

English Version

Addendum to the 2024-2025 University Student Catalog

The Jala University Catalog Addendum for 2024 - 2025 is a summary of policy changes. For the 2024-2025 academic year, the changes reflected in this addendum is effective immediately. Please use information contained here as the most accurate and up-to-date catalog information regarding courses and programs.

Addition and Changes to Admission Criteria pg. 11

Candidates applying to our Portuguese and Spanish programs must be considered "college-ready" and capable of studying in these languages, aspects that will be evaluated during the admissions process. Additionally, they must submit their Certificate of Higher Secondary Studies or Baccalaureate, along with any other necessary documentation for university enrollment. A three-month deadline is given to submit outstanding documentation, which may be extended in exceptional cases upon submission of a formal justification and commitment letter to the admissions department.

Addition to the English for Specific Purposes for Software Engineers Certificate Program (ESP) Pg. 20

Program Expectations

The English for Specific Purposes for Software Engineers (ESP) Certificate Program is a concurrently enrolled, non-credit earning, required certificate, taken with the Commercial Software Engineering Degree program. All students must successfully complete the ESP Certificate program to meet the criteria for graduation. Poor academic performance in the ESP program could directly impact overall scholarship eligibility. A student may not repeat a failed singular ESP course or lab more than two times. If a student fails a singular ESP course or lab three times, he/she will be dismissed from the ESP certificate program, and concurrently, dismissed from their degree program, and could lose scholarship eligibility.

It is very important that students attend all ESP courses and labs and complete each successfully.

Addition of Identity Verification and Proctorio Policy

Student Identity Verification Policy

Students are responsible for providing their complete and true identity information for all identification verification processes. Each student at Jala University is assigned a unique username and password. All users of the university systems student information system (SIS) and LMS are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. It is against university policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for all activity on their accounts.

Proctored Examinations

All online exams that are not deemed open book exams use the university electronic proctoring system, Proctorio. The proctoring tool implementation safeguards the integrity of course exams which is essential to protecting the value of Jala University degree programs. The proctoring tool allows the university: 1) to manage the lockdown of browsers, by removing accessibility to certain functionality while taking the test, 2) confirm student ID verification, through samples of photo identification and face recognition of the test-taker, and 3) provides the recordings of each user test attempt, everything in compliance with FERPA. After the exam is submitted, the institution can review the recordings or the summary reports. Faculty and students are provided with Proctorio training tools before exams are delivered. All examinations are given online in Canvas. Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the Jala University's identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support student integrity and academic honesty.

Addition to Dismissal Pg. 34

- A student fails a total of five (5) or more classes during the first two module of their first term of attendance.
- A student who does not meet the minimum Standards of Satisfactory Academic Progress (CGPA 2.0 ROP 67%) after SAP probation.
- A student may not repeat a failed singular ESP course or lab more than two times. If a student fails a singular ESP course or lab three times, he/she will be dismissed from the ESP certificate program, and concurrently, dismissed from their degree program, and could lose scholarship eligibility.
- A student has three or more documented cheating or plagiarism incidents.

Addition to the Code of Conduct Pg. 36

Student Rights (bullet 1)

- Students will receive a syllabus which outlines the expectations of the course on or before the first day of class available in the Canvas course shell. Violation of published course expectations and/or policies can be subject to disciplinary action.

Addition to Academic Honesty Pg. 36-37

Academic Honesty

Students at Jala University are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience Jala University establishes clear standards for student work.

In any presentation - creative, artistic, or research - it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action, including, but not limited to receiving a zero for a specific course assignment, receiving a zero for the course, or other disciplinary actions up to dismissal from the university.

Cheating includes but is not necessarily limited to:

- Plagiarism
- Submission of work that is not the student's own for papers, assignments, or exams.
- Submission or use of falsified data.
- Use of an alternate, stand-in, or proxy during an examination.
- It is against university policy for a user to share their university username and password or allow others to use their school account to access the LMS, Proctorio or other school related systems.
- Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
- Theft of or unauthorized access to an exam.
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment before or during an examination.
- Communicating with other individuals (student or non-student) via WhatsApp or other social media platforms during a proctored quiz or exam.

Effective Date

The information contained in this addendum complements or replaces information found in the 2024-2025 University Student Catalog. The following changes reflect current information about Jala University and are effective July 1, 2024, unless otherwise noted.