

JOINT SPECIAL OPERATIONS UNIVERSITY



**STUDENT  
HANDBOOK  
2025**



**Joint Special Operations University is located on MacDill AFB, Tampa, FL.**



**TABLE OF CONTENTS**

# 2025

<b>About JSOU</b>	<b>2</b>
<b>Arrival and Departure</b>	<b>4</b>
<b>General Information</b>	<b>6</b>
<b>FAQs</b>	<b>15</b>
<b>Important Phone Numbers</b>	<b>16</b>
<b>MacDill Air Force Base Facilities</b>	<b>17</b>
<b>MacDill Air Force Base Map</b>	<b>17</b>
<b>Campus Map</b>	<b>18</b>

History . . . . .	2
Mission . . . . .	3
Vision . . . . .	3
Reporting Instructions . . . . .	5
Parking . . . . .	5
In-Processing . . . . .	5
Security . . . . .	5
Identification Badges . . . . .	5
Out-Processing . . . . .	5
Website . . . . .	7
Location . . . . .	7
Hours of Operation . . . . .	7
Academic Year Calendar . . . . .	7
Courses . . . . .	8
Grading Scale . . . . .	8
Transcripts . . . . .	9
Course Materials . . . . .	9
Ethical and Professional Behavior . . . . .	9
Copyright/Plagiarism . . . . .	10
Non-Attribution Policy . . . . .	10
AI . . . . .	10
Services for Students with Disabilities . . . . .	11
Student Complaints . . . . .	11
Grievance Procedures . . . . .	12
Dress Code . . . . .	12
Smoking . . . . .	12
Weapons . . . . .	12
U.S. Government Furnished Equipment . . . . .	12
USSOCOM Library . . . . .	13
Student Business Center . . . . .	13
Education Outreach Center . . . . .	13
Articulation Agreements & Academic Partnerships . . . . .	14
FAQs . . . . .	15
Important Phone Numbers . . . . .	16
MacDill AFB Facilities . . . . .	17
MacDill On-Base Lodging . . . . .	17
MacDill Recreation . . . . .	17
MacDill Services . . . . .	17
Campus Map/Directory . . . . .	18-19
Student Café . . . . .	19

**The JSOU lobby, at left, and courtyard entrance.**



## **History**

In September 2000, under the leadership of the United States Special Operations Command (USSOCOM) Commander, Army General Peter Schoomaker, the Joint Special Operations University (JSOU) was established as an institution of higher learning. Since its founding, JSOU has strived to provide the highest quality of joint special operations forces (SOF) leadership education at both the operational and strategic levels. JSOU provides resident, mobile education team (MET), distance learning (DL), and professional military education (PME) courses to the joint SOF community. University faculty members also support senior and intermediate-level PME programs and the emerging educational requirements of numerous U.S., interagency, and international organizations.



## **Mission**

JSOU prepares SOF professionals to address strategic and operational challenges, arming them with the ability to think through problems with knowledge, insight, and foresight.

## **Vision**

USSOCOM's "Think-Do Tank" – Center for Special Operations Thinking.





**The Joint Special Operations Forces Senior Enlisted Academy auditorium is just one of several lecture halls, seminar rooms and classrooms on campus.**

## **Reporting Instructions**

Students should report to JSOU 30 minutes prior to the class start time. Building doors open at 0700.

## **Parking**

Parking is available on campus in the main JSOU parking lot (north end of the building) in designated student parking spaces. The last two rows of the parking lot are reserved for staff members. All other parking is available on a first-come, first-served basis to all visitors. For those staying at base lodging, it is highly recommended that you keep your car parked in the hotel lot and walk to the JSOU campus.

## **In-Processing**

The Security Office or the instructor of record for the course will assign student identification (ID) badges at check in. All in-processing requirements will be done on the first day of class.

## **Security**

For questions about security and badging, please contact the JSOU Visitor Control Center at *jsou-vcc@socom.mil*.

## **Identification Badges**

Students and visitors are required to wear JSOU-issued ID badges displayed above the waist and visible at all times. Students must have a valid government-issued ID to receive a student badge. Students should remove and safeguard their badges while off campus.

## **Out-Processing**

On the last day of class, all students with an assigned ID badge will be required to return the badge to the instructor of record or the Security Office. Students will receive a certificate upon completion of the course.



**The USSOCOM Library is located just inside the JSOU lobby.**



**Website**

For complete course listings and general information, visit us online at <https://jsou.edu>.

**Location**

JSOU is located at 7701 Tampa Point Blvd., Bldg. 5200, MacDill Air Force Base (AFB), Tampa, FL. 33621.

**Hours of Operation**

Normal business hours are 0700-1700 (Eastern time), Monday through Friday. This includes administrative and instructional hour availability.

**ACADEMIC YEAR CALENDAR**

Academic Year Begins .....	1 Oct
Columbus Day.....	Closed
Veteran’s Day.....	Closed
Thanksgiving Day .....	Closed
Christmas Day .....	Closed
New Year’s Day.....	Closed
Martin Luther King Jr. Day.....	Closed
Presidents’ Day .....	Closed
Memorial Day.....	Closed
Juneteenth .....	Closed
National Independence Day .....	Closed
Independence Day .....	Closed
Labor Day .....	Closed
Academic Year Ends.....	30 Sept

## Resident Courses

Students are considered to be at their place of duty/work while attending resident courses. Therefore, they are expected to be on time and attend 100 percent of the course unless the instructor of record grants an exception. Exceptions are approved on a case-by-case basis. The instructor of record will determine if the student meets graduation requirements. Sick leave may be authorized when a hospital/doctor certifies a student's absence from class for incapacitation due to illness or injury. It is the student's responsibility to notify the instructor of record of any medical condition that will prevent them from attending the course. Extended absences could result in dismissal from the course.

## Blended Courses

Students in blended courses will access the distance learning portion of the course and attend the resident portion as outlined in the course syllabus. It is expected that all requirements of the online portion of the course will be met no later than the start day of the resident portion unless an earlier completion date is specified in the syllabus.

## Distance Learning Courses

A fully online course requires no physical 'seat time' at the JSOU campus (or any other course location) and generally allows students to access course materials and participate in assigned activities as their schedules permit. However, students must meet deadlines and must complete all course requirements in the time specified in the course syllabus.

### GRADING SCALE

ALL JSOU COURSES WILL BE BASED ON A  
100-POINT SCALE OR PASS/FAIL.

**90-100 = A** (Excellent)

**80-89 = B** (Good)

**70-79 = C** (Average)

**Below 70 = D** (Fail;  
deficient in meeting the task)

Pass = Above 70 percentile

Fail = Did not meet course  
requirements

## Virtual Courses

Virtual courses are offered synchronously via a commercial, NIPR, or SIPR video and audio-conferencing platforms, depending on the classification level of the course. Students and instructors meet at a

specified time during the established course period. Students must have access to the appropriate networks for classified courses, and access to commercial computer/laptop/device to access course materials and the virtual webinar, for unclassified courses.

## **Transcripts**

The information reflected on the student transcript represents the information contained in the student information system regarding the student's course completions. Official and unofficial student transcripts encompass courses taken at JSOU since the establishment of JSOU on MacDill AFB in Academic Year 2011. If a student completed a course before AY11, a transcript might not be available as the records may no longer exist. JSOU can only guarantee transcripts for courses taken since AY11; however, JSOU will attempt to assist students when feasibly possible in determining JSOU course completions prior to AY 2011.

The Student Transcript Request Form is available on the JSOU website at: [www.jsou.edu](http://www.jsou.edu). Completed transcript request forms may be sent via email to [jsouadmissions@socom.mil](mailto:jsouadmissions@socom.mil). JSOU will not release a student transcript to a third party without the consent of the student. Student transcripts will display all courses attempted and completed. Requests may take 4-6 weeks for processing.

## **Course Materials**

The course director will issue all required course materials on the first day of class.

## **Ethical and Professional Behavior**

Students are expected to adhere to the ethical and professional standards associated with their professional duties (both military and civilian) and JSOU's academic standards. Students found in violation of academic and/or professional misconduct will be subject to dismissal from the course/program they are attending and discipline from their chain of command.

## **Copyright/Plagiarism**

JSOU complies with United States copyright law (Title 17, USC), which protects the rights of authors (or the copyright holder) to control the reproduction, distribution, performance, or display of original intellectual and creative works, both published and unpublished, which have been fixed in a tangible medium. Plagiarism entails appropriating the literary composition of another, parts or passages of their writings, and/or the ideas or language of the same and intending to pass them off as the product of one's mind. An example is copying verbatim, without quotation marks, with the intent to claim the material as one's work without giving credit to the author. The intent is established based on consideration of all circumstances and evidence presented. The correct method for giving credit to a source in a written work is to use quotation marks and an accompanying footnote or citation. In the case of oral presentations, credit must be given for using or paraphrasing direct quotes. Instructors will provide students with the appropriate style guide to utilize for citing research sources. Plagiarism is grounds for dismissal from a course or program.

## **Non-Attribution Policy**

In the interest of complete, candid, and useful educational discussions, JSOU has a non-attribution policy. This means that faculty and students are not to be identified later in outside venues regarding their frank substantive comments in the classroom, including the virtual environment. The goal of free and open discussion of subjects that are challenging and fraught with controversy are vital to critical thinking and solving cutting-edge complex problems.

## **Artificial Intelligence**

The JSOU copyright and plagiarism guidance protects original and creative works, both published and unpublished, which have been fixed in tangible medium. It is unacceptable to submit generative AI as one's own work without properly marking or attributing the work to the original source. Students must properly cite generative AI in accordance with the guidelines outlined in the course syllabus. Failure to properly attribute generative AI will be considered plagiarism and is grounds for dismissal from a course or program. Students are responsible for ensuring the integrity and creditability of the information when using generative AI tools. Verify AI output with credible sources and cite the credible sources not the generative AI. Generative AI tools' methodologies used in research should be accredited and properly documented in one's work.

Students should not input Controlled Unclassified Information (CUI), personally identifiable information (PII), classified information, or any restricted information into generative AI tools.

## **Services for Students with Disabilities**

JSOU fully supports and complies with the Americans with Disabilities Act (ADA) Policy. We endeavor to provide students, employees, and the community an opportunity for success with as few deterrents as possible. We strive to create a welcoming environment and will work in good faith to provide reasonable accommodations for students with special needs.

Students are encouraged to make their instructors aware of any special accommodations they may require to be successful in their classes. Instructors have the authority to make reasonable accommodations in their classrooms. Prospective students are encouraged to contact the Admissions Department via phone at (813) 826-3586 or via email at [jsouadmissions@socom.mil](mailto:jsouadmissions@socom.mil) if assistance is required in applying for admission or registering for courses.

## **Student Complaints**

Students must discuss complaints with the responsible faculty member within three days of the occurrence of the issue. The student must bring all supporting materials (handouts, text, class notes, etc.) to this informal meeting and must be prepared to openly discuss all aspects of the complaint. In the event this meeting does not resolve the issue, the student must schedule an appointment with the Vice-Provost of Education Policy and Institutional Advancement (VP-EPIA) within a month. During this meeting, the student must present, in writing, all issues in question. To aid the VP-EPIA in rendering a fair and equitable decision, the student must be prepared to provide all supporting materials. The complaint must include information regarding the action the student is appealing and any related mitigating circumstances. The VP-EPIA will act on all student complaints and provide a written response to the student within 10 business days of receipt of the written request. JSOFSEA students will follow the student complaints process outlined in the Student Handbook.

To contact or schedule a meeting with the Vice Provost, email [socom-jsou-vp-epia-dl@socom.mil](mailto:socom-jsou-vp-epia-dl@socom.mil).



## **Grievance Procedures**

After following the above student complaint procedures, if the student is not satisfied with the decision by the VP-EPIA, the student may elect to file a written grievance with the Accrediting Council for Continuing Education and Training (ACCET) . The grievance should include all information deemed pertinent for final disposition of the matter. ACCET can be contacted at 1722 N. Street NW, Washington, DC. 20036. Telephone: (202) 955-1113.

Information/website: *[www.accet.org](http://www.accet.org)*.

## **Dress Code**

For all courses, military students may wear any official uniform combination, to include any combination of dress uniform, flight suits, or battle dress uniform. Civilian personnel should wear conservative, professional casual attire (slacks, open collar shirts, dresses, etc.). Jeans, shorts, T-shirts, athletic wear, sneakers, flip-flops, and other very casual types of attire are not authorized.

## **Smoking**

Smoking, to include smokeless tobacco, is not permitted on campus outside of the designated areas. E-cigarettes are not permitted inside the facility. Please treat e-cigarettes as a tobacco product and use them in the designated smoking areas.

## **Weapons**

The possession of weapons on base is regulated by federal law, and unless authorized, students cannot bring firearms on the installation. For more details, please contact Security Forces at (813) 828-3322.

## **U.S. Government Furnished Equipment (GFE)**

U.S. Government-owned mobile devices and computers capable of Wi-Fi connectivity (e.g., BlackBerrys, laptops, notebooks, netbooks, and tablets) are authorized on the JSOU campus per JSOU Policy 15, U.S. Government Furnished Equipment, dated 25 January 2019. However, no portable electronic devices (PED) are allowed in the sensitive compartmented information facility (SCIF), and no personal electronic devices (e.g., cell phones or smart watches) are authorized inside the building at any time.



## **USSOCOM Library**

The USSOCOM Library has the dual mission of serving as a command library to USSOCOM, TSOCs, and as an academic library to JSOU. JSOU students have access to the collection of SOF and leadership-related items, which consists of books, e-books, audio-books, videos, periodicals, and online scholarly databases. The library staff provide reference assistance and instruction and interlibrary loan services. There are commercial and NIPR computers available in the library for student use. The library online portal page can be found at [\*http://jsou.libguides.com/welcome\*](http://jsou.libguides.com/welcome).

Students are automatically assigned library access if the completion of their course requires the use of the library. If a student is not automatically assigned access, they can always request access for the duration of their course.

Students can apply for more permanent access if they are a member of USSOCOM Headquarters assigned to a TSOC. To contact the library, see the contacts page at [\*http://jsou.libguides.com/welcome\*](http://jsou.libguides.com/welcome) or email [\*jsoulibrary@socom.mil\*](mailto:jsoulibrary@socom.mil) for hours, phone numbers, and email addresses.

## **Student Business Center**

The Student Business Center has Common Access Card (CAC)-enabled computers, commercial computers, a printer, and a copier for students to use. The center is open during normal business hours. For additional services, please contact Student Services via phone at (813) 826-3586 or via email at [\*jsouadmissions@socom.mil\*](mailto:jsouadmissions@socom.mil).

## **Education Outreach Center**

The Education Outreach Center exists to support the SOF community in their efforts to further their civilian education and to enhance their professional knowledge and abilities. Our academic advisors can assist each SOF member as they navigate their educational journey and help prepare them for academic success. Specifically, the Education Outreach Center can assist students with exploring bachelor's and master's degree programs; reviewing military transcripts, college education, and experience to informally assess transferable college credit; selecting

degree programs that are compatible with professional and personal goals; developing academic roadmaps; and providing persistent, tailored academic support. The intent is that through tailored advice, more SOF enlisted personnel will achieve an educational milestone that supports the USSOCOM Commander's commitment to educating SOF. The Education Outreach Center can be reached via phone at (813) 826-4246 or via email at [education.outreach@socom.mil](mailto:education.outreach@socom.mil).

## **Articulation Agreements and Academic Partnerships**

In order to facilitate the transfer of creditable college coursework taken at JSOU to degree-granting institutions, JSOU has formal arrangements with regionally accredited colleges and universities to include Excelsior College, George Washington University, New England College, Norwich University, The University of Alaska, Bellevue University, Austin Peay State University, and the University of Charleston, WV. Reference the JSOU home page at [jsou.edu](http://jsou.edu) or contact the Education Outreach Center to obtain the most recent list of schools and agreements. Each of these schools has matched required courses in specific degree programs they offer to equivalent courses offered at JSOU. These agreements between academic institutions can expedite degree completion substantially, and students are encouraged to investigate degree options offered through these agreements.



# FAQs

## **Q HOW DO I REGISTER FOR MY COURSE(S)?**

**A** You can create your student profile and log in to your account here: **[www.jsou.edu](http://www.jsou.edu)**. Once you create a profile, two emails with your student number and password will be sent to the email addresses provided. Students must be logged into their profile to register for courses. Students must be registered via the JSOU Registration and accepted into any course requiring E-Campus access.

## **Q WHO DO I CONTACT ABOUT JSOU PROFILE CREATION AND LOG IN ISSUES?**

**A** **[JSOUadmissions@socom.mil](mailto:JSOUadmissions@socom.mil)** or (813) 826-3586.

## **Q WHO DO I CONTACT ABOUT BLACKBOARD/E-CAMPUS LOG IN ISSUES?**

**A** **[JSOU\\_blackboard@socom.mil](mailto:JSOU_blackboard@socom.mil)**

## **Q WHEN I CLICK ON A COURSE NAME ON MY JSOU PROFILE, IT DOES NOT OPEN MY COURSE, IS THE LINK BROKEN?**

**A** The link to the student's JSOU E-Campus classes will be provided upon acceptance to a course. As this is a separate location, the JSOU profile does not link to it.

## **Q WHAT DO I DO IF I BECOME SICK/REQUIRE MEDICAL ATTENTION WHILE ATTENDING CLASS?**

**A** If you are experiencing a medical emergency, call 911. If you would like to be seen at the USSOCOM Clinic, please stop by the Student Services front desk to receive instructions.

## **Q HOW DO I WITHDRAW FROM A COURSE?**

**A** Contact the Admissions Office via phone at (813) 826-3586 or via email at **[jsouadmissions@socom.mil](mailto:jsouadmissions@socom.mil)**

## **Q WHO DO I CONTACT IF I AM RUNNING LATE FOR CLASS?**

**A** Contact Student Services at (813) 826-3586.

# FAQs

**Q IF SOMEONE NEEDS TO CONTACT ME DURING THE COURSE, WHAT NUMBER SHOULD THEY CALL?**

- A** They should call Student Services at (813) 826-3586. A message will be delivered to the student as soon as possible. If there is an emergency, the student will be pulled out of class immediately.

**Q IF I NEED TO PRINT, COPY, OR ELECTRONICALLY SEND A MESSAGE, WHERE DO I GO?**

- A** Use the student computers and the printer in the Student Business Center. For additional needs, contact Student Services.

**Q HOW DO I REQUEST COLLEGE TRANSCRIPTS?**

- A** Contact the Admissions Office via phone at (813) 826-3586 or via email at [jsouadmissions@socom.mil](mailto:jsouadmissions@socom.mil) or submit an electronic request located on the [jsou.edu](http://jsou.edu) homepage under Transcript Request. Requests may take 4-6 weeks for processing.

**Q HOW CAN I ACCESS MY WORK OR HOME EMAILS?**

- A** The Student Business Center is equipped with computers that allow you to check your personal emails and have CAC readers to check your webmail.

**Q WHO DO I CONTACT IF I AM STRUGGLING ACADEMICALLY?**

- A** You can contact the Course Director for the course you are attending to discuss academic issues.

## IMPORTANT PHONE NUMBERS

**OFFICE OF THE REGISTRAR**

M-F 0700-1600  
(813) 826-3581/2847

**STUDENT SERVICES**

M-F 0700-1530  
(813) 826-3586

**USSOCOM LIBRARY**

M-F 0700-1500  
(813) 826-4663

# MACDILL AIR FORCE BASE FACILITIES

## MacDill AFB Map

<https://macdillfss.com/wp-content/uploads/2020/12/BaseMap.pdf>

## Lodging

It is the student's responsibility to make arrangements for lodging while attending courses at JSOU.

### ON-BASE LODGING

#### MacDill Inn

7637 Bayshore Blvd., Bldg. 350 MacDill AFB, FL. 33621 Main: (813) 828-4259 | DSN: 968-4259

Email: [MacDill.inn@us.af.mil](mailto:MacDill.inn@us.af.mil)

<https://macdillfss.com/macdill-inn/>

The MacDill Inn, adjacent to JSOU, is the preferred lodging facility while attending JSOU courses. It is open 24 hours a day, checkout time is 1200 firm. Contact the lodging manager to make other arrangements if your schedule does not meet the required checkout time. The on-base lodging office will issue non-availability statements when needed. Please be aware that on-base lodging is limited for visiting families.

Unless your family member(s) is/are attending the school in an official capacity and on official orders, lodging is not required to be provided for them. For off-base hotel options, visit:

<https://military-hotels.us/florida/macdill-afb-fl.html>

**MacDill Services Director**

<https://macdillfss.com/directory/>

**MacDill On Base Dining Options**

<https://macdillfss.com/eat-drink/>

**MacDill Recreation Options**

<https://macdillfss.com/recreation/>

**MacDill Services Options**

<https://macdillfss.com/services/>

# CAMPUS MAP

## DIRECTORY

 JSOU Classrooms, Eagle Claw Auditorium

 Enlisted Academy

 All Classrooms

 USSOCOM Library, USSOCOM Historian, Education Outreach

 Cafe, Restrooms, Terrace

 Student Services, Faculty & Staff

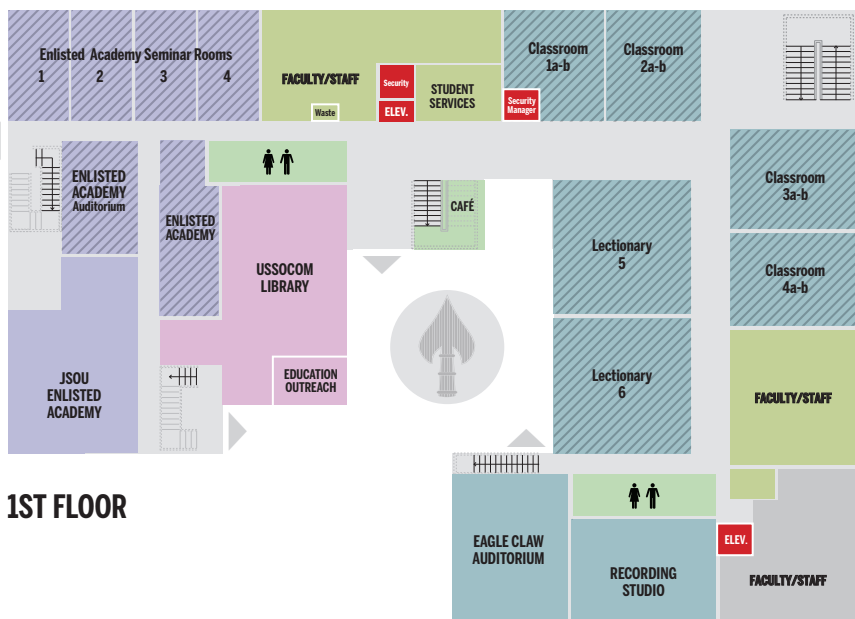
 Facilities

 Faculty & Staff

 Command Suite

 Faculty & Staff

 SCIF



## 1ST FLOOR

## STUDENT CAFÉ

The Student Café includes a refrigerator, microwave, coffee-maker, and vending machines. Coffee and tea are for sale on an honor system. Vending machines are cash only. Drinks with lids may be brought into the classroom. Please clean up and properly dispose of your trash.



2ND FLOOR





**ACCET**   
AN ACCET-ACCREDITED INSTITUTION



## JOINT SPECIAL OPERATIONS UNIVERSITY

---

7701 Tampa Point Blvd., Bldg. 5200, MacDill AFB, FL 33621

[jsouadmissions@socom.mil](mailto:jsouadmissions@socom.mil)

[jsou.edu](http://jsou.edu) | 813.826.3586



CONNECT WITH US!