

Admission

Semester Plan

Louisiana State University at Alexandria operates on a two-semester plan with an additional eight-week summer term. Qualified applicants may apply at the beginning of any term. The university also offers some courses in a concentrated format. These courses, which meet for only half a semester but for twice as long during each week of the semester, are referred to as “A-term” (the first half of the semester) and “B-term” (the second half of the semester). Students may register for A-term and B-term courses at the same time that they register for their full semester courses. They may continue to register for B-term courses until the beginning of B-term.

A-term and B-term courses are open to all students who meet course prerequisites. Because of their concentrated format, however, such courses may be of particular use to certain students (e.g., students who are in the military or students who have onerous employment obligations).

Admission decisions are determined in accordance with university regulations and are based on evidence provided in the application form and in other, related documents. Students have the right to appeal admission decisions through the Registrar.

Individuals seeking additional information about applying to LSUA should visit Admissions at 111 Abrams Hall, call (318) 473-6417, or e-mail admissions@lsua.edu. Application forms and schedules are available at <http://www.lsua.edu>.

Application for Admission

Students seeking admission to LSUA should obtain the appropriate application forms, and Proof of Immunization forms from their high school counselors, from LSUA Admissions, or from the university website (<http://admissions.lsua.edu>) and follow the appropriate application procedure outlined in this section of the catalog. Applicants who meet the university’s requirements are considered for admission to both associate and baccalaureate degree programs. → Students who have been admitted to LSUA will have their admission cancelled if, by the first day of classes, they have had their schedules washed due to non-payment of tuition and fees. ←

Application Fee

Louisiana State University at Alexandria charges a fee of \$20 for processing applications. → This non-refundable \$20 fee must be submitted with each student’s application. ← The fee will be waived for re-entry students who have missed only one regular semester (excluding summer session). Students who have previously applied for admission but failed to register are required to pay the \$20 application fee when they re-apply.

The application fee is non-refundable if the applicant does not register in the semester for which application is made. The fee is transferable if, before the last day of late registration, the applicant requests that the fee be transferred to a different semester. The application fee may be transferred only once.

Application Deadlines

Application deadlines vary each semester and are published in each semester’s registration schedule. Applications received by the published deadlines will be given priority. All applicants are encouraged to submit their applications as early as possible before their intended enrollment date.

Provisional Admission

Provisional admission, pending receipt of complete and official academic records, may be granted when it is impossible to obtain such records before scheduled registration dates and *if* unofficial transcripts are received by Admissions. → Provisional admission will be cancelled, however, if complete and official academic records are not received by Admissions before the first day of classes, or if it is determined upon receipt of such records that the applicant does not qualify for admission. ←

Applicants Receiving Financial Assistance

Students who expect to receive financial assistance (grants, loans, scholarships, etc.) should ensure that their admission applications and all supporting academic materials are on file in Admissions by the priority deadline published on the admission application form. Failure to comply with this requirement may adversely affect the awarding of financial aid.

The following categories of students are not eligible for financial aid or VA benefits:

- PASS students;
- Early Admission students;
- Early Admission-Concurrent Enrollment students;
- Provisionally-admitted students;
- Audit Only students;
- Students not working toward degrees.

For additional information about financial aid, consult pages 41-51 of this catalog.

English Proficiency

Students whose native language is not English are required to show evidence of English proficiency through acceptable TOEFL scores. For more information about international students, consult page 29 of this catalog.

Other Considerations

The university may deny admission, re-admission, or continued enrollment to individuals whose behavior is disruptive, dangerous, or abusive.

The university requires that a person who has been convicted of a felony or who has been committed to a correctional, penal, or training institution must have

- served the full sentence imposed, or
- been pardoned, or
- been issued a final discharge by the board of parole or other competent authority, or
- been placed on parole, or
- been placed on a work-release program before his or her application can be considered.

If this requirement is met, the application is reviewed by a university committee. The committee determines whether admission can be granted on the basis of information submitted to it during an interview with the applicant. All required documentation must be provided by the applicant at least three weeks before the time of registration. For a list of required documents, contact Admissions.

Residency Status

The residency status of an applicant or student is determined in accordance with LSU System regulations and is based upon evidence provided in the completed application for admission and in other, related documents. The regulations are based primarily on the location of the applicant's or student's home and his or her place of employment.

Residency status cannot be granted to an applicant or a student who resides in Louisiana primarily for the purpose of attending school.

For more information about Louisiana residency classification, consult page 54 of this catalog.

Proof of Immunization Compliance

Louisiana law requires immunization against meningitis, measles, mumps, rubella, tetanus, and diphtheria for all first-time LSUA students born after 1956 and for re-entry students born after 1956 who have been out of school for one semester or longer.

As part of their application to LSUA, students are required to file a Proof of Immunization Compliance. The necessary forms are available from LSUA Admissions.

Students who intend to pursue a nursing degree should obtain physical examination forms and immunization sheets from the Department of Nursing before enrolling in clinical nursing courses.

Selective Service Compliance

Act No. 185 of the 1985 Louisiana Legislature states that those individuals who are required to be registered under the provisions of the Federal Selective Service Act (males between the ages of 18 and 25 who are United States citizens or resident aliens) shall not be permitted to enroll in a post-secondary school until they have registered for the draft. Students are responsible for complying with this act before they register at LSUA.

Academic Bankruptcy

Under specified conditions, students who have interrupted their college attendance for a period of at least five consecutive calendar years, may, at the time of application for admission to the university, declare academic bankruptcy. Under this policy, college-level work done at an earlier date is eliminated from computation of the grade point average *and* cannot be applied toward a degree at LSUA. Such work, however, will not be removed from a student's scholastic record and transcripts. →Academic Bankruptcy may be declared only once and once declared, may not be reversed. ← Students qualifying for academic bankruptcy are admitted on scholastic probation. Such students should consult Financial Aid to determine whether they still qualify for financial assistance. For more information about these policies, contact Admissions.

Orientation

Before they can register for courses, new freshmen and transfer students with 12 hours or fewer must attend a formal orientation session to become familiar with important university processes and procedures. To schedule an orientation session, students should contact the Advising Center by calling (318) 767-2604 or e-mailing ssac@lsua.edu.

LSUA/LSUE Collaborative

Since the fall of 2007, LSUA and LSUE have worked together to offer developmental and beginning college-level courses to those students who do not meet criteria for regular admission to LSUA. Such students are referred to LSUE and allowed to enroll in appropriate courses offered by LSUE on LSUA's campus. When they have completed 12 transferable hours of college-level work and attained a grade point average of at least 2.0, such students are eligible for admission to LSUA.

Students enrolled in this program pay fees and submit financial aid applications to LSUE; however, they have access to LSUA's learning resources (library and learning laboratories), the LSUA Advising Center and other student services, LSUA parking lots, the cafeteria, and housing (on a space available basis).

LSU at Eunice is an open-admissions institution and part of the LSU System. For further details about the LSUA/LSUE Collaborative, contact Admissions.

Early Start Program

LSUA's Early Start program is part of a state-wide initiative that permits high school students to simultaneously earn high-school and college credit. The program is funded by the Louisiana Board of Regents. LSUA is currently offering Early Start courses in biology, communication studies, English, math, music, history, and health sciences in Avoyelles, Rapides and several other parishes in Central Louisiana. For more information about this program, contact Admissions.

Admission to a Degree Program

Some degree programs have admission requirements beyond the general requirements for admission to the university. For more information about such requirements, students should consult the catalog section that presents the degree program in which they are interested.



Connie Cooper, LSUA graduate, and Bob Tillie, Professional Advisor

Categories of Admission

I. First Time Freshmen | Under 21 Years

This category includes students under the age of 21 who have graduated from Louisiana high-schools, out-of-state high schools, home-school programs, or unaccredited high schools, or who have earned a GED.

II. First Time Freshmen | 21 to 24 years

This category includes students between the ages of 21 and 24 who have graduated from Louisiana high-schools, out-of-state high schools, home-school programs, or unaccredited high schools, or who have earned a GED.

III. First Time Freshmen | 25 years or older

This category includes students over the age of 25 who have graduated from Louisiana high-schools, out-of-state high schools, home-school programs, or unaccredited high schools, or who have earned a GED, or who did not graduate from high-school.

IV. Transfer Students

Applicants who have attended one or more colleges or universities other than LSU.

V. Re-Entry Students

Students previously enrolled at LSU who have interrupted their residence for one or more regular semesters (excluding summer).

VI. Summer-Term-Only Students

Applicants who are students at other colleges or universities and who desire to attend LSU for the summer term only.

VII. Visiting Students

Applicants who have attended and are in good standing with another university and who desire to attend LSU for one semester only.

VIII. Early Admission Students

Applicants who wish to attend LSU and not continue studies at the high school level.

IX. Early Admission-Concurrent Enrollment Students

Applicants who wish to attend LSU while they are concurrently enrolled in high school.

X. Early Admission-Concurrent Enrollment for Developmental Students

Applicants who wish to attend LSU for developmental courses only while they are concurrently enrolled in high school.

XI. Auditing Students (Auditors)

Applicants who wish to enroll in courses and not receive credit.

XII. Adult Special Students

Applicants who wish to schedule part-time study, who have not been enrolled in high school or college during the past calendar year, who are at least 21 years old, and who do not plan to work toward a degree.

XIII. International Students

Applicants who are foreign nationals on non-immigrant visas.



Students attending LSU's 2009 Organizational Fair

Admissions Criteria and Procedures

The criteria for each category of admission are presented here. Students who do not meet admissions criteria will be automatically considered under LSUA's limited exceptions policy.

I. First Time Freshmen | Under 21 Years

Graduates of Louisiana High Schools

Students must meet *each* of the following criteria:

- 1) complete the Regents' high school core curriculum;
- 2) not be required to take more than one developmental course (consult page 32 for placement criteria for developmental courses);
- 3) meet *one* of the following:
 - have an ACT composite of 20 or greater;
 - have a high school grade point average of at least 2.0; or
 - rank in the top 50% of high school graduating class.

Graduates of out-of-state high schools; home-school programs; unaccredited high schools; or students who have earned a GED.

Students must meet *one* of the following criteria:

- 1) meet the three criteria for graduates of Louisiana high schools;
- 2) have a high school grade point average of at least 2.0 *and* rank in the top 50% of high school graduating class *and* have an ACT composite of 20 or greater *and* not be required to take more than one developmental course (consult page 32 for placement criteria for developmental courses);
- 3) have an ACT composite of 23 or greater and not be required to take more than one developmental course.

II. First-Time Freshmen | 21 to 24 Years

Students must meet *one* of the following criteria:

- 1) meet the criteria for first-time freshmen under 21 years;
- 2) enroll as a non-matriculating (not eligible for financial aid) student until achieving a grade point average of at least 2.0 on twelve or more hours of non-developmental coursework;

- 3) enroll as a part-time student taking six or fewer hours in the fall/spring semester or three or fewer hours in the summer until achieving a grade point average of 2.0 on twelve or more hours of non-developmental coursework.

III. First Time Freshmen | 25 Years or Older

First-time freshmen who are 25 years or older are not required to meet the Board of Regents minimum criteria for first-time freshmen. If such students do not submit ACT scores, however, they will automatically be placed in developmental courses.

Application Steps for First-Time Freshmen

In order to be admitted, applicants must also complete each of the steps outlined below:

- a) complete an application and a Proof of Immunization Compliance form and return both to Admissions as early as possible before their intended enrollment date.
- b) submit scores on the American College Test (ACT). Current high school students should take the ACT in April or June of their junior year of high school or as early as possible in their senior year. Students who wish to register for the ACT should obtain an application form from their high school guidance counselors or contact LSUA Testing Services at (318) 427-4492 or visit the ACT online registration site at <http://www.actstudent.org/regist/index.html>. A Student Information Bulletin describes the test, provides dates and places for test administration, and outlines procedures for registration. Test centers are located throughout the United States. Each year, tests are administered on five specific dates established by the testing service. Scores are reported to colleges and universities as requested by the student. Students who wish to take the ACT on a date other than the nationally specified test dates should contact LSUA Testing Services. →LSUA's ACT code number is 015890 and should be specified by students at the time they register for the ACT. ←

Note: a student who graduated from a Louisiana high school *before 2003* or from an out-of-state high school or from an unaccredited high school should request that his or her high school principal mail an official transcript to LSUA. The transcript must contain an official date of graduation, rank in

class, and overall grade point average. GED graduates should submit copies of their high school equivalency diplomas, official transcripts, or a copy of the Louisiana State Department of Education test results.

IV. Transfer Students

Undergraduate students with satisfactory records from other regionally accredited colleges and universities are eligible to apply for admission to LSUA as transfer students.

Students who wish to transfer to LSUA and who have earned fewer than 12 semester hours of college credit (non-developmental) must meet first-time freshmen criteria and have a college grade point average of at least 2.0; credit earned through correspondence study and the College Level Examination Program (CLEP) and similar advanced standing tests will not be counted toward the twelve hours.

Students who wish to transfer to LSUA and who have earned at least 12 semester hours of college credit (non-developmental) must have a grade point average of at least 2.0 and be eligible to return to the institution from which they are transferring.

Transfer applicants who have been suspended from another college or university will not be considered for admission to LSU Alexandria until the length of the suspension has expired.

To apply for admission, transfer students must follow the steps outlined below:

- 1) complete an application and a Proof of Immunization Compliance form and return them to Admissions as early as possible before their intended enrollment date.
- 2) ask the Registrar of each college in which they have been enrolled to send an official transcript of record. → Transcripts are required regardless of whether credit was earned, attempted, or is being pursued at the other institution. ← Students who are enrolled in college when they apply should send at least unofficial transcripts with their applications and should ensure that official transcripts are sent at the end of the semester for which they are enrolled. Eligibility for full admission cannot be determined until an application and a complete, official transcript from each college or university attended has been received. → Each college or university attended must be listed on the application.

Students who fail to acknowledge attendance at any college or university in which they have been registered will have their registration cancelled and may be dismissed from the university. ←

→ The regulations governing the transfer of credit to LSUA from other institutions are presented on page 30 of this catalog. ←

V. Re-Entry (Former LSUA) Students

Former students who have interrupted their enrollment at LSUA for one or more regular semesters (excluding summer sessions) must file a formal application for readmission. → Students should note that their enrollment is interrupted if, by the 14th day of classes, they have resigned from the university; had their schedule washed due to non-payment of tuition and fees; or been dropped from their courses because they have not met admission requirements. ←

Reentry applicants who have been suspended from LSUA or from another college or university will not be considered for admission until the length of the suspension has expired.

To apply for readmission, students must

- 1) complete an application and return it to Admissions as early as possible before their intended enrollment date;
- 2) submit official transcripts from each college or university attended since their initial enrollment at LSUA, regardless of whether credit was earned, attempted, or is being pursued at the other institution. → Students who fail to acknowledge attendance at any college or university in which they have been registered may have their registration cancelled and be dismissed from the university. ←

For more information about acceptance of credit from other institutions, see page 30 of this catalog.

VI. Summer-Term-Only Students

Students who are enrolled in another college or university and who are eligible to continue in that institution in the summer session may enroll at LSUA as *summer-term-only* students. Such enrollment will conclude at the end of the summer term and does not presuppose or constitute admission to the university for a regular semester. To apply for summer-term-only admission, transfer students must follow the steps outlined below:

- 1) complete an application and Proof of Immunization Compliance form and return both to Admissions as early as possible before their intended enrollment date;
- 2) submit official transcripts from the last school attended or a statement from the registrar of the last school attended certifying eligibility to continue at that institution in the summer session; if submitted, the Statement of Eligibility must include the total number of semester or quarter hours of credit previously earned.

Summer-term-only students assume full responsibility for the selection of courses to be applied at the institutions at which they are pursuing degrees; such students are urged to seek guidance from that institution.

Students admitted on summer-term-only basis who wish to become regular students in the fall semester must complete a new application for admission for the fall semester and must supply official transcripts of all college-level work previously taken.

VII. Visiting Students

Students who have been enrolled in another college or university and who are eligible to continue in that institution may enroll at LSUA as visiting students. Such enrollment does not in any way constitute or presuppose continuing admission to the university. Moreover, visiting students may enroll at LSUA for only one semester during their entire college career, may schedule no more than 12 credit hours in the semester of their enrollment, and may not receive financial aid. Those who wish to seek admission as visiting students should complete the steps outlined below:

- 1) complete an application and Proof of Immunization Compliance form and return both to Admissions as early as possible before their intended enrollment date;
- 2) submit official transcripts from the last school attended or a statement from the registrar of the last school attended certifying eligibility to continue at that institution in the summer session; if submitted, the Statement of Eligibility must include the total number of semester or quarter hours of credit previously earned.

Visiting students assume full responsibility for the selection of courses to be applied at the institutions at which they are pursuing degrees; such students

are urged to seek guidance from those institutions. To register in courses with prerequisites, visiting students must provide proof that such prerequisites have been met. Visiting students who wish to become regular students in a subsequent semester must reapply and pay the \$20 application fee.

VIII. Early Admission (EA). Applicants who wish to attend LSUA and not continue studies at the high school level must meet the following criteria:

- 1) have completed 15 high school units including
 - 3 Units of English,
 - 2 Units of Mathematics,
 - 2 Units of Social Science,
 - 2 Units of Science;
- 2) have an overall high school grade point average of at least 3.0;
- 3) have an ACT composite score of at least 28;
- 4) have the high school principal's recommendation;
- 5) have parent/guardian consent.

Note: High school diplomas are neither required of early admission students nor granted to them by the university. Information regarding the granting of high school diplomas may be obtained from the high school guidance counselor.

IX. Early Admission-Concurrent Enrollment

(EACE). Applicants who wish to attend LSUA while they are concurrently enrolled in high school must meet the following criteria:

- 1) be on track to graduate with the Regents' core curriculum and have completed 15 high school units including
 - 3 Units of English,
 - 2 Units of Algebra,
 - 2 Units of Social Science,
 - 2 Units of Science;
- 2) have attained *one* of the following:
 - a high school grade point average of at least 3.0;
 - a high school grade point average of at least 2.5 and the guidance counselor's recommendation;
 - an ACT composite of at least 20;
- 3) have the appropriate ACT sub-score for placement in the course requested;

- 4) have the high school principal's recommendation;
- 5) have parent/guardian consent;
- 6) not enroll for more than nine hours per semester.

X. Early Admission-Concurrent Enrollment for Developmental Students (EACED). Applicants who wish to attend LSUA for developmental courses only while they are concurrently enrolled in high school must meet the following criteria:

- 1) have earned at least 12 units of high school credit;
- 2) have a high school grade point average of at least 2.0;
- 3) not enroll for more than eight hours per semester;
- 4) have the high school principal's recommendation;
- 5) have parent/guardian consent.

EACED students should note that developmental courses carry no degree credit and must be scheduled in accordance with LSUA placement policies.

Additional Requirements (EA, EACE, EACED)

In addition, applicants to *each* of the early enrollment programs listed above must provide the following materials to LSUA Admissions as early as possible before their intended enrollment date::

- a) completed LSUA application for admission;
- b) completed immunization form;
- c) completed parent/guardian consent form;
- d) completed principal recommendation form.

These materials along with the applicant's maturity, rank in class, and other evidence of scholarly achievement will be considered in the selection of students to be admitted to these programs.

Students may enroll in the EACE or EACED program only until May of the year in which they turn 18 years of age. Once students become ineligible to continue in these programs, they should contact Admissions for information regarding application procedures for regular admission.

XI. Auditing Students (Auditors)

- 1) A student who wishes to enroll in a class or classes for *audit only* must obtain special enrollment forms from Admissions and be admitted as an audit only student. Written consent of the appropriate instructor(s) is required.
- 2) Auditors will not receive degree credit for courses audited; nor will they be permitted to take advanced-standing examinations in the content areas of the courses they have audited. In a subsequent semester, however, they may take for credit courses that they have previously audited.
- 3) Change in registration *from audit to credit* or *from credit to audit* requires permission from the chair of the department that offers the course(s).
- 4) Approval for change *from audit to credit* or *credit to audit* may take place no later than the final date for adding courses for credit as specified in the Academic Calendar.
- 5) Students who wish to make such changes should contact their advisors for assistance.
- 6) Students who wish to audit a course more than once must obtain permission from the chair of the department that offers the course.
- 7) Students who enroll in courses for a combination of both *credit* and *audit* and students who enroll for *audit only* will pay the same amount in fees as students who schedule courses for *credit only*.
- 8) Students who are *audit only* and who wish to become regular students in a subsequent semester must reapply and pay the \$20 application fee.

XII. Adult Special Students (PASS)

Applicants who wish to schedule part-time study, who have not been enrolled in high school or college during the previous calendar year, who are at least 21 years old, and who do not plan to work toward a degree may participate in the Program for Adult Special Students (PASS). Such applicants are permitted to schedule courses for credit without submitting the usual scholastic records necessary for determining eligibility for admission to the university.

Credits and grades earned in the PASS program are included on the student's official transcript. Credits earned in the program can be applied towards a degree only after the student has been admitted to the university in regular degree-seeking status. See appropriate application procedures under sections on "First Time Freshmen," "Transfer Students," or "Re-Entry Students."

PASS students may schedule as many as nine semester hours in a semester and may attempt as many as 24 semester hours in the program. The total number of hours may include those taken in courses graded on a Pass/No Credit basis.

Students who decide that they wish to work towards a degree or who wish to continue their enrollment after having attempted 24 semester hours in the program must reapply and pay the \$20 application fee.

Eligibility for admission to the university as a regular student will be determined on the basis of the student's entire academic record including grades earned while enrolled in the PASS program.

A course requiring a prerequisite should not be attempted unless the student has met the stated prerequisite and has obtained approval of appropriate university personnel.

If a student enrolls in the PASS program and then decides not to attend, he or she should process an official resignation. Non-attendance in a class or informing the instructor of plans not to return do not constitute a withdrawal from the class. Students still on the official roster of a class at the end of the semester will receive a grade.

➔PASS students are not eligible for financial aid or VA benefits. ←

Once PASS students are admitted to the university in regular degree-seeking status, they must meet the requirements of the catalog in effect at the time they enter a degree program.

XIII. International Students

International students with superior scholastic records and English proficiency, as demonstrated by acceptable scores on the TOEFL, are considered for admission as freshmen or transfer students.

Freshmen applicants must be graduates of recognized secondary schools that are at least comparable in level to U.S. high schools.

Transfer applicants are considered on the basis of secondary school records, as well as records of study at post-secondary institutions (universities, institutes, or technical schools).

Other factors considered in the admission of international students include grades earned; subjects taken; the ability to pursue a full course of study; scores on college entrance examinations such as the American College Test, the Scholastic Aptitude Test of the College Board, or the Prueba de Aptitud Academica; the appropriateness of the proposed field of study in relation to the applicant's general ability; and letters of recommendation.

An applicant whose native language is not English is required to submit a score of 500 or higher on the Test of English as a Foreign Language (TOEFL); or 173 on the computer-based TOEFL; or 61 on the internet-based TOEFL. TOEFL is a test designed to evaluate proficiency in English and can be taken at LSUA's Testing Center and at other centers both within the U.S. and overseas. Information regarding the test may be obtained at www.toefl.org.

➔LSUA's TOEFL code number is 6383. ← Applicants who wish to have their scores sent to LSUA should enter this code number on their answer sheets when they sit for the TOEFL examination. They should also enter the code on Score Report Request Forms when requesting TOEFL scores from tests previously taken. The scores will then be sent directly to LSUA from the Educational Testing Service.

International students must submit the following materials to Admissions at least 90 days before their intended enrollment date:

- application for admission and \$20 application fee (check or money order must be drawn on a United States bank.) International students are also charged an additional processing fee of \$60;
- complete, official scholastic records submitted directly by the institution attended;
- a professional evaluation of the applicant's educational credentials by an evaluation service recognized by LSUA (World Education Service: www.wes.org; or Global Credential Evaluation Service: www.qcevaluators.com);
- scores on the American College Test (ACT) and the Test of English as a Foreign Language (TOEFL);

- an official Financial Statement Certification verifying bank funds available in U.S. dollars to cover the educational and living expenses;
- a completed immunization form included with the application.

I-20s will not be issued until all of the documents listed above are received. If the documents are not received early enough to determine eligibility for admission for the semester for which application is made, consideration will be delayed until the following semester.

Any student on a study visa is classified as a non-resident for tuition purposes. Students enrolled at LSUA on an F-1 visa will be required to pay all tuition and fees at the time of registration. There will be no deferment option.

For more information about opportunities for study at LSUA, international students should contact Admissions at (318) 473-6417.

Transfer Credit

In the computation of the grade point average of credits transferred to LSUA, the following apply: a grade of "A" carries four quality points per semester hour; a "B," three quality points; a "C," two quality points; a "D," one quality point; and an "F," no quality points. The symbols "+" and "-" are disregarded. Grades of "pass," "credit," and "satisfactory" are treated alike. They will be counted as earned hours but not be included in the computation of a student's grade point average.

All courses taken, including repeated and unresolved incomplete courses, as well as courses with any other grades, except those in which grades of "W" are recorded, are included in the computation of the grade point average. An "F" in any course, including in any developmental course, will be counted as hours attempted but not as hours earned and will be included in the computation of a student's grade point average. This policy is followed regardless of the practice of the sending institution.

Evaluations of credits from other institutions are made by department chairs and/or appropriate faculty and are processed by Admissions. These evaluations are not made until a student's complete application and all official transcripts from each college and university attended are received. In general, credit earned at regionally accredited colleges and universities is given full value.

→Transfer courses are evaluated based on the catalog of the academic year in which the student's transfer course was taken.←

When transfer courses are taught at the lower (1000-2000) level at the sending institution but at the upper (3000-4000) level at LSUA, upper-level credit may be granted if the courses are determined to be equivalent by the departmental faculty and department chair. Such equivalencies are usually limited to differences of one level (i.e., 2000 to 3000). Exceptions to this general rule require the approval of the departmental faculty and department chair. A maximum of 15 hours of lower-level transfer credit that has been evaluated as upper-level credit at LSUA may be used to satisfy the 45-hour upper-level course requirement for LSUA baccalaureate degrees.

LSUA accepts the transfer of students from institutions on both semester and quarter systems. Quarter system transcripts are evaluated on a case by case basis in accordance with the individual institution's policy on course credit hours.

Each student's record from a non-accredited college is considered on the basis of individual merit. Applicants are given an opportunity, usually through credit examinations, to validate some or all of the credits not accepted for transfer.

Non-traditional credit (credit earned in any way other than by residence study) is awarded according to LSUA's policies, regardless of the practice of the sending institution.

Credit earned by departmental or institutional examinations at other regionally-accredited colleges and universities and listed on an official transcript is recognized in the same way as residence credit earned in those institutions is accepted. Such credit is generally not computed in the grade point average.

Students who have taken subject examinations in the College Level Examination Program (CLEP) or who have participated in the Advanced Placement Program of the College Board (AP) should have examination scores sent directly to Admissions for evaluation.

Credit is not awarded for work or travel experience except as validated by appropriate credit examinations at LSUA.

Credit allowed by Admissions for transfer is in all cases subject to review by the student's

department chair and to approval by the Vice Chancellor for Academic and Student Affairs.

Inquiries about the evaluation of credit should be directed to Admissions. Inquiries about the acceptance of credit for a particular degree program and about the length of time required for the completion of the requirements of a particular degree program should be directed to the appropriate academic department.

Procedure for Appealing Transfer Credit Evaluations

When a course equivalency evaluation is questioned by a student, records staff review the current course documentation on file to determine if the evaluation is correct. If an error is found, the evaluation is corrected. If no error is found, a written explanation of the decision is provided to the student. If the student disagrees with the decision, he or she has the right to appeal. The steps in the appeal process are presented below:

- 1) The student completes an appeal request form and submits it to Records. The form is available in Records.
- 2) Records forwards the request to the appropriate department chair.
- 3) The department chair reviews the evaluation and makes a recommendation to Records.
- 4) Records notifies the student in writing of the recommendation, whether favorable or unfavorable. If a revision is recommended, Records corrects the original evaluation and forwards a copy to the student and to his or her academic department.



Placement and Advanced Standing

Advanced standing permits students with superior ability to demonstrate academic competence through examinations. Students may qualify for advanced standing credit in the ways listed below:

- **ACT (The American College Test).** ACT scores are used for placement and for granting advanced-standing credit in freshman English and mathematics. Information about score requirements and credit awarded is presented on page 32 of this catalog.
- **AP (The Advanced Placement Program of the College Board).** Advanced Placement credit will be granted in appropriate subjects to admitted students who earn grades of 3,4, or 5 on Advanced Placement subject examinations. Information about score requirements and credit awarded is presented on page 33 of this catalog.
- **CLEP (Subject Examinations of the College Level Examination Program).** LSUA awards credit on the basis of CLEP subject examinations. Information about score requirements and credit awarded is presented on page 34 of this catalog.
- **Credit Exams (Departmentally Administered LSUA Credit Exams).** Students of superior ability and preparation and students who have already obtained a fundamental knowledge of subjects offered at the university may be permitted to take a credit examination in a specific course, which, if passed with satisfactory grades, will enable them to receive degree credit. Additional information is presented on page 35 of this catalog.
- **Credit for Approved Specialized Certification or Training Programs.** In very limited cases, students may receive credit for specialized professional certifications. Generally, any such credit awarded will require presentation of an official copy of the certification award or transcript from a recognized training provider or licensing authority. The awarding of such credit also requires approval by the department in which the credit is granted, by the Registrar, and by the Vice Chancellor for Academic and Student Affairs. Additional information is presented on page 35 of this catalog.

The American College Testing Program (ACT)

The American College Testing Program (ACT) provides accurate, timely, and useful information that students, educators, and administrators can use to make rational and productive plans and decisions. All freshmen and new transfer students who have not completed freshman English and math must take the ACT assessment before registration.

The ACT assessment is administered at designated test centers on five national test dates during each academic year. To register for one of the national test dates, students should obtain a registration packet from a secondary school counselor or from LSUA (Student Center, Room 220) or by writing directly to Registration Department, American College Testing Program, P.O. Box 414, Iowa City, Iowa 52243-0414. →LSUA's ACT Code Number is 015890. ← For information on upcoming ACT test dates, call (318) 427-4492.

Placement (English)

Enhanced ACT English Score	Placement
0-17	ENGL 0092 (Developmental English); not for degree credit
18-25	ENGL 1001 (First Freshman English)
26 or higher <i>and</i> Combined ACT English Score and ACT Composite Score of at least 53 ¹	ENGL 1002 (Second Freshman English; credit will be awarded for ENGL 1001)
Combined ACT English Score <i>and</i> ACT Composite Score of at least 65	Credit for both ENGL 1001 and ENGL 1002.

¹If the combined ACT English and ACT Composite Score is less than 53, placement is in ENGL 1001.

Placement (Math)

Enhanced ACT Math Score ¹	Placement
0-18	MATH 0092 (Developmental Math); not for degree credit
19-24	MATH 1021 (College Algebra)
23 or higher	MATH 1021 (College Algebra) or MATH 1023 (Precalculus)
25 or higher ²	Credit for MATH 1021
27 or higher	MATH 1550

¹Only MATH scores from an ACT test taken within the past three years will be used for math placement.

²If the ACT MATH score is 25 or higher, the student may attempt to gain credit in additional mathematics courses through CLEP testing. Please contact LSUA Testing Services for additional information.

READ 0092 (Reading) is *recommended* for students who have an Enhanced ACT Reading score of 16 or below. STSK 0006 (College Study Skills) is *recommended* for students who have an Enhanced ACT Composite Score of 16 or below. Students who register without having submitted ACT scores are subject to placement in developmental courses exclusively.

Students will not be granted ACT credit for courses that they have already earned grades in (A, B, C, D, or F). Students who have withdrawn from courses, however, can subsequently be granted ACT credit for those courses.

Advanced Placement Examination of the College Board (AP)

The Advanced Placement Program of the College Board allows high schools to offer well-qualified students college-level courses simultaneously with their high-school programs of study. Each May, advanced placement examinations are administered (by the College Board) to students who have participated in this program. The following list shows credit awarded by LSUA and the score requirements.

Examination	Min. Score	Courses	Credit Hours
Art, History of	3	FIAR 2440 or 2441	3
	4	FIAR 2440, 2441	6
Biology	3	BIOL 1001, 1002	6
Chemistry	3	CHEM 1201, 1002	6
Economics	4	ECON 2010, 2020	6
English Language and Composition	3	ENGL 1001	3
	4	ENGL 1001, 1002	6
	5	ENGL 1001, 1002, (&) 2025 (or) 2027	9
French	3	FREN 1001, 1002	8
	4	FREN 1001, 1002, 2101	12
	5	FREN 1001, 1002, 2101, 2102	15
Government, Politics (US)	4	POLI 2051	3
History, American	3	HIST 2055 or 2057	3
	4	HIST 2055, 2057	6
History, European	3	HIST 1003	3
Mathematics: Calculus AB	3	MATH 1431	3
	4	MATH 1550	5
Mathematics: Calculus BC	3	MATH 1550	5
	4	MATH 1550, 1552	10
Physics B	3	PHYS 2001	3
	4	PHYS 2001, 2002	6
Physics C: Mechanics	3	PHYS 1001	3
Physics C: Elec. & Magnetism	3	PHYS 2102	3
Psychology	3	PSYC 2000	3
Spanish	3	SPAN 1001, 1002	8
	4	SPAN 1001, 1002, 2101	12
	5	SPAN 1001, 1002, 2101, 2102	15
Statistics	4	MATH/STAT/PSYC 2011	3

For more information on general program data and policies, contact Advanced Placement Program, The College Board, 45 Columbia Avenue, New York, NY 10023-6917, or LSUA Admissions.

College Level Examination Program of the College Board (CLEP)

This program offers the opportunity for a student to obtain college-level credit based on intensive reading in a particular field, on-the-job experience, correspondence courses, or other means of formal or informal preparation. LSUA grants college-level credit on the basis of scores earned on certain CLEP subject examinations. LSUA does not offer credit for CLEP general examinations. See below for a list of credit awarded by LSUA on the basis of the subject exams. Additional CLEP subject examinations may be accepted for credit. Contact Admissions for the most recent list of approved subject examinations.

LSUA also administers CLEP subject examinations. Students interested in taking one or more CLEP subject examinations at LSUA should contact Testing Services at (318) 427-4492 for details.

CLEP Subject Exam	Min. Score	LSUA Equivalent	Credit Hours
Composition and Literature			
Analyzing & Interpreting Literature	50	ENGL 2025	3
Composition, Freshman	50	ENGL 1001	3
Science and Mathematics			
Algebra	50	MATH 1021	3
Biology	50	BIOL 1001, 1002	6
Calculus with Elementary Functions	56	MATH 1550	5
Pre-Calculus	56	MATH 1023	5
Trigonometry	50	MATH 1022	3
History and Social Sciences			
American Government	50	POLI 2051	3
Educational Psychology, Intro to	50	PSYC 2060	3
History of the United States I: Early Colonizations to 1877	50	HIST 2055	3
History of the United States II: 1865 to the Present	50	HIST 2057	3
Human Growth & Development	50	PSYC 2070	3
Macroeconomics, Principles of	50	ECON 2010	3
Microeconomics, Principles of	50	ECON 2020	3
Psychology, Introductory	50	PSYC 2000	3
Sociology, Introductory	50	SOCL 2001	3
Western Civilization I: Ancient Near East to 1648	50	HIST 1001	3
Western Civilization II: 1648 to the Present	50	HIST 1003	3

Credit Examinations

Students may apply for credit examinations at anytime after they have been admitted to LSUA. To initiate credit examinations, students must obtain permission from the appropriate instructor and from the chair of the department offering the course. Tests will be given subject to the following conditions:

1. The student must have been admitted to LSUA (not in provisional status) and must be in "good standing" (see the section on "Scholastic Requirements" on pages 56-58 of this catalog). If the examinations are taken before the student has enrolled at LSUA, credit will be granted after registration for resident study. NOTE: non-degree seeking students (e.g., summer only students, PASS students) are not eligible for credit examinations.
2. To initiate the examination, permission must be obtained from the appropriate instructor and from the chair of the department that offers the course. After such permission is granted, Admissions will issue an official permit. No instructor may give a credit examination until the official permit has been received.
3. If a grade of "C" or higher is earned on the examination, a mark of "P" and advanced standing credit in the course are entered in the student's record. If a grade lower than "C" is earned, the fact that the examination has been attempted will be recorded and a mark of "NC" entered in the student's record; credit will not be granted. A student may take a credit examination in a particular course only once.
4. Students are not permitted to schedule credit examinations in courses they have audited, in courses in which they have earned unsatisfactory grades, or in courses from which they have withdrawn and received a "W".
5. Credit earned through credit examinations will not be used in computing the student's grade point average.
6. Students must pay a fee for each exam taken (Material fees apply in some courses). For more information about testing fees, call Testing Services at (318) 427-4492.
7. No more than 25% of the total number of hours required for a degree can be earned by examination.

8. Credit earned by examination cannot be applied to the total number of hours that students must earn at LSUA in order to be eligible for a degree.

Credit for Approved Specialized Certification and/or Training Programs

Currently, this kind of credit is available only to students who have completed active duty military service or completed training at a POST approved police academy.

Military Service Credit

Students who have served on active duty in the United States military may receive Military Service credit on the following basis:

A student who has completed four months of continuous full-time active military duty will be granted one semester hour of Military Service credit for such service on presentation of satisfactory evidence. Two semester hours of credit will be allowed for six months of continuous full-time active military service. For longer periods of military service, credit is granted at the rate of one semester hour per each additional three months of continuous active duty service, not to exceed 12 semester hours.

University credit is also granted according to the recommendation of the American Council on Education for satisfactory completion of specific series schools. A copy of the service record (the DD214 or the DD295) must be submitted for evaluation and awarding of credit. Army Veterans should submit an official copy of their Army/American Council of Education Registry Transcript (AARTS). To obtain transcripts, write to AARTS Operations Center, 298 Grant Avenue, Ft. Leavenworth, KS, 66027-1254; or fax: Commercial (913) 684-9497 (9499) or DSN 552-9497 (9499).

Police Academy Credit

Criminal justice students who have passed a 320-hour (or more) basic training course as prescribed and certified by the Louisiana Council on Peace Officers Standards and Training (POST) may apply for three semester hours of credit in lieu of CJUS 4999 (Internship in Criminal Justice). If the training has been completed outside of the State of Louisiana, it must transfer to Louisiana in accordance with Louisiana Administrative Code, Title 22, Part III, Chapter 47.