an extended Leave of Absence but do feel they need to drop course(s) in their current term due to a national emergency or disaster will receive a full refund of tuition and fees.
- Students will also be given the option of receiving an Incomplete grade at no cost for any courses in which they were registered when they were affected by the national emergency or disaster. Students must have completed at least half of their coursework in order to request the Incomplete. Students must coordinate with their professor and the JIU Registrar for approval to complete their coursework outside of the 4 week timeframe typically given for Incompletes.
- Students will not incur any financial, academic, or administrative penalties while on an extended Leave of Absence due to national emergency or disaster.

Satisfactory Academic Progress

JIU requires all students to make satisfactory progress in their academic programs. Satisfactory academic progress (SAP) is evaluated on the basis of cumulative grade point average (CGPA) and cumulative credit hour completion. To maintain satisfactory academic progress, students must meet minimum requirements for both measures.

Undergraduate Programs

Undergraduate students must maintain a cumulative grade point average (CGPA) of 2.0 or better. Additionally, an undergraduate student must complete at least 70% of all attempted JIU credit hours. A course that a student retains beyond the 100% refund period is considered attempted (See Tuition Refund Policy). The completion rate is calculated by dividing JIU completed credit hours by JIU attempted credit hours (example: 6 completed of 12 attempted = completion rate 50%). Transfer credit and credit for prior learning are not included in this calculation.

- Attempted hours include drops, incompletes, or failures.
- 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. A student can repeat a course once if the grade received the first time is less than a C. Course repeat credit hours are limited to 15 hours per student per program. GPA calculations will only include the most favorable grade.

Furthermore, undergraduate students will not be eligible to receive financial aid for any courses that exceed 150% of the undergraduate program requirements as described in their catalog. For example, an undergraduate student is limited to receiving financial aid for attempting 180 credits hours in a 120 credit hour program. Transfer credits accepted towards the degree program will be included in the number of credits eligible for the 150% requirement.

Graduate Programs

Graduate students must maintain a cumulative grade point average (CGPA) of 2.5 or better. Additionally, a graduate student must complete at least 70% of all attempted JIU credit hours. A course that a student retains beyond the 100% refund period is considered attempted. The completion rate is calculated by dividing JIU completed credit hours by JIU attempted credit hours (example: 6 completed of 12 attempted = completion rate 50%). Transfer credit and credit for prior learning are not included in this calculation.

- Attempted hours include drops, incompletes, or failures.
- 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. A student can repeat a course once if the grade received the first time is less than a C. Course repeat credit hours are limited to 9 hours per student per program. GPA calculations will only include the most favorable grade.

Furthermore, graduate students will not be eligible for Federal Student Aid for any courses that exceed 150% of the graduate program requirements as described in their catalog. For example, a Master of Education student is limited to receiving Federal Student Aid for attempting 54 credits in a 36 credit hour program. Transfer credits accepted towards the degree program will be included in the number of credits eligible for the 150% requirement.

Evaluation of Academic Progress

Academic progress is measured at the end of each term. Students must meet the minimum requirements for both CGPA and completion rate in order to maintain satisfactory academic progress. If at the time SAP is measured a student fails to meet SAP requirements the student will be placed on SAP Probation. All probationary status changes will be communicated to the student via email and letter. The probationary period is defined as the student's next term. See Stages of Academic Probation chart for an illustration of the three levels of probation and the impact to the student at each level.

A student's SAP status may change only following terms during which the student is registered for one or more courses. Thus, a student's SAP status will not change following a term of academic inactivity (eg., students on voluntary leave). The student's current probation status remains on record until there is academic activity for evaluation. When evaluation shows that a student on SAP probation meets the SAP requirements, all restrictions are removed and financial aid will be reinstated if applicable. Students failing to show continuous enrollment without requesting a voluntary leave may be academically dismissed from JIU. Students who have been dismissed 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.

SAP 1 students with Incomplete grades at the time SAP is measured will not be eligible to receive aid during their next term as an accurate measure of that student's GPA will not be available. When the Incomplete grade is remedied, SAP can be measured and financial aid reinstated if applicable. SAP 2 students with Incomplete grades at the time SAP is measured will be allowed to register for the next term's courses, however, if when the Incomplete grade is remedied and SAP is failed, that student will be unregistered from all courses and dismissed from JIU.

Financial aid students approaching the 150% maximum timeframe limits will be notified when they exceed 100% of total attempted credits as compared to the total number of credit hours required for the degree program. A student who is academically in good standing but reaches the 150% maximum timeframe will automatically be moved to an SAP 2 status and will not be eligible to receive financial aid.

Stages of Academic Probation

Probation Status	Impact to Student
SAP 1	Student is still eligible to receive financial aid if applicable, but must meet SAP requirements or be moved to SAP 2.
SAP2	Student is no longer eligible to receive financial aid, but may appeal for reinstatement of aid, if applicable. Student must meet SAP requirements or be moved to SAP 3.
SAP 3	Student is academically dismissed from JIU. Student may appeal dismissal.

Appeals

Any student at SAP 2 (denied financial aid) or SAP 3 (academically dismissed from JIU) who can prove special circumstances pertaining to his/her case may appeal the probation. The student may submit an appeal packet to the JIU Registrar within 7 days of the date JIU notifies the student of loss of aid eligibility or academic dismissal. The appeal packet will consist of a cover form, a signed and dated letter explaining the circumstances that resulted in a SAP 2 or SAP 3 probation status, a plan for completing his/her degree program, and when appropriate, documentation of the mitigating circumstances. The Appeals Committee will review the appeal and the decision will be conveyed to the student within 7 calendar days of the date JIU receives the appeal.

If a SAP 2 student loses financial aid eligibility and his/her appeal to reinstate is denied, or the SAP 2 student chooses not to appeal his/her denial, the student may continue to register for courses at his/her own expense (if the student is attending a course at the time of denial, payment for that course is due within three days of denial notification or else the student will be dropped from the course). Conversely, if a SAP 2 student loses financial aid eligibility and his/her appeal to reinstate is approved, the student will be placed in SAP 1 probation and financial aid eligibility will be reinstated. If a SAP 3 student is being dismissed and their appeal is denied, they will be withdrawn from all current course registrations, if applicable, and dismissed from JIU. Conversely, if a SAP 3 student is being dismissed and their appeal is approved, that student will be placed in a SAP 2 probationary status and will be allowed to take courses.

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 professor's expectations and defined course requirements, which include both course preparation and assignments.

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:

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

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

Add the total of the grade point averages and credit hours.

$$12 + 9 = 21$$

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 JIU 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 JIU 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 professor 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.

Honors

Students at the undergraduate and graduate 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)

Grade Value Summary

Grade	Definition	Grade Points	Counts as Attempted	Count as Earned
A	Honors	4	YES	YES
B	High Pass	3	YES	YES
C	Pass	2	YES	YES
D	Low Pass (Bachelor only)	1	YES	YES
U	Unsatisfactory	0	YES	NO
S	Satisfactory		YES	NO
ADR	Administrative Drop		NO	NO
DRW1	Student initiated drop during the first week of class		NO	NO
SC	Student initiated drop after the first week of class		YES	NO
I	Incomplete		YES	NO
N	Audit		NO	NO
CP	Credit for Prior Learning Portfolio		YES	YES
TR	Transfer Credit		YES	NO
P	Pass		YES	NO
F	Fail		YES	NO

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. Students can repeat a course once if the grade received the first time is less than a C. Although both the original and repeat course will be on the student's transcript, the GPA calculation will only include the most favorable grade.

Requesting an Incomplete

If unable to complete the requirements of a course by the end of the course, a student may request an "Incomplete" in place of a final grade. Incompletes are only granted upon approval of the professor.

All students requesting an Incomplete will be assessed a US\$100.00 service fee by JIU. Students should submit requests no later than the last day of the course. At the time of request, students must have one-half of their course assignments completed in order to qualify for an Incomplete.

The following steps outline the procedure for requesting and clearing an Incomplete:

1. The student contacts their professor by telephone or email to determine if requesting an Incomplete is an appropriate course of action.
2. The student initiates a Request for Incomplete and sends it to the professor. The professor must sign the form and forward it to the JIU Registrar no later than the last day of the course.
3. The student sends a fee of US\$100 to JIU. If the fee is not paid, continued access to the course will be denied.

All coursework must be completed within 4 weeks after the end of the course to receive a final grade for the course. If the coursework is not completed by the deadline, the Incomplete will be automatically replaced by a grade of Unsatisfactory (U).

The final grade assigned by the professor must be submitted by the deadline specified in the Academic Calendar (located on the JIU student portal). An additional extension of the Incomplete is possible for extenuating circumstances, but not encouraged or necessarily approved. Students should contact their professor if they need such an extension.

Grade Reports

A grade report is mailed to students approximately two weeks after the end of each course. Grade reports are confidential and are only released to those authorized to receive them.

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 professor involved will submit a Grade Change Form to the Registrar. If approved, this change will be entered in the student's academic record, and the student and professor will be notified of the action (See Grievance policy for more options).

Course Drops

From time to time, it is necessary for a student to drop a course. When it is necessary to do so, 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 (See Requesting an Incomplete, Registering for Non-Credit, or Pass/Fail options). Questions regarding course drops should be directed to an Academic Services Counselor.

Students may drop a course at any time up to and including the Saturday before the eighth week. 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 all course requirements. If a student drops a course after the first 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 in the first week, a status of DRW1 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, e.g., when drop results in less than half-time registration. Additionally, course drops can impact a student's SAP status.

Students may unregister courses before registration close via the student portal, but if a student needs to drop a course after it has already started, s/he must contact his/her ASC. As soon as the decision to drop a course has been made, the student should complete and submit the Course Drop Form to the Registrar's office. This form is located in the student portal under Resource Center > Student Forms or may be found in the student's Document Center. The Registrar will perform the course drop as of the date the Course Drop Form is received at JIU.

Change of Program

Students may change their enrolled program without having to reapply or pay another application fee (this includes moving from an Individual Course program or Certificate program to a Degree program). Students are cautioned that not all completed credits may apply to their new program, and that this change could potentially affect any Financial Aid received. To help students make this decision, they are requested to fill out a Change of Program Request Form and submit it to the Registrar. The Registrar will do a preliminary evaluation of how the student's existing credits apply to the proposed new program and any other implications of the program change. After discussing this with the Registrar, students may then decide whether or not to officially change their program.

Withdrawal from Program

Students who wish to withdraw from a JIU program are required to submit a Withdrawal from Program Request form to their Academic Service Counselor. The form can be found in the Resource Center in the student portal. The date the form is received by JIU is the date of the program withdrawal. Any outstanding balances at the time of withdrawal require payment in full.

Dismissal from 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. Any outstanding balances at the time of dismissal require payment in full.

Dismissals

Dismissal Type	Policy/Reason	Conditions for Return	Contact
Disenrollment	Conditional Admission	Eligible to reapply for admission when all required documents are submitted.	Registrar
	Satisfactory Academic Progress	Eligible to reapply for admission one year after dismissal.	Admission Center
	Continuous Enrollment and Matriculation	Students may request re-entry within one year of dismissal. If after one year, student must reapply for admission.	Registrar
	Financial Hold	Eligible for re-entry when account is paid in full.	Student Accounts
Suspension	Code of Conduct	Dependent on conditions specified at the time of the suspension by the university official(s) assigning the suspension.	Registrar
	Intellectual Honesty and Academic Misconduct		
Expulsion	Code of Conduct	Not eligible for re-entry to the university.	
	Intellectual Honesty and Academic Misconduct		

Re-entry to Program

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 Registrar. Students who wish to return to JIU in excess of one year from their withdrawal/dismissal date must re-apply for admission. The Registrar will determine, in conjunction with the Department Chair/Dean, whether the student may be re-entered into a JIU program. Many factors can impact this decision, such as whether the student wants to pursue the same program, how much time has passed, and how much a given program may have changed since the student was originally accepted and enrolled in a program.

Multiple Specializations

Students may earn multiple specializations within a degree. All specializations earned will be listed on the transcript and diploma. Each time a new specialization is earned, a new diploma may be ordered listing all specializations.

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 in May of each year. 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 bulletin. All undergraduate programs require a minimum cumulative GPA of 2.0, and all graduate programs require a minimum cumulative GPA of 2.5. To meet the program requirements, students should take the courses listed in the current bulletin for their program and specialization. Substitutions to meet special circumstances are possible, but must be approved by the Registrar.

In addition to completing all courses, maintaining a sufficient grade-point average, and satisfactory completion rate, students matriculated January 8, 2007 or later are required to meet each of the institutional and program objectives. Most objectives are established in the normal completion of coursework. Career Portfolio Requirements are outlined for students in the Total Professional™ Seminar. If any of the outcomes are not met, the student will be notified and graduation will be delayed until this requirement is met.

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 bulletin, 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 Academic Services Counselor will approve a degree completion plan if program requirements change.

Transcripts and Diplomas

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

1. All financial obligations to JIU must be satisfied.
2. 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.

3. A Transcript Request Form, along with the transcript fee of US\$15.00 per transcript (student can enter credit card information on the form or mail a check), should be faxed to +1.303.784.8547 or mailed to JIU.
4. A Graduation Request Form, along with the US\$100 graduation fee (student can enter credit card information on the form or mail a check), should be faxed to +1.303.784.8547 or mailed to JIU.
5. 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 +1.303.784.8547 or mailed to JIU.
6. 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 +1.303.784.8547 or mailed to JIU.

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

Name Change Request

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

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

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.

Financial Policies

Financial Aid

JIU provides access to Federal Student Aid and other alternative loan sources for students who wish to seek assistance in funding their education. To learn more about financial aid, contact the financial aid office at jiu@finaidhelpdesk.com or 303-784-8058.

Federal Student Aid

JIU provides its students access to the following Federal Student Aid loan and grant programs:

- Direct Stafford Loan (subsidized)—The Department of Education pays the interest on this loan while students are in school and during grace and deferment periods.
- Direct Stafford Loan (unsubsidized)—Students are responsible for the interest accruing on this loan for the life of the loan.
- Direct PLUS Loan—This loan is available only to the parents of dependent, undergraduate students.
- Federal Pell Grant—A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students.

To be eligible for Federal Student Aid, students must be enrolled in a JIU degree program.

FSA Return of Funds

If a student receives Title IV financial aid – Pell Grant or Direct Loans – and withdraws completely, they are subject to the federal Return of Title IV Funds policy. According to this federal policy, students earn financial aid on the basis of the portion of the term they complete. JIU also earns a portion of the financial aid.

Aid that is determined to be unearned by the student and/or JIU due to withdrawal must be returned to the appropriate Title IV financial aid program. If students are subject to Return of Title IV funds, the Financial Aid Office will contact them in writing and inform them of the changes to their financial aid under this policy, as well as the amount of any balance owed to JIU after unearned aid has been deducted from their account. The amount of aid a student must return often includes a portion of a previously received stipend check.

Satisfactory Academic Progress

To remain eligible for FSA, students must make satisfactory academic progress during their enrollment at JIU. In compliance with federal regulations, JIU has established policies for all students regarding satisfactory progress, academic progress review, academic probation, denial, and appeals. These policies are explained in the University Policies section of this student handbook.

Veteran's Affairs Educational Benefits

Veterans, active servicepersons, reservists, dependents, and survivors of veterans of the Armed Forces may qualify for financial assistance under the Montgomery GI Bill, the Dependents' Educational Assistance Program, and the Veteran's Educational Assistance Program. To determine eligibility for VA educational benefits, students should visit the Department of Veterans Affairs website at <http://www.gibill.va.gov/> or call the Veteran's Education Office 1.888.442.4551.

Once eligibility status has been determined, students should submit the proper forms to JIU for processing. To receive a formal decision from VA, students must file a claim for benefits and be registered in specific courses in a JIU degree program. The amount of educational assistance students receive is based on their full- or part-time registration status in undergraduate or graduate degrees.

SLM Financial Loans/ Career Training Loans

JIU offers Career Training Loans SM, a financial assistance program with SLM Financial Corporation, a Sallie Mae company. This cost-effective program has fast approval processing, high acceptance rates, and secured

and unsecured options. The Career Training Loan is available to individuals who are U.S. citizens, U.S. nationals, or permanent residents and have demonstrated credit-worthiness.

Wells Fargo Education Connection Loan

The Wells Fargo Education Connection Loan is for students seeking a degree, multi-course certificate, or license. Students make no payments while in school. This loan is open to graduate and undergraduate students who are U.S. citizens, U.S. nationals, or permanent residents who have demonstrated credit worthiness.

Payment Options

Although students are required to register for all courses in a term prior to the start of each term, payment for each course is not due until the registration close date of the course. Each student who registers at JIU can select from one of the following payment types:

1. Financial Aid
2. Paid in Full
3. Two-Part Payment
4. Tuition Assistance

Students who fail to pay for their course(s) by the due date (registration close date) by one of the methods listed above will be unregistered from the course(s).

Financial Aid

Students who pay for their courses with financial aid will indicate this payment method when registering for courses. Students must first post attendance in their term before financial aid monies are received at JIU. If applicable, excess funds stipends will be mailed to students within 4-6 weeks of the term start date. 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.

Paid in Full

Students who wish to pay for their courses in full at the time of registration will do so by selecting credit card as their method of payment when registering for courses. JIU accepts Visa, MasterCard, American Express, and Discover.

Two-Part Payment

Students who wish to split their tuition charges into two separate payments will do so by selecting two-part payment as their method of payment when registering for courses.

The first payment (50% of tuition and technology fees) is charged to the student's credit card on the due date of the course. Additionally, the student is required to submit a promissory note for the second half of the amount to JIU by the course due date. The second payment (the remaining 50% of tuition and technology fees) will be charged to the student's credit card 30 days after the course starts. There is a deferral fee for two-part payment arrangements that must be paid in full with the first payment. This option is not available to international students.

Tuition Assistance

Tuition assistance is available to students whose tuition and fees are 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. JIU will invoice the third party for the remaining balance.

Tuition Refund Policy

Depending on when a student drops a course, they may be eligible to receive a tuition refund. The following is JIU's tuition refund schedule:

Timing of Course Drop	Charge Adjustment
Week 1	100% of tuition *
Week 2	60% of tuition *
Week 3	40% of tuition *
Week 4 +	No charge adjustment

** Fees are non-refundable.*

After the charge adjustment is determined, Student Accounts will determine if the student is due a refund. The refund is based on the original tuition charge, the charge adjustment, and how much the student paid prior to dropping the course(s).

International Students

JIU conducts its business operations using US Dollars as its base currency. For international students, all refunds will be issued using the exchange rate at the time the refund is made, not the exchange rate at the time payment was made. Additionally, international students are encouraged to check with their local taxing authority to determine if JIU is an eligible institution for the purposes of tuition tax credits.