

ADVISING GUIDELINES

COLLEGE OF APPLIED AND NATURAL SCIENCES



Although various administrative staff spend much of their time counseling students, the most effective academic counseling is done by faculty in their classrooms and in their offices. Advising students is an important responsibility of the faculty. Advising consists of more than assigning students to classes, signing drop and add forms, or solving scheduling problems. To advise students properly, faculty must:

1. Post and maintain accessible office hours for assisting and advising students – at least 10 hours per week available for student conferencing with hours scheduled on three or more weekdays. Office hours will be posted on the faculty office door and communicated to students (syllabus, webpage, etc.) by the end of the first class week each quarter. Office hours are to be maintained throughout the entire quarter.

A copy of the current quarter's class schedule and posted conference schedule for each faculty member will be maintained in the respective department office. Faculty are encouraged to extend, as possible, the time available for student conferencing during the final exam period.

2. Become knowledgeable about program and curriculum requirements within the University, College, and Department;
3. Utilize information accessed through the SCT Student Information System;
4. Become knowledgeable about University and Departmental regulations and requirements; and
5. Become acquainted with Student Service resources on campus.

Faculty are encouraged to become acquainted with their students, to give liberally of their time in conference hours, and to advise and assist students. When appropriate, faculty and staff are encouraged to make referrals to the University Counseling Center which provides a variety of resources for students with personal, educational, and career concerns (Louisiana Tech University Faculty Advising/Counseling Policy 2207).

Advisors should be familiar with the Louisiana Tech University homepage (<http://www.latech.edu/>), the College homepage (<http://www.latech.edu/ans/>) and the mainframe based student information system (SCT). One needs a user ID and password (obtained from the Computing Center WT 116) to access the student information system through the mainframe. See page 13 for commonly used SCT screens.

The Registrar publishes the Schedule of Classes quarterly (the Racing Form); the schedule also can be found at the University's web site: <http://www.latech.edu/registrar/racingform.shtml> and through BOSS (Bulldog On-Line Student System): <https://boss.latech.edu/> The Schedule of Classes includes BOSS web registration critical dates, quarter calendar, admission requirements, registration information, the registration process, general information, a directory, and the schedule of classes. Another useful tool is future course offerings found at <http://ir.latech.edu/odir/>.

Louisiana Tech University uses BOSS for early web registration, web schedule adjustment (drop/add) and fee payment; see the Schedule of Classes for the dates and times that BOSS is available for students to register and adjust schedules. In addition to BOSS, students can register and adjust their schedules in the Registrar's office (KH 207).

Advising occurs twice each quarter. Early advising, web registration, web schedule adjustment, and fee payment begins Monday of week nine (9) of the quarter and continues to the last day of classes.

General registration and fee payment are available the first day of the quarter for new and continuing students who did not complete early registration and fee payment. Web schedule adjustment (Drop/Add and "No Grade" drops) continues through the first three (3) days of each quarter.

1. The Registration Process

- A. **Advisees** – Your advisees are listed on-line at <https://boss.latech.edu/> Use Faculty BOSS login, Web for Faculty (you will need Faculty ID and PIN), Term, and Advisor Services to list your advisees. After selecting an advisee you can update registration access numbers, see the student's schedule, view institutional and transfer transcripts, and obtain the student's contact information. Knowledge of the mainframe based SCT student information system is required to advise and update the registration access codes for students who are not your advisees.
- B. **Course Loads** - A full-time undergraduate student course load consists of eight to twelve hours. The College of Applied & Natural Sciences adheres to the guidelines stated on page 10 of the 2008 – 2009 Louisiana Tech University Catalog and allows students to enroll in more than 12 hours only with justifiable, extenuating circumstances. This policy also applies to students enrolled through the Inter-Institutional Cooperative Program (ICP) with Grambling State University, Internet courses, and correspondence courses. Because of the differences in the quarter and semester calendars, enrollment in semester courses at another institution may overlap two quarters, and the semester courses will count toward the student's course load during both quarters. Students may enroll in no more than 12 hours between the two institutions.
- C. **Overload Approval** – A degree candidate or a student with a "B" average (3.0), both overall and in the preceding quarter, will be permitted to enroll in a maximum of 14 semester hours during a quarter. The following actions are required for all overload approvals:
- 13 or 14 hours and meet criteria listed above – bring advising form or drop/add form to Dean's office, for signature and approval stamp; the advisor should note cumulative GPA and GPA for preceding quarter on the advising form.
 - 13 or 14 hours and do not meet criteria – bring form and strong written recommendation/justification including a statement of extenuating circumstances from the **ADVISOR AND UNIT HEAD** to the Dean's office, for signature and approval stamp. Requests will be considered; they may or may not be approved.
 - Students enrolled in University Seminar 100, and not required to take a developmental class (099), will be given automatic approval for 13 hours during their first quarter.
 - Students who are required to take developmental classes are limited in the number of hours they can take: one developmental class, 11 hour maximum (including University Seminar), two developmental classes, 10 hour maximum (including University Seminar).
 - The Vice President of Academic Affairs must approve student requests of 15 hours; these requests require a memorandum from the advisor, unit head and dean to the vice president. A strong justification is required for 15 hours.
- D. **Adding a seat** in a closed Applied & Natural Science class:
- The student's advising form or add form must be stamped (*OK to add one seat – ANS*) in the special permission section, and signed by the instructor/unit head of the unit that offers the course.
 - Stamps to add one seat are available in all ANS Unit offices.

E. Course Prerequisites:

- Prerequisites for courses are listed in the University Catalog.
- Students should be told during advising and also sometime during the first three days of class each quarter whether a course has prerequisites.
- Prerequisites should be stated clearly on the syllabus for each course.

F. Enrolling in 400 Level Courses:

- Normally, 300 and 400 level courses are reserved for juniors and seniors.
- Students with a freshman or sophomore classification are not eligible to register for 400-level courses without the written approval of the academic dean of the college responsible for that specific subject and course. For ANS courses, students should bring a letter, signed by the advisor and unit head, to the Dean's Office for approval.
- Certain 400-level courses may be taken by graduate students for graduate credit. These are designated in the University Catalog, with the letter G in parentheses (G), appearing at the end of those 400-level undergraduate course descriptions.

G. Practica/Cooperative Education Courses

- Practica/Cooperative education programs are managed through each academic unit.
- Each academic unit has an academic coordinator who oversees application and enrollment in Experiential Education.
 - Agricultural Sciences – Dr. Charles Winstead
 - Biological Sciences – Dr. Howard Hunt
 - Forestry – Dr. Gordon Holley
 - Health Information Management – Mrs. Helen Baxter
 - Human Ecology – Mrs. Anita Pumphrey
 - Nursing – Individual faculty members coordinate clinical experiences for their own classes
- Students are required to complete applications and be approved for enrollment **prior** to registering for Experiential Education courses.
- Students enrolling in practica/cooperative education courses are required to pay a practica fee.

H. Financial Aid – Students receiving financial aid must be enrolled as full time students (at least 8 semester hours). All paperwork must be completed with the financial aid office before the beginning of the quarter for which aid is requested. It is the student's responsibility to be informed of their loan status. **NOTE:** Students receiving TOPS scholarships must earn 24 hours of credit each year or the number needed to complete their undergraduate degree; make satisfactory progress (GPA); be a full-time student; and be continuously enrolled. Summer sessions do not count, and credit exams count neither as hours earned nor hours carried in determining full-time status.

I. Disability Services - The Office of Disability Services (Wyly Tower 318) coordinates campus-wide efforts to provide information and services to Louisiana Tech students with disabilities. Inquiries concerning services for students with disabilities should be directed

to the Office of Disability Services. Services are available to students who provide appropriate documentation. Their phone number is: (318) 257-4221 and their e-mail address is: ods@latech.edu.

- J. **Developmental Education** – All new freshmen entering Louisiana Tech in the fall quarter will be required to meet the placement and testing guidelines. Continuing students who have not met Math and/or English requirements prior to fall 2005 also follow the revised guidelines. In addition, transfer students have placement guidelines. The test scores and placements are listed below.

A maximum of three attempts (including drop “W” attempts) will be allowed for developmental education courses. The student will be suspended from the University for failure to complete the course after three attempts, or if developmental courses are not completed within the first four quarters of enrollment.

PLACEMENT AND TESTING REQUIREMENTS FOR BEGINNING FRESHMAN

ENGLISH

Subject	Test Scores	Placement
English	English ACT less than or equal to 17, or Verbal SAT score less than or equal to 430	English 099
English	English ACT greater than or equal to 18, or Verbal SAT score greater than or equal to 450	English 101
English	English ACT greater than or equal to 30, or Verbal SAT greater than or equal to 680	ENGL 101 credit granted if English ACT/Verbal SAT score earned within the previous 5 yrs.

UNIVERSITY SEMINAR

Subject	Test Scores	Placement
University Seminar	Reading ACT less than or equal to 17, or Verbal + Math SAT score less than or equal to 850	Placement in University Seminar 101 (3 credit hours)
University Seminar	Reading ACT greater than or equal to 18, or Verbal + Math SAT score greater than or equal to 860	Placement in University Seminar 100 (1 credit hour)

MATH

Subject	Test Scores	Placement
Math	Math ACT less than or equal to 17, or Math SAT score less than or equal to 420	Placement in Math 099.
Math	Math ACT 18 – 21 inclusive, or Math SAT 430 -510 inclusive	Placement in Math 100 No credit exam is available for bypassing Math 100.
Math	Math ACT 22 – 23 inclusive, or Math SAT score 520 – 550 inclusive	Placement in Math 101. Not eligible for Math Credit Exam.
Math	Math ACT 24 – 25 inclusive, or Math SAT 560 – 580 inclusive	Placement in Math 101 or take and pass Credit Exam to earn credit for Math 101. Advance preparation for the exam is necessary**.
Math	Math ACT greater than or equal to 26, or Math SAT score greater than or equal to 590	Credit for Math 101 will be given if Math ACT/SAT was earned within the previous five years. Eligible to enroll in Math 101 or Math or Statistics course with Math 101 as the only Math prerequisite. Eligible for Math Credit Exam to earn credit for Math 112 (Trigonometry). Advance preparation is necessary for the exam.**

NOTE: Permission to take a credit exam in a given course will be denied those students who have previously attempted the course and/or the credit exam. Refer to the *Louisiana Tech Credit Exam* sections of the Catalog for additional information.

* Math 100B-C serves as a replacement for Math 101 for students required to enroll in Math 100.

** Various review materials are available free of charge by accessing the web site www.rehanna.pageout.net. Select the desired course, then "Syllabus," then select "Instructions for Accessing Review Materials." Print the instruction sheet and follow the stated instructions.

PLACEMENT AND TESTING REQUIREMENTS FOR TRANSFER STUDENTS

All new transfer students entering Louisiana Tech will be required to follow the Math and English placement guidelines detailed above for beginning freshman. The following additional guidelines apply to transfer students.

Subject	Test Scores	Placement
University Seminar	0-17 Reading ACT, 0-850 Verbal + Math SAT, <i>and</i> transferring in fewer than 18 semester credit hours	Option to enroll in University Seminar 101 (3 credit hours)
University Seminar	18 or higher Reading ACT, 860 or higher Verbal + Math SAT and transferring in fewer than 18 semester credit hours	Option to enroll in University Seminar 100 (1 credit hour)
University Seminar	All students who transfer in 18 or more semester credit hours	Option to enroll in University Seminar 100 (1 credit hour)

- Students required to take one or more developmental (099) courses are limited to smaller class loads (see Course Loads listed above).
 - Withdrawal from developmental education classes is not permitted unless there are extenuating circumstances. If the student needs to reduce his/her course load, the student will be required to drop any regular courses before dropping developmental education classes.
- K. **Academic Renewal** – Undergraduate students who have dropped out or have been suspended because of poor academic performance may request to start over with the status of an entering freshman. Many conditions apply to academic renewal; see page 7-8 of the 2008 – 2009 Louisiana Tech University Catalog for conditions. A few of the conditions are listed below.
- At least three (3) consecutive calendar years must elapse between the end of the quarter in which the student was last registered for credit at any college or university and being enrolled under academic renewal.
 - The student must submit a written application for academic renewal to the Academic Renewal Subcommittee of the Enrollment Management Council using an Academic Renewal Application.
 - Request for academic renewal must be received by the end of the last class day of the first quarter of attendance at Louisiana Tech University.
 - No prior credit carries forward as part of a degree program; however, the prior record remains a visible part of the student's transcript.

2. Dropping a class/resigning from the University

A. Drop dates

- Students drop individual courses using a Schedule Change Form (“Drop/Add Form”)
- Students should be counseled to drop before the deadline if they are not doing satisfactory work. Poor performance in a class is not an acceptable reason for backdating a drop, even if the grade will affect the student’s probation/suspension status or financial aid eligibility.
- Students frequently request to drop courses after the drop deadline has passed. These requests require the Dean’s signature and are only granted if the student can produce documentation of a medical emergency that prevented him/her from dropping before the deadline.

B. Resignation – To resign from the University, a student must obtain a Resignation card from the Registrar, secure the required signatures, and return the Resignation card to the Registrar (resignation is not official until the card is on file in the Registrar’s office).

- Deadlines for refunds are listed in the Schedule of Classes and General Information (“Racing Form”)
- The student I.D. must be turned in to the Food Service Office.
- When the student resigns before the close of registration the permanent record reflects registration and resignation only.
- If the student resigns during the first seven weeks of the quarter a grade of “W” will be reflected on the transcript for all courses.
- Students who leave without resigning receive “F” grades for all courses.
- Students living in a dormitory or housing will forfeit the unused portion of any payment or deposit made to the University.
- Students frequently request to resign after the deadline has passed. These requests require the Dean’s signature and are only granted if the student can produce documentation of a medical emergency that prevented him/her from resigning before the deadline.

C. Adding Classes after Late Registration ends

- Students should be counseled to add classes before the drop/add deadlines.
- Occasionally students need to add classes after late registration ends. Students use the Schedule Change Form (drop/add slip) available in the ANS Unit offices to add a class, and the Dean’s signature is required.
- Approval will be granted when the instructor of the course to be added late verifies in writing that the student will be allowed to complete missed work.
- Students are not allowed to add classes after the ninth class day is complete.

3. Academic status

Probation/Suspension – There are three categories of academic status for undergraduate students:

- a. Academic good standing and eligible to be enrolled,
- b. Academic probation and eligible to be enrolled,
- c. Academic suspension, therefore not eligible to be enrolled.
 - Students will usually receive official notification of academic status; however, such notice is not a prerequisite to students being placed in one of the above categories. The first suspension is for one quarter. A second suspension is for one academic year (four quarters).
 - Students may appeal for reinstatement after academic suspension; refer the students to the Dean's office.

4. College forms – examples of forms are attached and are available in all Applied & Natural Sciences offices and at the following web address:

<http://www.latech.edu/latechnet/documents/cans.shtml>

A. **Course Substitutions** – Substituting one Louisiana Tech course for another in a curriculum requires an Undergraduate Course Substitution Form (Blue):

1. Requests for course substitutions should be initiated by the student, and should be submitted for approval before the student enrolls in the course. The course substitution is not considered valid until all required signatures have been obtained. Failure to request substitutions in a timely manner may mean that students complete a class that will not count towards their degree.
2. Students must earn a “C” or better in all substituted courses, regardless of the grade deemed acceptable in the required course. Even if a grade of “D” is acceptable in the required course, a “C” or better is required for any substituted course.
3. Students are not allowed to substitute courses that they have previously completed with unsatisfactory grades. Even if the course is not offered quarterly, the student must repeat the required course. While substitution of “similar” courses will not be approved, students will be allowed to take the “same” or “equivalent” course at another university.
4. A rationale of “course conflict” or “course unavailable” is not sufficient for approval of a course substitution. Additional justifying information should indicate when the course will be offered again and when the student plans to graduate. Only if the course will not be offered again prior to the student's graduation will a substitution be considered.
5. If the student is requesting a substitution for a required course from which he/she previously withdrew, a strong justification must be provided for the substitution request.
6. The original course substitution forms are kept in the Dean's office with copies sent to the unit.

B. Transferring Courses

- When a student transfers to Louisiana Tech University from another university, the transfer courses to be used to satisfy the General Education Requirements (listed on page 14 of the Louisiana Tech University Catalog, 2008 – 2009) must be evaluated for equivalency within the first quarter of the student's admission to the College of Applied & Natural Sciences.

"While all transfer course work is posted, the applicability of specific courses for the chosen curriculum is determined by the academic department head in conjunction with the college dean. ..."

"Normally, only courses taught in the freshman/sophomore level at Louisiana Tech are accepted from a junior/community college toward a degree at Louisiana Tech" (page 5, Louisiana Tech University Catalog, 2008-2009). Exceptions require evidentiary justification such as course outlines, exams, etc.

- Use the Transfer Course Approval Form (Yellow) and the General Education Articulation Matrix (GEAM) for Louisiana Universities, Screen 142 on the SCT Student Information System, and the ANS Transfer Equivalency List (available in all ANS Unit offices). The GEAM is updated annually and the ANS Transfer Equivalency List is updated quarterly. Copies are available in each academic unit.
- An advisor, unit head, or designated staff member should contact the appropriate department head to verify equivalency for courses not on the lists.
- Transfer Course Approval Forms should not be given to the student; students are not responsible for obtaining the necessary signatures.
- Students must sign transfer course approval forms prior to obtaining approval from the Dean.
- The original transfer equivalency forms are kept in the Dean's office with copies sent to the unit.
- A grade of "C" or better is considered acceptable for transfer credit for required or equivalent courses in the College of Applied & Natural Sciences degree programs. Transfer credit will not be granted for courses that a deficient grade (D or F) has been earned.
- Do not tell students that the transfer will be granted until the equivalency has been evaluated and approved.
- If a student transfers into your curriculum from another Applied & Natural Sciences curriculum, contact the Dean's office to find out if an evaluation is already on file.

C. Pre-Approval of Transfer Courses – Currently enrolled students who wish to enroll in a course at another university (regular courses, Internet courses and correspondence courses) must have approval from the Unit head and Dean **before** the student enrolls in the course.

- Use the Transfer Course Pre-Approval section.

- Students must sign the Transfer Course Pre-approval form acknowledging their understanding that they must earn a grade of “C” or better in order to receive credit toward their degree in the College of Applied & Natural Sciences.
 - Transfer credit will not be granted for courses if a deficient grade (D or F) is earned.
 - Louisiana Tech University does not permit more than six hours of correspondence credit toward pursuit of a degree.
- D. **Minors** – students can earn a minor at Louisiana Tech University; the title of the minor is posted on the student’s transcript.
- Use the Request for Minor Form (Gray).
 - Course requirements for a minor are listed in the Louisiana Tech University Bulletin in the unit that offers the minor.
 - If the minor follows the requirements listed in the Louisiana Tech University Bulletin, no additional approval is necessary.
 - When the minor deviates from the courses listed in the Bulletin, written approval from the head of the unit that offers the minor must be submitted.
 - Students must earn a grade of “C” or better in all courses in the minor.
 - Minor forms are submitted to the Dean for signatures by the Unit Head during the quarter of graduation.
- E. **Advising juniors and seniors** – After 60 semester hours are earned, students and advisors should complete a Junior/Senior Year Courses to Complete Curriculum Form, also known as the Block Plan (White). This form shows which courses remain in the student’s curriculum to complete the degree, and blocks which quarter the courses are to be taken in order to graduate.
- The reverse side of the form shows a Guideline for Completing General Education Requirements for Applied & Natural Sciences majors.
 - Two-year tentative course offerings by quarter for Tech can be found on the University’s home page at the following address: <http://ir.latech.edu/odir/>
- F. **Concurrent Enrollment** – Undergraduate seniors who have a minimum cumulative undergraduate GPA of 3.2 on all undergraduate work attempted may be allowed to register for graduate credit if they meet the University of Louisiana System regulations. These requirements and the procedure for admission into the Concurrent Enrollment Program are detailed on pages 115-116 of the 2008-2009 University Catalog.

5. Graduation Procedures

- A. **Registration for Graduation** – Students are required to apply for graduation in the Registrar’s office during the first three weeks of the quarter in which they expect to graduate. Forms are available on BOSS.
- The last day to register for graduation is listed in the Schedule of Classes and General Information.

B. **Transfer course work during the last quarter** – A student who has fulfilled the minimum residence requirement (see page 18 of the 2008 – 2009 Louisiana Tech University Catalog) may be permitted to earn only nine (9) of the last 36 semester hours (6 of the last 18 for Associate Degree students) out-of-residence. This policy includes correspondence courses (six hours maximum), which count as part of the student's quarter course load. Students planning to transfer their last hours back to Tech should be made aware that it is their responsibility to request that the school they are attending transfer their grades to Tech in time to be posted prior to graduation. It is also the responsibility of the student to be sure that the transfer has been completed.

C. **Graduation with Latin Honors**

- *Summa Cum Laude* – 3.90 GPA on all hours pursued
 - *Magna Cum Laude* – 3.70 GPA on all hours pursued
 - *Cum Laude* – 3.50 GPA on all hours pursued
- The student must have a minimum of 30 semester credit hours at Louisiana Tech University to be eligible for and receive such recognition.
- Students receiving their first associate degree are also recognized as follows: *Distinction* (3.70 GPA) and *Honors* (3.30 GPA). The student must have earned a minimum of 15 semester credit hours at Louisiana Tech University to be eligible for and receive such recognition.

6. **Applied & Natural Sciences Organization and Curricula with concentration listed**

DEPARTMENT OF AGRICULTURAL SCIENCES

(Dr. Gary Kennedy, Head – 3275)

Agricultural Business (BS)

Business Concentration
Landscape and Turf Management
Crop Science and Management

Animal Science (BS)

Dairy
Equine Science
General Animal Science
Livestock Production
Pre-Veterinary Medicine

SCHOOL OF BIOLOGICAL SCIENCES

(Dr. William Campbell, Interim Director – 4573)

Biology (BS)

Biological Sciences
Applied Biology

Medical Technology (BSMT)

Biology (MS)

Molecular Sciences and Nanotechnology (MSNT)

SCHOOL OF FORESTRY

(Dr. Mark Gibson, Director – 4985)

Forestry (BSF)
Wildlife Conservation (BS)
Geographic Information Systems (BS)

INTERDISCIPLINARY PROGRAMS

Environmental Science (BS) (Dr. Howard Hunt, Coordinator – 4573)
Geographic Information Science/Natural Resources (BS) (Dr. Mark Gibson – 4985)
Molecular Sciences and Nanotechnology (MS) (Dr. William Campbell – 4573)

DEPARTMENT OF HEALTH INFORMATION MANAGEMENT

(Mrs. Angela Kennedy, Head – 2854)

Health Information Technology (ASHI)
Health Information Administration (BSHI)
Health Information Administration (MHIM)

SCHOOL OF HUMAN ECOLOGY

(Dr. Amy Yates, Director – 3727)

Family & Child Studies (BS)
Applied Child Development
Child Life
Family Science
Family and Consumer Sciences Education (BS)
Merchandising & Consumer Studies (BS)
Consumer Studies
Merchandising
Nutrition & Dietetics (BS)
Family & Consumer Sciences (MS)
Family and Child Development
Family and Consumer Sciences Education
Consumer Science
Nutrition & Dietetics (MS)
Clinical Dietetics
Community Dietetics

DIVISION OF NURSING

(Ms. Pam Moore, Director – 3101)

Nursing (ASN)

COMMONLY USED SCT SCREENS

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UNDERGRADUATE COURSE SUBSTITUTION FORM*

LOUISIANA TECH UNIVERSITY COURSES ONLY COLLEGE OF APPLIED & NATURAL SCIENCES



Student's Name _____ Date _____

Student I.D.# _____ Major _____

Proposed Course:

Course Name/Number	Sem. Hr. Credit	Title
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To Be Substituted For:

Course Name/Number	Sem. Hr. Credit	Title
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Reason for Substitution:

Requested by: _____

Student's Signature

Advisor _____ Dept. Head (ANS) _____

Dept. Head or Dean (Academic Area) _____

Associate Dean (ANS) _____

Dean (ANS) _____

*APPROVAL MUST BE SECURED PRIOR TO ENROLLMENT IN THE COURSE(S) TO BE SUBSTITUTED.

*STUDENTS MUST EARN A GRADE OF "C" OR BETTER IN THE SUBSTITUTED COURSE.
CREDIT WILL NOT BE GRANTED IF THE STUDENT EARNS A "D" OR "F" IN THE COURSE.



Transfer Course Approval Form
College of Applied and Natural Sciences

Name _____ ID# _____ Major _____ Date _____

Course	School	Hours	Grade	Tech Equiv or GER	Verified by	Dept	Date
Number: Title:							
Number: Title:							
Number: Title:							
Number: Title:							
Number: Title:							
Number: Title:							

Transfer course Pre-Approval for current Tech students to be taken (date) _____

Course	School	Hours	(Grade)	Tech Equiv or GER	Verified by	Dept	Date
Number: Title:							
Number: Title:							

**Transfer or substitution credit will be granted for courses in which a grade of “C” or better has been earned.
Courses with grades below “C” cannot be transferred.**

Requested by _____ Advisor _____

Approval: Dept Head _____ Assoc Dean _____ Dean _____

Equivalencies can be verified by providing a course description to the appropriate department head for evaluation/approval. Once a determination has been made, you may file the reference evaluation for future students for a period of two years.

JUNIOR/SENIOR COURSES TO COMPLETE CURRICULUM*
 (To be completed when 60 semester hours are earned.)



Name _____

Advisor _____

Major _____

Date of Preparation _____

Fall ____	Winter ____	Spring ____	Summer ____	Courses Not Completed
Fall ____	Winter ____	Spring ____	Summer ____	Courses Not Completed

SEE REVERSE SIDE FOR GUIDELINES FOR GENERAL EDUCATION REQUIREMENTS

*This is a tentative schedule. The University reserves the right to withdraw any class for which there is insufficient registration; restrict registration in any class; reschedule any class; change instructors and sections of classes, and provide additional instructors for any class that is overcrowded. It is the student's responsibility to insure that all degree requirements are met.

August 2008

