

October 2025 Addendum to the 2025-2026 University Student Catalog

The Jala University Catalog Third Addendum for 2025-2026 is a summary of policy and academic program changes. For the 2025-2026 academic year, the changes reflected in this addendum are effective immediately. Please use information contained here as the most accurate and up-to-date catalog information regarding courses and programs.

Course Description Corrections

Course Name:	Research Project I			Category	Internship
Code:	CSRP-471	Pre-Requisite:	Successful Completion of all Program Courses	Credit hours:	4
Description:	This course is the first in a three-course internship sequence (CSRP 471, 472, 484). Students are placed in supervised professional software engineering settings where they apply theory, research, and practice to real-world projects. Students are expected to demonstrate technical competency, professional collaboration, and reflective learning.				

Course Name:	Research Project II			Category	Internship
Code:	CSRP-472	Pre-Requisite:	CSRP-471	Credit hours:	4
Description:	This course builds upon the foundation established in CSRP 471, advancing students' professional software engineering skills within their internship placement. Students continue to work on their assigned employer project, taking on increased responsibility and independence. Emphasis is placed on applying advanced technical skills, strengthening professional communication, and demonstrating the ability to contribute to project progress at a higher level.				

Course Name:	Research Project III			Category	Internship
Code:	CSRP-484	Pre-Requisite:	CSRP-472	Credit hours:	4
Description:	The final course in the internship sequence serves as the Capstone of the professional internship experience. Students should demonstrate full integration into professional workflows, deliver advanced technical contributions, and critically evaluate their readiness to transition into the				

	software engineering workforce. The Final Technical Demo Capstone Project represents the culmination of the internship process, emphasizing the importance of applied software engineering practice and showcases professional growth and industry readiness.
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Policy Revisions

Attendance Monitoring Policy for ESP Students pgs. 22-23

- **Change:** Absences of more than 40% of total sessions = Withdraw Fail (WF) grade to
Absences equal to or greater than 40% of total sessions = Withdraw Fail (WF) grade.

Attendance Policy and Excused Absence Criteria – Procedure Attendance Monitoring pg. 33

- **Change:** Absences of more than 40% of total sessions = Withdraw Fail (WF) grade to
Absences equal to or greater than 40% of total sessions = Withdraw Fail (WF) grade.

Corresponding Course Grade Breakdown pg. 22

- **Change:** Absences of more than 40% of total sessions = Withdraw Fail (WF) grade to
Absences equal to or greater than 40% of total sessions = Withdraw Fail (WF) grade.

Excused Absences pgs. 33-34

- **Revised Policy:** If a student misses 2 or more consecutive days (up to 5 days) and has a documented extenuating circumstance the student may apply for consideration of an excused absence for an attendance change. Not all documented extenuating circumstances will be approved for an excused absence. Approved excused absences are not counted against mandatory attendance requirements. At the same time, the excused absence does not relieve a student from their responsibility for completing any course work assigned during their absence. Faculty may take appropriate action if the student fails to satisfactorily complete any alternative assignment or examination.

Students must submit the Attendance Change Form within 5-days of university absences. After 5-days an attendance change will be decided on a case-by-case basis. No excused absence requests will be accepted after the last Friday of WK7 of an 8-week course or Friday WK9 of a 10-week course.

Extenuating circumstances for consideration for an excused absence include:

- Documented internet connectivity outage
- Serious student illness, injury, hospitalization, pregnancy
- Death of an immediate family member (parent, spouse, sibling)
- Jury duty or other government obligation
- Legal citation/court appearance
- Interruption of internet connectivity

- Extreme personal life emergency (life altering/life threatening)
- Force Majeure
- *Religious observance (this is an exception to the minimum 2 day)
- *Authorized University Activities (this is an exception to the minimum 2 day)

Note: the following reasons are not eligible for Excused Absences

- Short term illness (less than 2 days)
- Doctor appointments or personal appointments
- Work related conflicts

Leave of Absence Policy pg. 35

- **Current verbiage:** A leave of absence may only be from the first day of the following term, and students cannot return from a leave of absence in the middle of a term
- **Revised verbiage:** A student must be active with continuous enrollment for one academic year, or two full terms, to be eligible for consideration of a leave of absence. If a leave of absence is approved a student cannot return from a leave of absence in the middle of the term and will have to return at the start of the next term (Spring – January or Fall – July).

Generative Artificial Intelligence (AI) Authorized Usage and Violations of Policy pg. 40

- **Current verbiage:** Students who violate the University's AI policy twice with the use of unauthorized AI-generated or AI-enhanced code are subject to permanent dismissal from the University. Violation of the AI policy is a serious infraction of school policy and students with two violations may be dismissed without possibility of appeal or re-entry and permanently banned from the University.
- **Revised verbiage:** Students who violate the University's AI policy **three times** with the use of unauthorized AI-generated or AI-enhanced code are subject to permanent dismissal from the University. Violation of the AI policy is a serious infraction of school policy and students with **three** violations may be dismissed without possibility of appeal or re-entry and permanently banned from the University

Added Policies

Code of Conduct pg. 39

- **Add to Student Expectations:** 7. Follow classroom Professionalism Guidelines as published in Canvas and Course Syllabi

AI Bot Usage Policy:

The use of AI-powered bots (e.g., ChatGPT, Notion AI, Otter.ai, etc.) is subject to university guidelines on academic integrity, privacy, and classroom participation.

AI bots are **not permitted** for notetaking or transcription purposes during synchronous course sessions, including Masterclasses and Labs. This restriction is in place to protect participant privacy, maintain academic engagement, and uphold course integrity.

Violations of this policy may be addressed in accordance with the university's student code of conduct procedures.

Camera Policy:

To foster an interactive online learning environment, students are expected to keep their cameras on during synchronous classes held via Microsoft Teams and Meetpoint. This includes lectures, lab sessions, group discussions, and presentations.

Policy Guidelines:

- **Camera Use Required:** Cameras must remain on unless otherwise directed.
- **Respectful Presence:** Students should use virtual backgrounds if necessary to minimize distractions.
- **Participation & Attendance:** Instructors may factor visual presence into attendance/engagement.
- **Presentations:** Cameras must be on for group work and presentations unless otherwise approved.
- **Professionalism:** Students must dress appropriately and maintain respectful online conduct.
- **Enforcement:** Faculty may remove students from class for noncompliance, per university classroom policy.
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Exceptions to Camera Use May Include:

- Bandwidth/connectivity issues
- Privacy/environmental concerns
- Approved Accommodations for medical or personal reasons
 - Students seeking accommodations must notify their instructor and contact Student Services at least two weeks before the start of a module.

Gender Identity and Student Records Disclaimer

The university is committed to maintaining a respectful and inclusive academic environment for all members of its community. Faculty and staff will refer to students using the name and gender information as it appears in the university's official student records system. If a student wishes to be addressed by a different name or gender, they must submit a formal request through the university's Student Records Change Process. Once the change is approved and reflected in the system, all university personnel will be expected to honor the updated information.

Course Credit Revision for Bachelor of Science Commercial Software Engineering

Course Code and Course Name	Current Credit Hours	New Credit Hours
CSSQ-231 Software Quality Engineering 1	3	2
CSSD-352 Data Science	2	3

ESP Lab Course Name Revisions

Code	Course	Credits	Category	Hours	Weeks
ESP-1	ESP 1 - Beginning English for Software Engineers I	0	Core	65	8
ESP-2	ESP 2 - Beginning English for Software Engineers II	0	Core	65	8
ESP-3	ESP 3 - Business English	0	Core	65	8
ESP-4	ESP 4 - English for Software Engineering I	0	Core	65	8
ESP-5	ESP 5 - Interview Preparation & Written Communication I	0	Core	65	8
ESP-6	ESP 6 - English for Software Engineering II	0	Core	65	8
ESP-Lab M2L2	Lab M2L2	0	Core Lab	15	8
ESP- Lab M3L1	Lab M3L1	0	Core Lab	15	8
ESP- Lab M3L2	Lab M3L2	0	Core Lab	15	8
ESP- Lab M4L1	Lab M4L1	0	Core Lab	15	8
ESP- Lab M4L2	Lab M4L2	0	Core Lab	15	8
ESP- Lab M5L2	Lab M5L2	0	Core Lab	15	8
ESP- Lab M6	Lab M6	0	Core Lab	15	8
ESP- Lab M7	Lab M7	0	Core Lab	15	8
ESP- Lab M9	Lab M9	0	Core Lab	15	8

ESP- Lab M10	Lab M10	0	Core Lab	15	8
ESP- Lab M12	Special Lab M12	0	Lab	15	8
ESP- Lab M13	Special Lab M13	0	Lab	15	8
ESP- Lab M14	Special Lab M14	0	Lab	15	8
ESP- Lab M16	Special Lab M16	0	Lab	15	8
ESP- Lab M17	Special Lab M17	0	Lab	15	8
ESP- Lab M18	Special Lab M18	0	Lab	15	8
ESP-Lab M19	Special Lab M19	0	Lab	15	8

Effective Date

The information contained in this addendum complements or replaces information found in the 2025-2026 University Student Catalog. The following changes reflect current information about Jala University and are effective October 1, 2025, unless otherwise noted.