

University Regulations

Semester Hour System

The value of each course of instruction and the amount of work required for graduation are measured in semester hours. A semester hour of credit represents an hour of classwork, or two to four hours of laboratory work per week for the semester.

Student Responsibility

Students themselves are responsible for knowing and meeting their degree requirements. A student's advisor or counselor may not assume that responsibility. A substitution for, waiver of, or exemption from any established degree requirement or academic standard can be accomplished only with the approval of the student's department chair and the Vice Chancellor for Academic and Student Affairs.

Academic Advisors

Once enrolled at LSUA, each student will be assigned an academic advisor. Transfer and re-entry students will be advised by faculty members within the discipline of the student's major. New freshmen and students who have not yet decided on a major will, unless otherwise indicated, be advised by Advising Center personnel. While advisors are willing to assist students, students themselves are, as noted above, ultimately responsible for knowing and meeting their degree requirements.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights are presented here:

1. *The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.* Students should submit to the registrar an official, written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. *The right to request the amendment of the student's education records when the student believes they are inaccurate or misleading.* Students may ask the university to amend a record that they believe is inaccurate or misleading. In such cases, students should write

to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (such staff include law enforcement and health personnel); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the university's governing boards, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The university discloses educational records without consent when requested by officials of another school in which a student seeks or intends to enroll.

Directory information concerning the student may be released by the university unless the student has requested that such information not be released. Under the terms of FERPA, directory information includes the following items:

- Student Name
- Student ID Photograph
- Local Address/Phone
- Home/Address/Phone
- E-mail Address
- Date and Place of Birth
- Degrees and Awards/Honors Received and Dates
- Dates of Attendance (Current and Past)

- Full or Part-Time Enrollment Status
- Participation in Officially Recognized Activities
- Participation in Officially Recognized Sports
- Weight/Height of Members of Athletic Teams
- Most Recently Attended Educational Institute
- Major Field of Study/Classification

Student cumulative grade point averages may be released to honorary organizations only when they are to be used in determining eligibility for membership.

Students who wish to withhold directory information should complete the appropriate form in Records before the seventh class day of any term. Requests to prevent disclosure of directory information will remain in effect until a written request to rescind is received by the Registrar.

Each semester LSUA publishes a web directory. Students who wish to add their addresses and phone-numbers to this directory can do so by logging on at my.LSUA and then clicking on the Update User Info link.

Parents or guardians of students who are dependents for income tax purposes may review their dependents' academic records. It is assumed that all undergraduates are independent of their parents unless the university is notified to the contrary by the student and/or his or her parents. Transcripts cannot be released to a *third* party, however, without the student's signature, except in those circumstances indicated in the Family Educational Rights and Privacy Act.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana State University at Alexandria to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is provided below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Residency Classification

A resident student is defined as one who has been domiciled in Louisiana continuously for at least three full years immediately preceding the first day of

classes of the term for which residency classification is sought.¹

Whether a student meets this definition is determined by Admissions in accordance with university regulations and based on information provided on the student's application form and in other, related documents. Such information can include the residence of a student's parents, financial information, including the tax returns of a student's parents, evidence that the student was formerly domiciled in the state, the location of the source of the student's income, and the state in which the student is registered to vote.

Non-resident students enrolled at LSUA will be classified as non-residents throughout their period of enrollment unless they demonstrate that their previous domicile² has been abandoned and a Louisiana domicile established. → An international student on a student visa is classified as a nonresident. ←

For additional information about residency classification, contact Admissions.

Registration

Students may attend class only after completing registration and paying fees. Students whose names are not on the official class rosters cannot attend classes until they provide evidence that they have registered.

Students may add courses for credit, make section changes, or withdraw from courses with approval of the appropriate university personnel within the periods specified in the Academic Calendar. Students who register for classes during late registration (see the Academic Calendar for those dates) will be charged a late registration fee of \$20.

Cross Enrollment

Occasionally, students will choose to enroll in more than one college or university at the same time.

¹ If a student has been domiciled in Louisiana continuously for at least one full year immediately preceding the first day of classes of the term for which residency classification is sought and submits to Admissions additional information obtained, he or she may be permitted to petition for residency.

² "Domicile," as the term is used in the context of residency regulations, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes, and the place to which the individual returns after an absence.

Although cross enrollment is permitted, it is not encouraged, and students are urged to do so only after consulting with a faculty advisor, after checking to ensure that credits from other universities will transfer to LSUA, and after investigating the potential effect of cross enrollment on their ability to receive financial aid. Students should also consider whether they can successfully manage the heavy course load that cross enrollment might entail. If students are enrolled concurrently at another university, they must submit an official transcript of transfer work to LSUA after grades are posted. Graduating students should note that to be eligible to receive a baccalaureate degree 24 of their final 30 semester hours must be earned at LSUA and to be eligible to receive an associate degree 12 of their final 15 hours must be earned at LSUA.

Identification Cards

Upon enrollment, students must obtain photo identification cards. The ID card, commonly known as the OaKard and issued at no cost to the student, is the property of the university.

Students who alter or intentionally mutilate a university ID card, who use other people's cards, or who allow other people to use their cards may be subject to university discipline.

A \$25 charge is assessed to replace a lost, stolen, or mutilated ID card. If a replacement card is issued, the original card is no longer valid and cannot be made valid.

Once they have paid their registration fees, students can and should obtain their identification cards from Auxiliary Services, located in Room 201 of the Student Center. Replacement cards can also be obtained from this office.

The OaKard is not only an identification card; it also functions as a debit card and can be used to make purchases and pay for services at the bookstore, the cafeteria, the library, on-campus vending machines, and at student copier and computer printer locations.

Vehicle Registration

All motorized vehicles must be registered at Auxiliary Services upon their arrival on campus. Once registered, they are issued an auto decal free of charge. Traffic tickets will be issued for failure to register a vehicle and for violation of published traffic and parking regulations. Disabled students may apply for a special parking permit from Auxiliary

Services. The policy on issuance of parking decals for disabled students is outlined below:

1. All requests for parking decals for disabled students will be routed to Auxiliary Services. Students with a state-issued, handicap-parking permit will be given an LSUA handicap-parking permit. Students who do not have the state-issued permit will be required to complete a handicap-parking request form.
2. The completed form with supporting documentation attached must be returned to Auxiliary Services.
3. A committee will review the request and attachments and make a decision.
4. Auxiliary Services will either issue the permit or inform the student that the request has been denied.
5. Students dissatisfied with the decision of the committee may appeal to the Vice Chancellor for Finance and Administrative Services. The appeal must be in writing and include the original form, documentation, and any additional information from the student or the committee.
6. The decision of the Vice Chancellor is final.

Names and Addresses

Students are expected to keep the university informed of their current addresses and will be held responsible for communication from any university office to the most recent address provided; changes in addresses should be submitted to Records. Students are also responsible for checking their LSUA e-mail accounts and for responding to or acting on e-mail communications from the university; many university offices now use LSUA e-mail as the primary means of contacting students. If students experience technical difficulties with their LSUA e-mail accounts, they should contact IET Services at (318) 473-6438 for assistance.

A student who wishes to change a name must present to Records a social security card or driver's license issued under the new name and a change of name form. Other name or characteristic changes are made upon the presentation of a court order.

Credit for Repeated Courses

When students are permitted to repeat for credit a course previously taken for credit, the most recent grade and credits earned determine whether the

course is accepted for degree credit. All instances of repeated courses, however, are included in grade point average computations.

A student may not repeat a course in which a grade of "C" or higher has been earned unless the catalog description indicates that the course may be repeated for credit or the student's department chair approves the repetition of the course for some special reason. If a student registers for a course in violation of the above policy, the Vice Chancellor for Academic and Student Affairs may deny the granting of degree credit for the course.

Course Load

Full-Time Classification:

- 12 semester hours in a regular semester
- 6 semester hours in a summer session

Maximum Course Load:

Regular Semester:

- 21 semester hours (may be earned in any combination of full semester and A-term or B-term courses).

Summer Session:

- 10 semester hours for a full summer term
- 6 semester hours for either A or B-term
- 12 semester hours maximum may be earned in any combination of terms

Only in rare circumstances and with the permission of the Vice Chancellor for Academic and Student Affairs can these limits be exceeded.

Classification of Students

The number of semester hours of credit earned determines a student's classification by year:

- Freshman..... 0-29 hours
- Sophomore..... 30-59 hours
- Junior..... 60-89 hours
- Senior 90 or more hours

For regulations governing the level of courses students may take based on their classification by year, consult page 135 of this catalog.

The number of semester hours for which a student is enrolled in a given semester determines whether the student is classified as full-time or part-time:

- Full-Time Students
A student enrolled for 12 or more hours of resident credit in a regular semester or six or

more hours of resident credit in a summer session is classified as a full-time student.

- Part Time Students
A student enrolled for fewer than 12 hours of resident credit in a regular semester or fewer than six hours of resident credit in a summer session is classified as a part-time student.

For financial aid and general certification purposes, the following categories of part-time enrollment are used:

- Enrolled less than half-time
1-5 semester hours fall or spring
1-2 semester hours summer
- At least half-time
6-8 semester hours fall or spring
3-4 semester hours summer
- At least three-quarter time
9-11 semester hours fall or spring
5 semester hours summer

A part-time student is subject to all university rules concerning registration, attendance, scholarship, and conduct.

Scholastic Requirements

The scholastic requirements presented in this section define the nature of satisfactory academic achievement and are designed to uphold the standards of the university. Students who fail to meet these requirements will be subject to academic penalties. Some definitions of terms that are frequently used in this section are presented below:

Grade Point Average: Overall (or cumulative) grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of GPA credit hours. For all academic purposes, grade point averages shall be specified to four significant figures (three decimal places). No rounding occurs. Any grade point average cited to only one decimal place (as 2.0) shall be construed to mean, mathematically, a figure accurate to three decimal places (as 2.00).

Good Standing: Students are in good standing if they are eligible to continue or to enroll at the university, even while on scholastic probation.

Probation

1. Students who have 11 or fewer GPA credit hours of college work will be placed on scholastic probation if their overall grade point average is less than 1.5.
2. Students who have 12 to 24 GPA credit hours of college work will be placed on scholastic probation if their overall grade point average is at least 1.0 but less than 1.5.
3. Students who have 25 or more GPA credit hours of college work will be placed on scholastic probation if their overall grade point average is at least 1.0 but 10 or more quality points below 2.0 ("C").
4. Students can be placed on scholastic probation only on the basis of unsatisfactory grades made in college.
5. Once placed on probation, students will remain on probation for each enrollment period until they have earned a 2.0 cumulative average.
6. Students cannot be placed on scholastic probation on the basis of work taken during a summer term.

Suspension

1. Students who are *not* on scholastic probation and who have 12 or more GPA credit hours will be suspended from the university if their overall grade point average is below 1.0 ("D").
2. A student who is already on scholastic probation and who earns less than a 2.0 grade point average in a given semester will be suspended.
3. Students cannot be suspended from the university on the basis of work taken during a summer term.
4. LSUA does not accept for credit toward a degree any credits that a student earns from another institution during the period in which he or she is in suspension status.

Readmission of Students on Suspension

The rules presented below indicate the circumstances in which students who have been suspended from the university can be considered for readmission:

1. A student who for the first time has been suspended from the university for academic reasons will not be permitted to enroll until the expiration of one full semester, unless the

student is readmitted through the First Drop Program.

Students enrolled in the First Drop Program will participate in training designed to increase their ability to successfully complete their studies. Such students may register for at least three but no more than six hours of course work for credit.

If such students earn at least a "C" average (2.0) for their semester's coursework, they will be allowed to continue in school. If, however, they earn less than a "C" average for their semester's coursework, they will be suspended from the university for one calendar year.

Students who wish to re-enter the university through the First Drop Program must request permission from Student Services. The student's transcript will carry a notation that indicates that the student was suspended but *conditionally readmitted on probation* based on his or her enrollment in the First Drop Program.

When students register early for an upcoming semester and are subsequently suspended for academic reasons, the classes for which they registered are automatically cancelled.

2. Students who more than once have been suspended from the university for academic reasons cannot enroll for at least one calendar year. After one calendar year has passed, they may apply for readmission. Readmission, however, may be delayed or denied at the discretion of the Vice Chancellor for Academic and Student Affairs.
3. Students who have been suspended more than once may appeal for a waiver of the rule that prevents them from enrolling for at least one calendar year. Such appeals are rarely granted and only in the event of extenuating circumstances. For more information about filing an academic appeal, contact Admissions.
4. A student who has been suspended for academic reasons may during the suspension period and with the approval of the student's department chair and the Vice Chancellor for Academic and Student Affairs register to *audit* regular courses at LSUA or register for non-credit correspondence courses at LSUA.
5. Students readmitted to LSUA after being suspended for academic reasons will be on scholastic probation when they return and will

remain so until their overall grade point average is at least 2.0. In order not to earn another suspension, such students must attain a 2.0 grade point average in each semester of their enrollment.

Readmission of Suspended Students for Summer Only

1. Students who are currently in suspension status at LSUA may apply to attend in the summer only through the Summer Only Drop Status (SODS) program. This program is not available to students who are in suspension status at other universities. To obtain SODS permission forms or information about other required re-entry documentation, contact Student Services.
2. Students cannot be placed on probation or be suspended from the university on the basis of work taken during a summer term.
3. Work taken during the summer term can result in students being removed from scholastic probation or suspension.

Grading System

The following section provides explanations of the key components of the university's grading system.

Exams and Other Graded Material

At the beginning of each semester, faculty members are expected to announce to their classes the basis on which each student's course grade will be determined. On request, faculty members should provide to students a review of all graded material, including final examinations, that contributed to the course grade and a review of the method by which the grade was determined. Unreturned examinations and other graded material should be kept on file for at least six months following the conclusion of a course. Faculty members who leave the campus during this period should file such material in their departmental office.

Assigning of Grades

It is the right and responsibility of the instructor to determine and assign the grade for each student listed on his or her course roster who does not have a grade of "W." The instructor's assignment of a grade is final, and the grade may not be changed or altered unless an official Change of Grade form is processed by the instructor and approved by the department chair. Grades changes made as a result

of the grievance procedure must be approved by the Vice Chancellor for Academic and Student Affairs.

In extraordinary circumstances, which make it impossible for the instructor to fulfill the responsibility of determining a course grade, the department chair shall assign the grade. In such cases, the department chair may elect to award a "P" (Passing) for work of at least "C" quality.

Grading Standards

Grades of "A," "B," and "C" are given for satisfactory work.

A grade of "A" indicates distinguished mastery of the course material; a grade of "B," good mastery; a grade of "C," acceptable mastery; a grade of "D," minimally acceptable achievement for credit; and a grade of "F," failing. Note: in some degree programs, a grade of "D" in certain courses does not carry degree credit.

A "P" (Passing) denotes satisfactory completion (grade of "C" or higher) on advanced-standing examinations and certain courses.

An "NC" (No-credit) denotes unsatisfactory performance on advanced-standing examinations and certain courses.

Quality points are assigned to letter grades as follows:

- "A" = 4 quality points;
- "B" = 3 quality points;
- "C" = 2 quality points;
- "D" = 1 quality point;
- "F" = 0 quality points.

Grading symbols of "P," "NC," "W," and "I" are not used in computing the official grade point average and, therefore, do not carry quality points.

All courses taken for which grades of "A," "B," "C," "D," or "F" are assigned, including "repeated courses," are considered in calculating grade point averages.

The Withdrawal ("W") Grade

A "W" will be entered on a student's record for any course from which the student withdraws after the fourteenth class day (seventh class day in a summer session or eight-week term) and on or before the final date for dropping courses. → A student who stops attending or never attends a class for which he or she is registered will *not* be assigned a "W" unless an official schedule change form is

processed. ←The student will normally receive an “F” for such a class and may, as a result, be ineligible for further financial aid and/or for readmission for a semester or longer.

The Incomplete (“I”) Grade

Work that is of passing quality but is incomplete because of circumstances beyond the student’s control may be marked “I.”

→It is the student’s responsibility to initiate the request for an incomplete grade. ←The Request for “I” Grade Form along with instructions for completing and returning the form may be obtained from Records. Arrangements for the completion of missed work must be made with the instructor before the submission of the request.

If authorization for the incomplete grade is not received *before* submission of final grades for the course, the instructor will consider the delinquent work to be of failing quality and not assign an “I” grade.

→The “I” will be converted to “F” unless it is removed before the deadline for adding courses for credit in the next regular semester following the assignment of the “I” grade. ←It is the responsibility of the student to make arrangements with the instructor for removing the “I” before this deadline.

Final Examinations

Final examinations are required and must be given at the end of each semester in accordance with the dates published in the Final Examination Schedule. Any exception to this requirement must be approved by the Vice Chancellor for Academic and Student Affairs.

A student requesting that an exam time be changed to another time within the established exam period must present his or her request in writing to the instructor of the course, secure the instructor’s written approval, and secure the written approval of the instructor’s department chair.

A student who for some valid reason, such as illness, is absent from a final examination may take a special examination only with authorization of the instructor’s department chair and with the concurrence of the instructor involved. This special exam must be completed before the deadline for turning in semester grades.

Grade Reports

The university does not mail grade reports at the end of a semester. Instead, students access their grades online at my.LSUA.edu.

Grade Appeals

Students who wish to appeal a final grade should consult the Student Handbook for details of the Student Grievance Policy.

Schedule Changes

Schedule changes may be made in accordance with the dates indicated in the Academic Calendar.

From initial registration to the end of the late registration period, students may *drop* and *add* classes online. After the late registration period, a student may initiate schedule changes through his or her academic department up until the deadline specified in the Academic Calendar. Such changes are not considered official until the appropriate paperwork has been completed by the academic department.

A course *dropped* on or before the fourteenth class day (seventh class day in a summer session or eight-week term) will not be recorded on the student’s permanent academic record.

A course from which a student *withdraws* after the fourteenth class day (seventh class day in a summer session or eight-week term) and on or before the final date for withdrawing from courses will result in a grade of “W” being recorded on the student’s permanent academic record.

As noted earlier, a student who stops attending or never attends a class for which he or she is registered will *not* be assigned a “W” unless an official schedule change form is processed. The student will normally receive an “F” for such a class and may, as a result, be ineligible for further financial aid and/or for readmission for a semester or longer.

Resignation from the University

Withdrawal from all courses requires that a student resign from the university by the date indicated in the Academic Calendar (“final date for resigning”).

To resign a student must obtain a resignation form from his or her academic department, secure the necessary administrative signatures, and submit the form to Records within five class days of the date the resignation request was initiated. A resignation is not official until the resignation form has been processed

by Records and the student has satisfied all financial obligations to the university.

→A student who is unable to visit campus to resign must provide his or her department chair with a signed and dated request to resign. ← The date of the receipt of the request will determine the effective date of resignation.

Resignations effective after the fourteenth class day (seventh class day in a summer session or eight-week term) and on or before the final date for resigning from the university will result in "W's" being recorded on the student's permanent academic record.

Transcript of Record

Students may obtain transcripts of the work they have completed, provided they are current in their financial, library, and all other obligations to the university.

There is no charge for the first five transcripts requested from LSUA (including all transcripts requested since 1960). The sixth and subsequent transcripts cost \$5 each. This fee must be paid before the transcript can be issued.

Transcripts cannot be released without the student's written authorization. Transcript request forms are available from Records and online at <http://registrar.lsua.edu/transcript/>. Written requests for official transcripts should be mailed to LSUA Records, 8100 Hwy. 71 South, Alexandria, LA 71302-9121. Such requests must include the student's name (and name while attending LSUA, if different); student identification number, date of birth, last semester of attendance, and signature. The date of the request and the address to which the transcript should be mailed should also be provided.

Academic Honors

Dean's List

At the end of each fall and spring semester, an honor list is compiled. To be included on the list, students must have successfully completed at least 12 hours of coursework during the relevant semester, have earned a grade point average of at least 3.5 for that coursework, and have not been assigned any "I" grades for the semester. The 12 hours cannot include courses audited, developmental education courses, or any other credits not earned while the student is enrolled for resident study at LSUA.

Honor's Day

Honor's Day Convocation is held during the spring semester of each year. On this occasion, awards are presented to students who have demonstrated excellence in academics, leadership, and community service.

University Honors

The Chancellor's Award for "Highest Academic Achievement" is awarded at each commencement to the associate degree graduate and the baccalaureate degree graduate with the highest grade point averages. To be eligible for the award, graduates must ensure that at least 50% of the total hours applied towards their degrees have been earned at LSUA.

Graduates receiving baccalaureate degrees may receive their degrees *summa cum laude*, *magna cum laude*, or *cum laude*. The determination for these designations is based on the student's grade point average. Degrees are awarded *summa cum laude* to students whose grade point averages are between 3.90 and 4.0; *magna cum laude* to students whose grade point averages are between 3.70 to 3.89; and *cum laude* to students whose grade point averages are between 3.50 and 3.69.

Students graduating with honors are recognized at commencement by the honors cords they wear. Students graduating *summa cum laude* wear gold cords; those graduating *magna cum laude* wear silver cords; and those graduating *cum laude* wear white cords.

Gamma Beta Phi

Gamma Beta Phi is a national collegiate honor and service organization for students in colleges and universities in the United States. Students must have an overall grade point average of at least 3.0 to be invited to become members. The gold satin stole worn by graduates at commencement signifies that they are members in good standing. For more information about the organization and its activities, visit www.gammabetaphi.org/.

Academic Exceptions

Under rare circumstances, a student may wish to seek an exception to the policies of this catalog. To do so requires a "petition" addressed to the Vice Chancellor for Academic and Student Affairs. The petition, which should take the form of a letter, must clearly indicate the reasons for seeking the exception

and be accompanied by documentation that supports those reasons; without adequate documentation, petitions will not be given full consideration.

Petitions are acted upon as quickly as the Office of the Vice Chancellor for Academic and Student Affairs is able to verify the information presented in the request. In some cases, the vice chancellor may request a consultation with the student before acting on the petition. The granting of the request contained in a petition is at the discretion of the vice chancellor or his or her designee.



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