

## JACKSON STATE UNIVERSITY - COLLEGE OF BUSINESS

### STUDENT SUCCESS MEASURES...A REVIEW OF SELECT UNDERGRADUATE POLICIES AND PROCEDURES

The following represents a brief review of some of the academic policies in the College of Business. The review is based on many of the questions that students ask throughout the semesters. This is not meant to be a complete listing of policies. For a detailed review, students must consult the Jackson State University Undergraduate Catalog as well as College of Business documents. Students must also see their Faculty Advisor and Department Chairs for detailed information on all policies and procedures in the College of Business.

#### **Student Responsibilities**

Students are held responsible for knowing policies and procedures and for adhering to them. **NOTE: Not knowing a policy does not constitute an exception to any of the policies.**

#### **Earning a Degree in the College of Business**

Students must complete 121.0 credit hours, following the business curriculum. However, students who opt to take HE 101, Concepts of Health (3.0), instead of the two, 1.0 credit hour 100-level physical education activity courses, must complete a minimum of 122.0 credit hours.

#### **Academic Advising**

Students are required to meet with their Faculty Advisor prior to each registration period and are encouraged to schedule regular conferences with their Faculty Advisor to discuss academic program planning, degree progress, etc. Students are expected to update their degree plan and keep it current.

#### **Verification of Academic Schedule, Adding and Dropping Courses**

Students are responsible for verifying the accuracy of their academic schedule each semester. Students must make course add and drop decisions in advance of the published deadlines. Students should realize that schedule changes may affect their financial status.

#### **University Success Courses for Business Majors**

First Year freshman business majors and business transfer students with less than 12.0 hours must take BIZ 101 (1.0) and BIZ 102 (1.0).

#### **Course Sequencing**

Students must take courses in the proper sequence. Prerequisites must be completed before advancing to a course for which a prerequisite is required.

#### **Undergraduate English Proficiency Exam**

The Undergraduate English Proficiency Exam (UEPE) is a graduation requirement for all students. The exam is graded as pass or fail. It is administered to sophomores and juniors who have completed ENG 104, ENG 105, ENG 205. Students who do not pass the UEPE must enroll in ENG 399, Functional Writing (3.0), a developmental course that does not count toward graduation.

#### **Foreign Language Requirement**

Students are required to take 6.0 credit hours of a single foreign language. Students who met the foreign language requirement in high school must take an additional 6.0 credit hours of non-business electives in order to satisfy minimum curriculum requirements. **NOTE:** The high school proficiency credit must be shown on the student's official Jackson State University academic transcript.

#### **Minimum GPA Requirements**

Students are required to earn a cumulative academic average of not less than 2.0 in three categories: (1) **\*Overall**, 2.0 (all courses taken at JSU); (2) **\*Business Courses**, 2.0 (all business courses required in the curriculum. (3) **\*Major**, 2.0 (all courses that constitute the major.) **\*NOTE:** When qualifying for graduation, the student must have met the 2.0 GPA requirements in each category at the end of the semester **prior** to the semester that the student applies for graduation. **NOTE:** Transfer course grades are not used in calculating Jackson State University grade point averages.

#### **College of Business Residency Requirement**

All students (first time freshman and transfer students) must complete, in residence, not less than half of the credit hours which fulfill the

combined College core and the major requirements (33.0 credit hours). Also, the student must complete the final semester's course work in residence at Jackson State University.

#### **College of Business Undergraduate Capstone Course**

Students must take the undergraduate capstone course, MNGT 458, Strategic Management, at the Jackson State University College of Business. The course cannot be transferred in or taken at another institution. Students must take all prerequisites before enrolling in MNGT 458.

#### **Major Field Test in Business**

As a graduation requirement, all students are required to take the Major Field Test in Business which tests students on their understanding of concepts, principles, and relationships covered in the core business courses. The exam is administered in the capstone course, MNGT 458, and it counts as a test score in that course.

#### **Community Service Hours Requirement**

Students who enrolled beginning with the 2010 Fall Semester must complete community service hours. Students who enrolled as a first-time freshman must complete 120 community service hours. Transfer students are required to complete 60 hours of community service.

#### **Additional Transfer Information**

The College of Business does not accept for credit: (1) Remedial or developmental courses. (2) Courses in which the grades earned are less than "C" (2.0). (3) Courses from community/junior colleges to transfer as a junior or senior level course. (4) Courses designed specifically for technical and vocational career programs such as business computer applications, keyboarding courses, bookkeeping, records management, business and office technology courses, etc.

A maximum of 60.0 credit hours will be allowed from a community/junior college toward degree requirements (subject to approval).

After earning 60 semester hours from any accredited institution, a student may not take additional courses at a community/junior college and have them applied toward a degree from Jackson State University.

A maximum of 88.0 credit hours is transferable from an accredited four year institution (subject to approval).

Transfer courses must be posted on the student's JSU academic transcript before he/she can be given credit for them.

#### **Double Majors in the College of Business**

Students may apply for a second major in the College of Business. Students should see their Faculty Advisor for specific guidelines.

#### **Applying for Graduation**

Students must meet with their Faculty Advisor to determine graduation eligibility. If students meet degree requirements, the Faculty Advisor will issue the student a Graduation PIN Number. Students must then apply for graduation before the deadline. **NOTE:** Students who do not meet degree requirements by the deadline will not be issued a Graduation PIN Number, will not be allowed to apply for graduation, and will not participate in commencement.

Students with incomplete grades will not be approved for graduation.

Upon applying for graduation, students must complete the graduating student exit documents.

Students who meet degree requirements will be allowed to participate in commencement.