

Accreditation

Louisiana Tech University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097); telephone number (404/679-4501) to award associate, baccalaureate, master's, and doctoral degrees.

Member

American Association of Colleges for Teacher Education
American Association of State Colleges and Universities
National Association of State Universities and Land-Grant Colleges
American Council on Education (ACE)
Association for University Business and Economics Research
Council of Graduate Schools in the United States
Conference of Southern Graduate Schools
Consortium for Education Research and Technology (CERT)
Council for Higher Education Accreditation
Southeastern Universities Research Association, Inc.
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
Louisiana Association of Collegiate Registrars and Admissions Officers (LACRAO)
National Association of Student Financial Aid Administrators (NASFAA)
Louisiana Association of Student Financial Aid Administrators (LASFAA)

Accreditation in Specific Areas

The International Association for Management Education (AACSB)
Accreditation Board of Engineering and Technology (ABET)
Engineering Accreditation Commission of ABET (engineering programs)
Technology Accreditation Commission of ABET (technology programs)
The Council for Accreditation of the American Association of Family and Consumer Sciences
American Chemical Society
American Dietetics Association
Commission on Accreditation/Approval for Dietetics Education of The American Dietetic Association
Commission on Accreditation of Allied Health Education Programs in cooperation with the Council on Accreditation of the American Health Information Management Association
Computing Sciences Accreditation Board, Inc. (CSAB)
Council on Academic Accreditation in Audiology & Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association
Council on Aviation Accreditation
Foundation for Interior Design Education Research (FIDER)
National Academy of Early Childhood Programs Division of the National Association for Education of Young Children (NAEYC)
National Architectural Accrediting Board
National Association of Schools of Art and Design (NASAD)
National Association of Schools of Music (NASM)
National Council for Accreditation of Teacher Education
National League for Nursing
Society of American Foresters

General Information

History

Tech's formal name is Louisiana Tech University, but, when it was founded in 1894 by Act 68 of the General Assembly, it was called Industrial Institute and College of Louisiana. Act 68, which specified that the school be located in Ruston, provided for the establishment of "a first-class" institution designed to educate citizens of the state in the arts and sciences and in "the practical industries of the age." The school was located on 20 acres of land and in a single building, both donated by the city of Ruston. By September 1895, with its president and faculty of six in residence, Tech opened its door to 202 students.

The first degree offered by the school was a "Bachelor of Industry." This degree was granted in fields as broadly diverse as music and telegraphy. The first student to receive the degree was Harry Howard, Class of 1897. Mr. Howard was not required to go through a formal graduation program. After his qualifications were examined, Col. A. T. Prescott, the school's first president, awarded the degree. The first graduation exercises were not held until the following year, 1898, when ten degrees were awarded in a ceremony at the Ruston Opera House. There was a total of 1,346 Bachelor of Industry degrees awarded.

Since 1894, the institution's name, purpose, and functions have been modified as the needs of those whom it served have changed. In 1921, the school's name was changed to Louisiana Polytechnic Institute. The Bachelor of Industry degree was discarded, and the degrees standard to American education were granted. As the college increased in enrollment and offerings, constant changes were made to meet those additional responsibilities; in 1970, the school's name was changed to Louisiana Tech University.

Since 1921, the University has prospered. Enrollment approximates 10,000 students, and the physical plant has grown to over 130 buildings. There are approximately 260 acres on the main campus, 472 acres at the demonstration farm, 94 acres of forest land in Webster parish, 200 acres of forest land in Winn Parish, about 170 acres a few miles west of Ruston, five acres on Lake D'Arbonne, and 43.7 acres two miles west of the main campus. In addition, Tech has 149.77 acres of farm and pasture land for the animal production units.

The focal point of the campus is the Quadrangle, the center of which is a granite fountain named "The Lady of the Mist." Prescott Memorial Library (named for the school's first president), Wyly Tower of Learning, and Madison Hall are at the north end of the Quadrangle. Keeny Hall (after the school's sixth president) is at the east side; Howard Center for the Performing Arts (for Tech's first graduate) is at the south side. The west side is the Student Center. The remaining buildings surround the core buildings around the Quadrangle.

The Centennial Plaza was constructed in 1995 and funded by student-assessed fees. The focal points of the Plaza area are the belltower and the alumni walkway made up of approximately 72,000 engraved bricks representing all Tech graduates.

Equal Opportunity Policies

Louisiana Tech University adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin, age (Title VII of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), or disability (Section 504

of the Rehabilitation Act of 1973, as amended); the American with Disabilities Act of 1990, and the Civil Rights Act of 1991 in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

Admissions

Louisiana Tech University assures equal opportunity for all qualified persons regardless of race, creed, sex, color, religion, physical or mental handicap, national origin, age, marital status, or veteran's status in admission to the University.

Disabled Student Services

The Office of Disabled Student Services (Wyly Tower 319) 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 Disabled Student Services, the Admissions Office, or the Office of Academic Affairs. Services are available to students who provide appropriate documentation to the Office of Disabled Student Services. Any student with a documented disability condition (e.g., physical, learning, psychiatric, vision, hearing, etc.) requesting classroom accommodations should contact the instructor(s) and the Office of Disabled Student Services at the beginning of each quarter.

Employment

Louisiana Tech University is committed to the principle of providing the opportunity for learning and development of all qualified citizens without regard to race, sex, religion, color, national origin, age, disability, marital status, veteran's status for admission to, participation in, or employment in the programs and activities which the University sponsors or operates. The President of the University has established the policy that all employment practices will be supervised on a continuous basis to ensure that all University administrators, deans, directors, department heads, and other budget unit heads take positive action in complying with the goals of equal employment opportunity.

Office of Student Financial Aid

The Office of Student Financial Aid makes every effort to assist all students who require financial assistance to pursue their college career. The Office of Student Financial Aid is dedicated to the principle that any student who desires a college education should not be denied that opportunity because of lack of funds necessary to meet college costs.

Family Educational Rights and Privacy Act (FERPA)

The following statement is issued in compliance with the Family Educational Rights and Privacy Act of 1974:

Louisiana Tech University has the responsibility for effectively supervising any access to and/or release of official information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its retention no longer exists. In this regard, Louisiana Tech University is committed to protecting to the

maximum extent possible the right of privacy of all the individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the student concerned, to others with the student's written consent, to officials within the school, to a court of competent jurisdiction, and otherwise pursuant to law.

Message to Students

NOTICE: The regulations contained in this bulletin are based upon present and foreseen conditions and the university reserves the right to modify any statement in accordance with unforeseen conditions.

Louisiana Tech University is committed to providing a quality educational experience for students both within and outside the classroom. A high degree of interaction among students, faculty, and the University community is desired. Students provide an important voice in University decision making. The large number of committees having student members is an indicator of the importance of the students' role in decision making. Some of the committees having student members are as follows: Administrative Council, Administrative Review Board, Athletics Council, Behavioral Standards Committee, College/Department Curriculum Committees, Fee Committee, Graduate Council, Instructional Policies Committee, Library Advisory Committee, Parking and Traffic Committee, Radiation Committee, Research Council, Student Organizations Committee, University Multicultural Committee, University Student Health Council, and University Tour Committee.

Louisiana Tech University is required by accrediting agencies to evaluate the effectiveness of its academic programs and student services. Student participation is required through opinion surveys and standardized tests; e.g., student opinion survey, alumni survey, standardized test for general education, standardized test for major field evaluation, etc.

Student Residence Regulations

Because residence classification is an important part of fee determination, admission regulations, and other policies of the colleges and universities, it is important that colleges and universities have fair and equitable regulations which can be administered consistently, respecting the interest of both the students and the taxpayers of Louisiana. It is the responsibility of the student to provide the colleges and universities with such evidence as deemed necessary to establish the student's residence status.

The residence status of an applicant or student is determined in accordance with the University of Louisiana System regulations and is based upon evidence provided in the application for admission and related documents. Residence status is determined by the Admissions Officer after the completed application for admission has been submitted. The regulations are based primarily on the location of the home and the place of employment. Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school. Residence status is not determined for students registered for three semester hours or less.

1. An applicant living with his/her parents is classified as a resident if the parents have established a bona fide residence in Louisiana. Ordinarily, a parent is considered to have established a residence in Louisiana if the parent actually resides and is employed full-time in the state. A parent who is unable to be employed or who is a house-spouse may

be considered to have established a residence in Louisiana if there is convincing evidence that the parent continuously resides in Louisiana. If only one parent qualifies as a resident of Louisiana, the student shall be classified as a resident provided that the student resides with the parent who is a resident of Louisiana. An individual who resides in Louisiana and is employed full-time in another state may be classified as a resident. In such cases, appropriate documentary evidence must be presented.

2. A student residing with his/her parents who enrolls as a nonresident is classified as a resident if his/her parents move to Louisiana and acquire residence as defined in these regulations.
3. A student may be declared a resident if either parent is a graduate of the institution which he/she attends. A student who graduates with an associate or higher degree may be classified as a resident for subsequent enrollment at that same institution. This condition applies only to U.S. citizens.
4. A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if he/she has been employed full time in Louisiana, and if during that period he/she has not been registered at Louisiana Tech University for more than three semester hours or its equivalent in any quarter (this number of semester hours could be six per semester at other educational institutions in Louisiana). A person who is unable to be employed and has not been registered in any educational institution for more than six semester hours, or its equivalent in any semester (three semester hours at Louisiana Tech University) may acquire residence in Louisiana.
5. A student who is married to a Louisiana resident may acquire the residence status of his or her spouse.
6. A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country retains the right to enroll as a resident (including dependents) for a period equal to the number of years residing in Louisiana. The right shall expire upon the person's residing for a period of two years in another state or foreign country.
7. A member of the Armed Forces currently stationed in Louisiana and his/her dependents shall be classified as Louisiana residents. Service personnel who were stationed in Louisiana immediately prior to their release from active duty may enroll as Louisiana residents (including dependents), during a period not to exceed six months after the date of release provided that their term of active duty shall have been not less than 12 consecutive months.
8. A member of the Armed Forces who was a resident of Louisiana immediately prior to entering the Armed Forces retains the right for him/her or any of his/her dependents to be classified as a resident as long as he/she is in the Armed Forces and for a two-year period after leaving the Armed Forces.
9. A resident of Louisiana does not lose the right to be classified as a resident during periods of employment in a foreign country.
10. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status in his/her possession of two valid forms: I-151-Alien Registration Receipt Card or passport stamp evidencing temporary Alien Registration Receipt Card) and he/she has established residence under any of the foregoing provisions shall be declared a resident of the state.

Appeals Committee

Any student classified as a nonresident may appeal his/her classification to Louisiana Tech University's Appeals Committee. An appeal form may be obtained from and submitted to the Admissions Office, Room 221, Wylie Tower.

If an appeal is approved it will become effective during the quarter in which the appeal is approved. If the appeal is the result of a mid-quarter change in status (e.g. marriage), the appeal will become effective for the following quarter.

Undergraduate Admissions

Louisiana Tech University operates on a quarter calendar granting credit in semester hours. Qualified applicants may initiate their enrollment at the beginning of any quarter. Requests for information and application forms for undergraduate admission and readmission should be directed to:

**Admissions Office, Box 3178 Tech Station,
Ruston, LA 71272**

or
Louisiana Tech University Web Site:
<http://www.latech.edu>

Application packets are routinely sent to students who have scores on the American College Test (ACT) or Scholastic Aptitude Test (SAT) sent to the University. Applications are also available at most high schools.

Arrangements for admission, housing, and need-based financial aid are made separately through the Admissions Office, Housing Office, and Financial Aid Office, respectively. Filing an application for admission does not entitle an applicant to University housing or financial aid; nor is the filing of a housing application, the assignment to a room, or the award of financial aid a commitment of admission to the University.

Applicants enrolled at the main campus must submit a medical history form prior to enrollment. A nonrefundable application fee of \$20 must accompany the application for admission. International students should submit a \$30 application fee. All persons previously banned for disciplinary reasons or misconduct or criminal activities cannot register without the specific approval of the Vice President for Student Affairs.

Admission Requirements and Procedures

All students are encouraged to apply for admission. Louisiana Tech University may admit students not meeting all stated requirements. In such cases, the admission decision will be affected by the student's potential for degree completion and the need to enhance the University's demographically diverse student population. Some factors to be considered may include age, experience, ethnic background, and creative talent.

All high school grade-point averages will be calculated by the Admissions Office under uniform policies on a 4.00 scale, considering only those courses which meet the University's course requirement. For scholarships, the University may take into consideration special designation on high school transcripts, such as honors and Advanced Placement courses.

Freshmen

Applicants for freshman admission and all applicants who have earned fewer than 24 semester hours of college credit must show proof of graduation from an accredited high school or have successfully completed the General Education Development Test (GED). Students who meet one of the following requirements may be admitted (effective Fall 2001):

1. High school grade point average of 2.2/4.00 on the courses listed below. **OR**

2. High school rank in the upper 35 percent of the graduation class. **OR**
3. ACT composite of at least 22 or 1010 SAT (Non-resident students must have a minimum of 17 ACT or 810 SAT to be admitted, unless they already have 12 hours of credit.)
4. No student with an ACT composite less than 15 will be admitted.

Home-Schooled Students must have a minimum ACT composite of 22 (SAT 1020), and a high school transcript documenting completion of high school work.

The following represent the high school courses normally required for admission:

Subjects	Units	
English	4	Courses emphasizing grammar, composition, & literature (English I, II, III, IV)
Mathematics	3	Two units of algebra; one unit of geometry or a higher level of math for which algebra is a prerequisite
Social Studies	3	One unit must be American history
Science	3	Chemistry, physics, & biology preferred
Electives	4 ½	Recommended from: foreign languages, social studies, science, math, speech, advanced fine arts, & computer literacy. No more than three elective units may be in vocational subjects.
TOTAL	17 ½	

Freshman applicants who intend to enroll in the Fall must apply by July 1 and have ACT or SAT scores and high school transcripts on file. All freshmen are strongly encouraged to participate in the Orientation program. This program includes testing for placement, the opportunity to meet with a faculty advisor, and completion of registration for the Fall. Announcements of dates and other information are sent to applicants.

Transfer Admission

Students desiring to transfer to Louisiana Tech University with fewer than 24 semester hours of college-level course work must meet the same requirements as an entering freshman and be eligible to re-enter the institution from which he/she is transferring. Students who have completed 24 or more semester hours of college-level course work must have a minimum overall grade point average of 2.0 (on a 4.0 scale). Students transferring must submit an application and a complete, official transcript from each college attended, whether credit was earned or transferrable. Transcripts must be mailed directly from the college/university to Louisiana Tech. Students who fail to acknowledge attendance at any college or university in which they have been registered are subject to having their admission canceled or, if enrolled, to being dismissed from Louisiana Tech University. Evaluations concerning probation, suspension, grades, grade point average, hours pursued, and hours earned are based on Tech standards regardless of prior determinations at the other institutions attended.

No student will be admitted if under scholastic or disciplinary suspension from another college or university. A suspended student will not be considered for admission until the time interval of suspension has elapsed; where such interval is not clearly defined, it will equal a period comparable to rules in place at Tech.

Provisional status may be granted prior to scheduled registration dates on an individual basis. Provisional status is based on incomplete or unofficial transcripts, and, if the required transcripts are not received by the end of the first quarter, the student will not be permitted to attend subsequent quarters.

When the required transcripts are submitted and if the student is determined to have been ineligible, no credit will be awarded for the initial quarter. No credit earned while under suspension from another institution will be accepted toward a degree at Tech. Official Louisiana Tech academic transcripts will not be provided to any student with incomplete admissions records.

Accreditation status of transfer institutions is confirmed through the publications Transfer Credit Practices of Designated Educational Institutions and Accredited Institutions of Postsecondary Education. Transfer course work is posted from official transcripts received directly from institutions accredited by the following associations:

- Middle States Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges,
- Inc./Commission on Institutions of Higher Education
- Southern Association of Colleges and Schools/Commission on Colleges
- Western Association of Schools and Colleges

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.

Tech computes the grade point average (GPA) on all courses attempted, including repeated courses, courses with incomplete grades, and those with any other grades, except grades of "W," "WA," "WB," "WC," "WD," and "No Credit." Under this system, a grade of "A" equals four quality points, "B" = three, "C" = two, "D" = one, and "F" = 0. The symbols "+" and "-" are disregarded.

A maximum of 68 semester hours from a junior college or community college may be applied toward a bachelor's degree at Louisiana Tech. Normally, only courses taught at the freshman/sophomore level at Louisiana Tech will be accepted from a junior/community college toward a degree at Louisiana Tech.

Early and Concurrent Admission

High school students may be considered for **Early Admission** to the University if the following requirements are met: an overall academic average of 3.0 ("B") or better on all work pursued during three years (six semesters) of high school; a minimum ACT composite score of 25 (1110 SAT V+M) submitted prior to June 1; and recommendation by the high school principal. The student may be enrolled full-time or part-time. Upon earning a minimum of 24 semester hours at the University, the student will be issued a diploma by the high school last attended.

A student may be eligible for **Concurrent Admission** to the University if the following requirements are met: an overall academic average of 3.0 ("B") or better on all subjects taken during the previous two years; a preferred ACT composite score of 22 (1020 SAT V+M) submitted to the University; and recommendation by the high school principal. The student may enroll in one University course per quarter. Upon admission to the University as a freshman, the credits earned in this program may be used to satisfy degree requirements.

Forms for these programs can be obtained through the Admissions Office.

Summer Enrichment Program for High School Students

The Summer Enrichment Program for high school students (SET-Summer Enrichment at Tech), designed to enable capable high school juniors to invest the summer between their junior and senior years wisely, has been in effect since 1964 with outstanding success. Special effort is exerted to choose courses

that will not conflict with twelfth-grade high school courses.

Grades and credits will be recorded by the Registrar but will be validated to the student's transcript only after application for validation of the credits.

Anyone interested should write to SET, Box 3178, Louisiana Tech University, Ruston, Louisiana 71272.

Summer Scholars Program

Students with exceptional academic records may participate in Tech's **Summer Scholars Program**, which allows students who will be entering freshmen in the Fall to get an early start by enrolling in the Summer Quarter. Special scholarships are available for qualifying students.

Readmission Students

Applicants for readmission to Louisiana Tech must complete an application for admission when the student has not been enrolled for one or more quarters (except for the Summer Quarter).

Readmission students who have attended another college/university since they were last at Tech must submit an official transcript from each college/university. Transcripts must be mailed directly from the college/university to Louisiana Tech. If the required transcripts are not received by the end of the first readmitted quarter, the student will not be permitted to attend subsequent quarters. If the required transcripts are submitted and the student is determined to have been ineligible for readmission, no credit will be awarded for that quarter. Official Louisiana Tech academic transcripts will not be provided to any student with incomplete readmission records.

International Admission

All admitted students must have sufficient knowledge of the English language to benefit from a program of study. All undergraduates whose first language is not English must take the Test of English as a Foreign Language (TOEFL). Undergraduate applicants who score 500 or more on the examination and who meet all other admission qualifications, may proceed with an academic program.

Applicants from foreign countries must meet the guidelines set forth in Louisiana Tech's "International Admission" publication. Please contact the Admissions Office for a copy.

Visiting/Special Admission

Admission under these criteria is for a particular program for one quarter. The student is not regularly admitted to the University nor approved to pursue a curriculum. No transcripts are required. Transferable credit will be awarded. If, at a future date, the student wishes to enroll regularly in the University, the regular admissions procedures and requirements must be followed.

Test Scores and Transcripts

Applicants must submit ACT or SAT scores or both. Although scores are self-reported on the application, official notice of receipt of scores must be received directly from the testing agency or on an official transcript from the high school. Scholarship applicants must take the SAT or ACT at least by December of the senior year of high school.

High school and college transcripts must be official documents bearing the stamp or seal of the issuing institution. All high school transcripts must show a graduation date, grade point average, and rank in class. Freshman applicants may submit a six- or seven-semester transcript for admission and scholarship decision. A final transcript must be received prior to enrollment.

Spring Testing

Spring Testing is a two-day event held each spring for high school students who will be college freshmen in the following academic year and who wish to earn college credit by taking exams in certain subject areas. Tech credit exams are generally available for entry-level college courses in English, mathematics, foreign languages, and more.

Students wishing to take the English or mathematics exams must have earned minimum sub-scores on the ACT or SAT exam. Please refer to the English or mathematics sections of this Bulletin for more detailed information.

Invitations to Spring Testing are sent out each spring to students who qualify.

Honors Program

The Honors Program at Louisiana Tech University has been established to meet the needs of students of exceptional ability and motivation. Honors students may take special honors classes which are usually small and taught by some of the best and most innovative faculty at Tech. Small classes and challenging professors provide greater interaction between students and faculty and among the students themselves. They also make it possible for professors and students to explore topics in greater depth or at a higher level of sophistication than in ordinary classes.

In addition to special classes, Honors students enjoy a number of privileges including participation in social, academic, and cultural events designed specifically for them. Honors students may work toward formal recognition of achievement on their academic transcripts through distinction as Honors Scholars and Senior Honors Scholars.

Students with excellent academic records are invited to apply for admission to the Honors Program. For acceptance, entering or continuing freshmen must have a minimum score of 26 on the ACT, or equivalent SAT score, or have graduated in the upper 10 % of their high school class. Continuing or transfer students above the classification of freshman may be accepted with a cumulative GPA of 3.3 or better.

For more information, contact: Dr. Donald P. Kaczvinsky, Director, Honors Program, P. O. Box 10078, Louisiana Tech University, Ruston, Louisiana 71272.

Louisiana Tech Immunization Policy

Louisiana state law (Act 1047), requires all new students born after December 31, 1956, to provide proof of immunization against MMR and Td. Forms for documenting immunization or establishing an exemption to this requirement are available from the Office of Admissions. Proof of immunity includes documentation of:

- two measles vaccines administered after January 1, 1968, one of which must have given on or after the first birthday.
- a mumps and rubella vaccine.
- a Tetanus/Diphtheria combination within the past 10 years.

In the event of an outbreak of measles, mumps, or rubella, students who have not provided documentation of immunity will be excluded from attendance of campus activities, including classes, until the appropriate disease incubation period has expired.

Placement Requirements for English, Mathematics, and University Seminar

Placement in entry-level college courses is based on the Enhanced ACT/SAT test scores. If no scores are on file in the

Office of Admissions or the Office of the Registrar, the score will be considered to be 0 in all areas at the time of admission and registration. Registration information for the ACT can be obtained through Student Services, Keeny Hall 310.

Subject	Criteria	Placement
English	English ACT less than or equal to 16, or Verbal SAT less than or equal to 420	Placement in English 099
	English ACT 17-18 inclusive, or Verbal SAT 430-450 inclusive, or successful completion of English 099	Placement in English 100*
	English ACT greater than or equal to 19, or Verbal SAT greater than or equal to 460.	Placement in English 101
Mathematics	Math ACT less than or equal to 17, or Math SAT less than or equal to 420	Placement in Math 099, or take and pass Placement Exam A to place in Math 100B-C*
	Math ACT 18-21 inclusive, or Math SAT 430-510 inclusive, or successful completion of Math 099	Placement in Math 100B-C*, or take and pass Placement Exam B to place in any math or statistics course which has Math 101 as the only mathematics prerequisite.**
	Math ACT 22-25 inclusive, or Math SAT 520-580 inclusive	Placement in Math 101 or take and pass Placement Exam B to place in any math or statistics course which has Math 101 as the only mathematics prerequisite.**
	Math ACT greater than or equal to 26, or Math SAT greater than or equal to 590	Placement in Math 101 or any mathematics or statistics course which has Math 101 as the only math prerequisite. If such a student desires to begin with a calculus course (Math 220, 222, or 230) as the first math course, Placement Exam C is required.**
University Seminar	Reading ACT less than or equal to 17, or Verbal + Math SAT less than or equal to 850	Placement in University Seminar 101 (3 credit hours)
	Reading ACT greater than or equal to 18, or Verbal + Math SAT greater than or equal to 860	Placement in University Seminar 100 (1 credit hour)

Transfer students must satisfy the same placement requirements as beginning freshmen with the following exceptions for University Seminar:

- Students transferring to Louisiana Tech **with less than 24 semester credit hours** should take University Seminar 101 if their Reading ACT is less than or equal to 17, or Verbal + Math SAT is less than or equal to 850.
- Students transferring to Louisiana Tech **with less than 24 semester credit hours** are not required to take University Seminar 100 or 101 if their Reading ACT is greater than or equal to 18, or Verbal + Math SAT is greater than or equal to 860.

- Students transferring to Louisiana Tech **with 24 or more semester credit hours** are not required to take University Seminar 100 or 101.

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

** No credit is given for courses bypassed except as described under Credit By Examination policies.

For more detailed information, see the English, Mathematics, or University Seminar sections of this Bulletin.

Orientation

Orientation programs are held under the direction of the Division of Admissions, Basic and Career Studies.

New freshmen who have been accepted for the Fall Quarter are encouraged to attend one of four sessions of Summer Orientation. Each student selects courses and completes registration for the Fall Quarter, except for payment of fees. Close academic direction and personal attention are accomplished through faculty advising. A special program for parents is available in order to make the transition from high school a smooth and orderly process for students and parents. Two special sessions for transfer students are also conducted.

A Mini-Orientation is held on the day preceding the beginning of each new quarter for all new students. Students are given information to assist them with registration and to enhance their college experience.

The Orientation Office extends its functions to include assistance and visitation to area high schools as well as serving prospective students who are visiting the Tech campus.

University Seminar

University Seminar is a one to three credit hour course for entering freshmen and select transfer students. The course is designed to orient new students to the University environment and provide information about available campus resources. The course is taught by instructors from all segments of the University and has proven beneficial to both students and the University. Instructors present information about campus resources, time management, and academic regulations as well as lectures on a variety of topics including health, stress, safety, campus involvement, and career development. Additionally, University Seminar 101, which is the 3 credit hour format, builds reading and study skills fundamentals which are essential for success in college.

New Freshmen

ACT/SAT Score	Course Placement
0-17 Reading ACT 0-850 Verbal + Math SAT	Must enroll in University Seminar 101 (3 credit hours)
18 or higher Reading ACT 860 or higher Verbal + Math SAT	Enroll in University Seminar 100 (1 credit hour)

Transfer Students

ACT/SAT Score	Course Placement
0-17 Reading ACT 0-850 Verbal + Math SAT AND transferring in less than 24 semester credit hours	Must enroll in University Seminar 101 (3 credit hours)
18 or higher Reading ACT 860 or higher Verbal + Math SAT, AND transferring in less than 24 semester credit hours	Option to enroll in University Seminar 100 (1 credit hour)
All students transferring in 24 or more semester credit hours	Option to enroll in University Seminar 100 (1 credit hour)

Enrollment, Schedule Changes, & Data Update Information

Semester Hour/Quarter Calendar

Louisiana Tech University operates on a quarter calendar, but the unit of academic credit awarded is the semester hour. This is accomplished by increasing the amount of contact time per class meeting. One and one-fourth hours (75 minutes) of recitation (class meeting) each week is usually awarded one semester hour of academic credit; two 75-minute class meetings each week would yield two semester hours; three 75-minute meetings yield three semester hours, and so on. Two or more periods of laboratory work per week are normally counted as one recitation, yielding one semester hour of academic credit. Credit for each course is described in the *Courses of Instruction* section in the back of this Bulletin using a three-part numerical description, e.g. 0-3-3. The first digit indicates the number of lab contact hours per week. The second digit is the number of lecture periods per week (75 minute class meetings). The final digit indicates the credit awarded for the class in semester hours.

Semester Hour Load

A **normal undergraduate student load** is that amount of course work required by the curriculum in which the student is registered. The maximum load allowed without special permission is 12 semester hours including the Summer Quarter. Six semester hours are maximum for a summer 6- week session. Any schedule exceeding 12 semester hours must be approved in writing by the student's dean on the registration form or the schedule change form. Courses pursued in excess of the allowed limits without approval will be invalidated upon discovery. Correspondence or Internet courses and concurrent enrollments at other institutions are considered as part of this load and must also be approved by the dean.

A degree candidate or a student with a "B" average (3.0), both overall and in the preceding quarter, may be permitted to carry a maximum of 14 semester hours during a quarter.

As for a minimum load, full-time undergraduate students must be registered for 8 or more hours. A degree candidate may carry only the courses required for graduation at the end of the quarter and still be considered a full-time student. A **graduate student is full-time** with 6 graduate hours and half time with three graduate hours. Credit examinations and classes taken for audit do not count in a student's load.

Course Numbers

Course numbers have been standardized. Developmental education courses are numbered 099 and are not applicable toward degree credit. Undergraduate courses are numbered 100 through 499 with the 300- and 400- series usually reserved for Juniors and Seniors. There are some 400- series courses that are approved for graduate credit and open to graduate students. These courses will have a special (**G**) designation at the end of their course description in the back of this Bulletin. Courses numbered 500 and 600 are open only to graduate students.

Registration and Advisement

Students may attend class only after completion of registration, which includes payment of tuition and fees. Registration days and procedures are announced in this Bulletin and also in the **Schedule of Classes** each quarter. Students who are currently enrolled are expected to register for the next quarter during the "Early Registration" period. Currently enrolled students who register after Early Registration are assessed a late registration fee.

New students and readmitted students register during the General Registration period (before the first class day).

Late Registration is allowed during the first three regular class days. A late registration fee is assessed during this period. Students who have registered may also add or drop classes during these three days.

Students who are selected for participation in forensics, band, choir, chorus, orchestra, and private music lessons after the final day to add a class may still be allowed to add the activity by obtaining their dean's permission. Such adds will be considered only during the first four weeks of the quarter.

Department heads or appointed faculty members advise during the scheduled registration advisement period; however, the student should be well acquainted with his/her particular curriculum, as well as any special registration requirements of his/her department or college.

Students are responsible for taking the courses required in their curriculum as they are offered and are responsible for completing any pre-requisites that are required.

Expenses

Louisiana Tech Expense Sheets are published each quarter and are available by request from the Admissions Office, P.O. Box 3178, Ruston, LA 71272 (BULLDOG@latech.edu). Questions concerning tuition and fees should be directed to the University Comptroller. All tuition and fees must be paid by the published deadlines to avoid unenrollment. Student financial aid and scholarships are available for qualified students. Application for any of these resources should be completed well in advance of the time that tuition and fees will be due.

Class Attendance

Louisiana Tech University uses the Class Attendance Policy of the University of Louisiana System. Minimum Class Attendance Regulations for the Colleges and Universities under the control of the Board are as follows:

1. Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the college or university.
2. Each instructor shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate college or university officials.
3. A student shall submit excuses for all class absences to the appropriate instructor within three class days after the student returns to the respective class. The instructor may excuse the student for being absent and will also accept an official university excuse. The Registrar's Office does not issue excuses for absences.
4. When a freshman or sophomore student receives excessive unexcused absences (ten percent of the total classes) in any class, the instructor may recommend to the student's academic dean that the student be dropped from the rolls of that class and given an appropriate grade.
5. Faculty members are required to state in writing and explain to the student their expectations in regard to class attendance prior to the close of the drop and add period.

Dropping a Course

To drop a course a student must have the consent of his/her department head or advisor on the proper drop/add form and the form must be processed through the Registrar's Office. The "W" grade is given when a student drops an individual class after the final date for Late Registration (3rd class day) has passed and before the end of the first seven weeks of a quarter. After that date students may not drop courses. The deadline for dropping a class with a "W" grade is listed in the University calendar published in the schedule of classes each quarter. A student may be dropped from a class, or more than one class, or from the rolls of the University, if his/her dean considers such action to be in the interest of the class or the University. In such a case, the dean will decide whether the student will be given a "W" or an "F."

Resigning From the University

To resign from the University, a student obtains a resignation card from the Registrar's Office, obtains the applicable signatures listed in the instructions, and turns in the card to the Registrar's Office. The I.D. card should be turned in to the Food Service Office on the 2nd Floor of the Student Center. A resignation is not official until the required card is on file in the Registrar's Office. When a student resigns before the close of registration, the permanent record will reflect only that he/she registered and resigned. When a student resigns during the first seven weeks of the quarter, the grade of "W" will be assigned. A grade of "F" for each class will be recorded for any student who leaves without proper resignation. A student living in the dormitories or housing who leaves without proper resignation will forfeit the unused portion of any payment or deposit made to the University.

Appeal Process for Course/Drop Resignation After End of 7th Week

Approval of an appeal for dropping a course or resigning may be granted by the student's academic dean only for a documented reason which prohibited the completion of the course(s). With the dean's approval a grade of "W" will be assigned. Examples of appealable cases are illness/injury to student, death in student's immediate family, natural disaster, military duty. Extraordinary cases do not include dissatisfaction with an anticipated grade or a decision to change a major.

Repeated Courses

All attempts at a repeated course will be computed into the cumulative grade point average. For a course which cannot be repeated for credit, only the last attempt is computed into the total hours **earned**. To repeat a course in which credit has already been earned, the student must have the consent of his/her department head. Students who earn an "F" in a course must repeat the course with a passing grade in order to earn credit. (See "Graduation Requirements" and "Minimum Scholastic Standards" for an explanation of the method by which quality points are used in determining averages for graduation and for probation and suspension.) The last attempt of a repeated course is considered as the final grade.

Auditing a Course

To audit a class the applicant must be eligible to enter the University either as a regular student, as a visiting student, or as a special student. Permission to audit a physical education activity class must be obtained from the HPE department head. A student auditing one or more classes must follow the regular registration procedure and enter "audit" on the registration form as type of credit desired. The student will be assessed the

appropriate general registration and tuition fee, which is not refundable. The auditing student is not required to do the work of a regular student; however, a reasonable amount of class attendance is expected if the audited course is to appear on the student's permanent record. An audit may not be changed to credit, or vice versa, after registration closes.

Changing from One College to Another

To change from one college to another, a student must obtain the consent of the dean of the college in which he/she desires enrollment. The normal time to process a change is during registration. The registration form contains a block to authorize a change of college and major. Changes processed in Early Registration take effect the next quarter.

Change of Address

At the time of registration each quarter, a student is required to review his/her home address and telephone number, his/her University residence address and telephone number, and University mailing address. If any one of the addresses change, the change must be immediately reported in writing to the Registrar's Office. This information can be reported on the Registration Form.

The University will consider all correspondence mailed to a student at the address currently on file to have been received, unless it is returned to the sender.

Veteran Certification

Louisiana Tech University provides a service for students eligible to receive veteran's educational benefits. For more information, students may contact the Veteran's Certifying Official in the Office of the University Registrar, Keeny Hall Room 207, or by e-mail - registrar@latech.edu.

Emergency Announcements Through the Media

It can be assumed that Louisiana Tech is in session in accordance with the published calendar, schedules, and bulletins unless otherwise announced through the news media as authorized by the President or his designee. Such announcements will state one of the following:

"Louisiana Tech University is closed", which means that no classes are being held and only certain designated Building and Grounds maintenance staff are on-duty.

"Classes are dismissed. All offices are open". All employees other than nine-month faculty are on duty.

Credit by Examination & Other Non-University Sources

The University subscribes to the concept that individuals possessing knowledge equivalent to that attained in a specific course should be advanced in level in order that a continuous challenge is met. There is no requirement as to where and how the knowledge was acquired. Certain policies and procedures have been adopted by the University in fulfillment of this philosophy. Unsuccessful attempts will not be recorded against the student. Application of credits toward a degree are determined by the student's curriculum. Credit by all types of examinations collectively may not exceed sixty (60) semester hours.

The University provides for credit through Military Experience, for Advanced Placement, and for Credit by Examination as follows:

Credit Through The College Board Advanced Placement (AP) Program

The University recognizes college-level courses taken in secondary schools under the College Board Advanced Placement Program. Students who have completed these tests should have their scores sent to the Admissions Office. Students may earn up to 30 semester credit hours through the AP Program.

The College Level Examination Program (CLEP) Subject Examinations

A student may gain college credit in a number of subjects by scoring the recommended score for credit at Louisiana Tech. The CLEP is administered nationally by Educational Testing Service (ETS). The examination may be taken Wednesday of the third week of each month at Louisiana Tech University upon application to the Coordinator of the Testing Center or at any national CLEP Center. Registration should be filed 15 working days prior to test date. Scores are provided by ETS through their transcript service. Subjects are being added annually. Lists of subject examinations available may be obtained from the Testing Center, Keeny Hall 310. The student's academic dean must approve the acceptability of the credit toward a degree program. A student will not be allowed to receive credit based upon the CLEP subject exam if he/she has attempted and passed or failed the course. Credit by means of this type is limited to 30 semester hours. Applications for CLEP subject examinations may be obtained from any test center participating in the program.

Louisiana Tech Credit Examinations

Credit examinations are administered in some subject areas for the benefit of the student who believes he/she has already attained the level of knowledge required in the course(s). The procedure for registering for credit by examination is as follows:

1. Students may register for credit by examination in any approved course, but only during regular registration periods. No examination can be given to a student who has not properly registered for the examination. Permission to take a credit examination in a given course will be denied those students who have previously attempted the course for credit, those who have earned credit in a higher sequence course, or those who did not receive approval from the department head responsible for the course.
2. Each credit by exam will have a section number of "E01" and will be entered on the student's registration form or added during the "add period." Regular University fees will apply for billing purposes.
3. The student's registration record will reflect the credit by exam course(s) for which the student registered; these courses will not, however, be added into the total semester hour load of the student for determining "full-time" status, but will be counted for the purpose of determining fees.
4. Examinations will be given according to the times listed in the schedule of classes or times assigned by the department head. Examinations are normally scheduled during the first three class days of a quarter.
5. Successful completion of an examination will be recorded on the permanent academic record as "credit by examination" with a grade of "S." Grades of "S" are not used to compute the grade point average. Should a student fail to take or pass the credit examination, there will be no entry made on the

student's academic record.

- Credits through this type of examination are limited to thirty (30) semester hours on a student's degree plan.

Mathematics Credit by Placement

Each student who is eligible by the stated placement criteria for beginning freshmen to enroll in Calculus (Math 220, 222, 230) will be awarded credit by examination in Math 111 and Math 112 if a grade of B or higher is attained in Math 220 or Math 230 for the first enrollment in the course. If such a student earns a grade of B or higher in Math 222 for the first enrollment in the course, credit by examination will be awarded in Math 111 only.

Credit Based on Military Experience

Honorably discharged members of the United States Armed Forces may be allowed credit for physical education upon presentation of a copy of their discharge, DD 214, to the Registrar's Office.

Additional credit may be granted for course work completed in service schools where equivalence in terms of college courses has been recommended for college credit in the "Guide to the Evaluation of Education Experience in the Armed Services," published by the American Council on Education. Official documents must be submitted to the Office of the Registrar for an evaluation of these experiences.

Credit Through DANTES

Louisiana Tech University is a participating institution with the Defense Activity For Non-Traditional Education Support (DANTES) program. Credits earned are recognized by the University in accordance with the recommendations of the curriculum in which the student enrolls and must not duplicate other college credits earned.

Academic Regulations

Student Classification & Admission Credential Requirements

A Regular Student is one who has satisfied all entrance requirements, is qualified to pursue a curriculum leading to a degree, and is pursuing one of the prescribed curricula of the University.

A Full-Time Undergraduate Student is one enrolled in at least 8 semester hours for the quarter, excluding "credit examinations" and courses taken as "audit." An undergraduate student enrolled in four semester hours during a six-week period in the Summer is also considered full-time.

A Part-Time Undergraduate Student is one enrolled in fewer than 8 semester hours for the quarter.

A Visiting Student is one who has not been regularly admitted to the University and is not approved to pursue a curriculum. This admission is for one quarter. A student is not eligible to register for an additional quarter under the visiting student classification without reapplying.

A Transfer Student is one who has previously enrolled at another college or university prior to enrolling at Tech.

A Post-Baccalaureate Student holds at least one bachelor's degree from an accredited college, but has not been admitted to the Graduate School and is not pursuing a prescribed curriculum. A post-baccalaureate student may not take classes for graduate credit, and any course taken to make up undergraduate deficiencies cannot be later transferred for graduate credit. A student who holds a bachelor's degree and is pursuing a curriculum leading to another bachelor's degree is an

undergraduate regular student.

A Graduate Student holds at least a bachelor's degree from a regionally accredited institution and has gained admission to the Graduate School.

Classification by Hours Earned

Freshman:	1-29 hours earned
Sophomore:	30--59 hours earned
Junior:	60--89 hours earned
Senior:	90 semester hours earned-Graduation

General Education Requirements (GER)

Louisiana Tech University has chosen to strengthen undergraduate education by requiring each curriculum to include a core of general education requirements.

ASSOCIATE DEGREE (GER) are as follows:

ENGLISH (GER).....	6 Hours
Freshman Composition (English 100 or 101, and 102)	
MATHEMATICS (GER)	6 Hours
TOTAL	12 Hours

BACCALAUREATE DEGREE (GER) are as follows:

ENGLISH (GER).....	6 Hours
Freshman Composition (English 100 or 101, and 102)	
MATHEMATICS (GER)	6 Hours
Math 100 or above and one additional three (3) hour course in Mathematics or Statistics.	
COMPUTER LITERACY (GER)	
Curriculum chosen by the student must provide basic instruction in and/or use of computer technology.	
NATURAL SCIENCES (GER)	9 Hours*
Physical Sciences (Chemistry, Physics, Geology)	
Biological Science	
*Must include both physical and biological science with at least six (6) hours from a two-quarter sequence.	
ARTS (GER)	3 Hours
Must be taken from courses such as:	
Art 290: Art Appreciation	
Health & Physical Education 280: Dance Appreciation	
Music 290: Music Appreciation	
Speech 290: Theatre Appreciation	
HUMANITIES (GER).....	12 Hours
History**, Literature**, Speech**, Languages (above the introductory level), Philosophy, English*	
*Must include at least three (3) hours at the 200-level or above.	
**Minimum of three (3) hours required.	
SOCIAL SCIENCES (GER).....	9 Hours*
Economics, Geography, Anthropology, Political Science, Psychology, Sociology (*Minimum of 2 disciplines)	
TOTAL	45 Hours

Degree Programs

Louisiana Tech has been authorized to grant two associate degrees, seven baccalaureate degrees and ten graduate degrees.

The associate degrees are: Associate of General Studies and Associate of Science.

The baccalaureate degrees are: Bachelor of Architecture, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Interior Design, Bachelor of Music, Bachelor of Science, and Bachelor of General Studies.

The graduate degrees are: Master of Arts, Master of Science, Master of Business Administration, Master of Professional Accountancy, Master of Fine Arts, Master of Education, Doctor of Business Administration, Doctor of Philosophy, Doctor of Education, and a joint PhD/MD with LSUMC-S.

Minors

A minor will consist of a minimum of 21 hours of course work; a minimum of 40 to 60 % of the courses will be at the 300- to 400- level. Minors may be offered in various departments at Louisiana Tech University. Please refer to college and departmental sections for information concerning available minors. Minors should be determined no later than the junior year (completed 60 hours) at which time the student's minor plan will be documented and placed in the student's departmental major folder. Progress toward completion of minor requirements is to be monitored by the student's major advisor. Approval and certification of minors are the responsibility of the student's major college. Minors are indicated on the student's transcript. Students may complete more than one minor.

Curriculum Matriculation

1. Students in Basic and Career Studies (undecided) and those students entering specific colleges from Basic and Career Studies will be allowed to follow the curricula that were in effect at the time of their admission to the University, as long as the students are pursuing their degrees on a continuing basis.
2. Students transferring from one college to another on campus or those transferring from other institutions are not allowed to follow a curriculum that was in effect before they transferred.
3. Students who change their major must follow the curriculum in effect at the time of the change.
4. Students may follow an updated curriculum that becomes effective while in a program of study; however, mixing of curricula is not permitted in satisfying requirements for graduation.
5. Students who interrupt their studies and do not attend for more than three quarters (including the Summer Quarter) are required to follow the curriculum in effect when they return to the institution.

Louisiana Statewide Articulation

Louisiana Tech subscribes to the statewide Articulation Policy as adopted by the Board of Regents. The aim of this policy is to ensure that transitions which students may encounter in their educational career will be orderly.

System of Grading

Official grades are maintained in the University Registrar's Office. Tech applies a traditional system of grading and awarding quality points for grades earned. An "A" is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional ability and application. A grade of "B" is superior. A grade of "C" is average. A grade of "D" is given for a quality of work that is considered the minimum for receiving credit for the course. A grade of "F" is given for a failure, and the work must be repeated to receive academic credit. The University's system of grading is as follows:

<u>Grade</u>	<u>Quality Points</u>
A	4 quality points per semester hour
B	3 quality points per semester hour
C	2 quality points per semester hour
D	1 quality point per semester hour
F	0 quality points per semester hour
I	Incomplete (see explanation below)
S	Satisfactory (see explanation below)
W	Withdrew (see explanation below)
NC	No Credit (see explanation below)

The grade "I" (Incomplete) is used to denote failure to complete all assigned class work and/or examinations as a result of *conditions beyond the student's control*. **It is the responsibility of the student to initiate a request with the instructor that a grade of "I" be issued.** If the student's work is of passing quality, the instructor may approve the student's request and will assign a grade of "I" plus the average letter grade on all work completed to that point (e.g. IA, IB, IC, or ID). A grade of "IF" cannot be issued. If the instructor agrees to issue an "I," he/she will complete a standard "contract" with the student detailing requirements for course completion and specifying the date those requirements must be finished. Instructors then provide a copy of the contract to the student and a copy to the department head/director. Students will receive a grade of IA, IB, IC, or ID for that quarter. Incompletes are factored into hours attempted and quality points awarded. Therefore, they impact a student's quarter and cumulative grade point averages and are a factor in academic probation or suspension decisions. The maximum amount of time allowed for a student to finish incomplete work is Friday of the fourth week in the following quarter, with one exception: students receiving an "I" in the Spring Quarter have until Friday of the fourth week in the following Fall Quarter to complete their work. A reminder of this date is published in the academic calendar each quarter and can also be found on the academic calendar at Tech's website (www.LaTech.edu). If the student does not complete the required work within the contracted period, the instructor will change the "I" to an "F" by delivering a final grade change to the Registrar's Office by Friday of the fifth week of the quarter. The final grade replaces the "I" on the student's permanent record (transcript); attempted hours, earned hours, quality points, and quarter/cumulative grade point averages are recalculated applying the final grade. A student may be placed on or removed from academic probation or suspension based on the recalculated GPA at the time an "I" grade is cleared. "I" grades are cleared only by completing the required course work, and not by registering for the course again. **NOTE:** Students registered for approved graduate research, practicum, dissertation, or thesis courses requiring multiple quarters of the same course registration to complete the research receive an "I" for each attempt until the research or practicum is accepted as complete by the advising faculty member. At that time, the graduate student's "I" grades are changed to "S" on his/her permanent record.

A grade of "S" indicates satisfactory completion of a course. The "S" grade increases hours earned but does not affect hours attempted or quality points and is not computed in any grade point average (GPA). Students registered for a course where the grade of "S" is used who do not complete the required course work will receive the grade "F."

A "W" is issued when a student withdraws from a class (drops a class) after the final date for registration has passed and before the end of the first seven weeks of a quarter. The "W" grade will appear on the student's permanent record (transcript), but is not included in computing the student's GPA. Students who stop attending class(es) without following proper drop/withdraw or resignation procedures (walk-away) will receive an "F" grade for each class affected.

The grade "NC" (used for undergraduate developmental courses only) denotes no credit earned or hours charged and is not computed in any GPA.

Grade Point Average

A student's quarterly GPA is obtained by dividing the sum of the quality points earned for the quarter by the number of semester hours attempted that quarter. The cumulative GPA is determined by dividing the total quality points earned by the

total number of hours attempted. Cumulative GPA is the benchmark figure used to determine undergraduate academic honors, undergraduate degree class standing at graduation, academic probation, and academic suspension. Quarterly and cumulative GPA's are recorded on the student's permanent academic record (transcript) and reported each quarter with their grades.

An **earned GPA** is computed by subtracting any non-repeated "F" grade hours, repeated course hours, and quality points from the respective cumulative totals, and then recalculating the average. The Louisiana Board of Regents permits state universities to use the earned GPA (when necessary) to determine eligibility for entry into specific upper division undergraduate courses, eligibility for progress into and completion of a certification program, eligibility for a practicum, and most importantly eligibility for receipt of an undergraduate degree. The earned GPA is calculated and maintained by the academic department involved and maintained with the department's/advisor's copy of the student's curriculum sheet. Earned GPA's are not maintained in the Student Information System as part of a student's electronic file and are not reported with grades or on the academic transcript.

Good Standing

It is expected that all undergraduate students should maintain a cumulative GPA of at least 2.0 (C) on all college work attempted and on all work attempted at Tech. The University will, however, certify a student to be in "good standing" as long as that student is eligible to be enrolled.

Academic Misconduct

Academic misconduct at the University is determined by the faculty member, committee, or other supervisor(s) under whom such misconduct occurs. The misconduct may occur in an individual class, a comprehensive examination, a practicum, an internship, a thesis or dissertation, a research project, a multi-quarter sequence of courses, or any other academically-related matter or setting. Penalties may range from dismissal from the University or an academic degree program to a failing grade or lesser penalty as determined by the faculty member, plan of study committee, or supervising authority. The student has the right to appeal the charge of academic misconduct in accordance with the Final Grade and Appeals Procedure.

Final Grade & Academic Appeals Procedure

A final grade in a course represents the cumulative evaluation and judgment of the faculty member placed in charge of that course. If a student feels the final grade or an academic decision in a course was not determined in accordance with University policies or was determined arbitrarily, the student may appeal by adhering to the following procedure:

1. **Confer with the faculty member**, setting forth clearly all points of concern. If unsatisfied with the results of the conference, then,
2. **Confer with the head of the department** in which the course is taught, setting forth clearly all points of concern. If the student remains unsatisfied, then
3. **Write a letter of appeal to the dean of the college** in which the course is taught. The dean will send copies of the letter to the faculty member and department head. This letter must (a) be received by the dean within the first ten (10) regularly scheduled class meeting days of the term immediately following the term in which the appealed grade was received and (b) be an accurate and complete statement of all facts pertaining to the matter. Falsification may result in disciplinary action.

The dean may make a decision, which would be final in the matter, or refer the appeal to the college's committee on standards for review and recommendation. The committee's report would be a recommendation to the dean, whose decision would be final. In reviewing the appeals, both the dean and committee would have broad latitude in their procedures and recommendations. They might, for example, request additional information privately from those involved. Or they might choose to invite specified persons, including the student and faculty member, to a meeting to discuss the matter. Whatever their approach, it should take appropriate account of the interests of both the student and faculty member.

In the case where a grade penalty is given to a student because of academic misconduct, the student has the right to appeal the grade penalty as well as the charge of academic misconduct in accordance with the grade and academic appeals procedure.

In all cases the dean shall communicate the final decision to the student, faculty member, department head, and, if a grade change is involved, to the Registrar. In appeals where the dean initially makes the decision, the decision should normally be communicated to the student within ten (10) class days after the appeal deadline. When appeals are referred to the committee, the final decision should normally be communicated to the student by the dean within twenty (20) class days after the appeal deadline.

Transcripts

The official permanent academic records for all Tech students are in the custody of the University Registrar's Office. These records are protected in accordance with the guidelines contained in the "Family Educational Rights and Privacy Act." Transcripts of the academic record may be secured by the individual personally or will be released on the student's written authorization. Official transcripts will not be issued for any student who has an unfulfilled obligation to the University. This is termed a "charge" or a "hold" and must be cleared with the department holding the charge. Transcripts are a service provided by the University Registrar's Office free of charge.

Grade Reporting

Students receive their grades via Interactive Voice Response (telephone) or the Internet during the one-month grade reporting period following the completion of each quarter. Specific instructions for access are published quarterly in the Schedule of Classes ("The Racing Form"), on the Tech website (www.LaTech.edu), and reminders provided by the University Registrar's Office during Early Registration. Students needing a copy of their grades after the reporting period may obtain them by requesting an unofficial transcript and/or specific letters of verification.

Minimum University Scholastic Standards

Academic Status

There are three categories of academic status for undergraduate students: academic good standing and eligible to be enrolled, academic probation and eligible to be enrolled, and academic suspension, therefore not eligible to be enrolled. Although students will usually receive official notification of academic status, such notice is not a prerequisite to students being placed in one of the above categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period.

Academic Probation

Undergraduate students will be placed on academic probation whenever their cumulative averages are ten or more quality points below a 2.0 average. To determine this, multiply the cumulative hours attempted by two. If the answer is ten or more quality points greater than the actual cumulative quality points earned, students are placed on probation. (e.g., Student attempts 40 semester hours and earns 71 quality points. Multiply $40 \times 2 = 80$; subtract 71 from 80 = 9; student is not on probation because nine is less than ten.)

Once on academic probation, a student will remain on probation (as long as each quarter average is at least 2.0) until the cumulative GPA of 2.0 or higher is achieved.

Once a cumulative GPA of 2.0 or higher is achieved, a student will be cleared of academic probation and placed in academic good standing.

Academic Suspension

Undergraduate students on academic probation will be suspended at the conclusion of any quarter, including summer, in which they fail to earn a GPA of at least 2.0. First-time freshmen will not be suspended prior to the completion of three quarters of enrollment.

The period for the first suspension will be for one quarter. All subsequent suspensions will be for one calendar year.

A student on academic suspension from Louisiana Tech University may not obtain credit toward a degree at Tech for courses attempted at another institution during the suspension period. No credit earned while under suspension from another university will be accepted toward a degree at Louisiana Tech University.

Readmission from Suspension

Appeal for reinstatement after academic suspension may be made to the student's academic dean or Director of Basic and Career Studies, as appropriate. Reinstated students will be continued on academic probation.

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 at Louisiana Tech University under the provisions of academic renewal. The following conditions apply.

1. At least three 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.
2. The student must submit a written application for academic renewal to the Academic Renewal Subcommittee of the Enrollment Management Council, Louisiana Tech University, P.O. Box 3146, Ruston, LA 71272. This application must be received by the subcommittee by the end of the official last class day of the first quarter of attendance at Louisiana Tech. It should also indicate any circumstances which have changed since the last enrollment that would support a reasonable expectation of the candidate's academic success.
3. The Academic Renewal Subcommittee will review the application and determine the candidate's eligibility for renewal prior to the end of the student's first quarter of enrollment at Louisiana Tech University.
4. No prior academic credit carries forward as part of a degree program; however, the prior record remains a visible part of the student's transcript.
5. If granted, the date of academic renewal is entered

upon the transcript along with a statement prohibiting use of previously earned credits and quality points to meet degree requirements, to compute the grade point average leading toward undergraduate certificates or degrees, or to determine graduation status.

6. Upon being granted academic renewal, the student has status as an entering freshman with no credits attempted and no quality points earned.
7. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of "C" or higher were earned.
8. Academic renewal may be granted to a person only once, regardless of the institutions attended.
9. Students are cautioned that many undergraduate professional curricula, graduate, and professional schools compute the undergraduate grade point average over all hours attempted when considering applications for admission.
10. Transfer students who have previously been granted academic renewal will use the application procedure described above for consideration of transfer of renewal.
11. Academic renewal does not pertain to accumulated Financial Aid history. Accumulated quarters and award limits include all quarters on enrollment.

Outstanding Academic Achievement

The **President's Honor List** is prepared at the end of each quarter and is for undergraduate students with an outstanding grade point average for that given quarter. The requirements are (a) a grade point average of at least 3.8, (b) a minimum of nine semester hours pursued, (c) no grade lower than a "B" (d) all courses attempted are at the 100-level or above.

The **Dean's Honor Lists** are also prepared at the end of each quarter for undergraduate students with high grade point averages for that quarter. The requirements are (a) a grade point average of at least 3.5, (b) a minimum of nine semester hours pursued, (c) no grade lower than a "C" (d) all courses attempted are at the 100-level or above.

Students enrolled in Developmental Education Program courses (099-series) are not eligible for these quarterly academic honors during the quarter(s) they are registered for the 099 course(s).

Graduation Requirements

Graduation requirements for the Associate and Baccalaureate degrees are as follows:

Associate Degree Requirements

The Associate of General Studies or Associate of Science degrees can be earned from Louisiana Tech University when a student has fulfilled the following requirements:

1. The candidate must complete one of the approved two-year programs consisting of 60 or more specified academic credit hours.
2. He/she must make a "C" average on hours earned. A student who is deficient on an hours-earned basis of more than 6 quality points of a "C" average at the beginning of the final quarter will not be allowed to register for graduation. A transfer student must also make a "C" average on all hours earned at Louisiana Tech.
3. If he/she is a transfer student, he/she must not have fewer than 24 weeks in residence at Louisiana Tech, during which at least 25 % of the semester hours

required for the curricula are earned with a minimum 2.0 grade point average.

4. The last two quarters must be spent in residence. Exception: a student who has fulfilled the minimum residence requirements may be permitted to earn six of the last 18 hours out of residence.
5. The student must report his/her candidacy to his/her dean and the Registrar and register for graduation within the first three weeks of the quarter in which he/she expects to graduate.
6. One-fourth of the hours required for graduation must be completed in residence. Louisiana Tech does not permit a student to apply for more than six hours of correspondence study toward the pursuit of a degree.

The student must be registered at Louisiana Tech University during the quarter he/she is a degree candidate.

If a student wishes to add an associate degree as a second degree in another field of study at the University, at least 15 semester hours in addition to the number needed for the first degree are required. If a student completes requirements for an associate degree as he/she progresses toward a bachelor's degree, then no additional hours are required, providing that specific requirements are satisfied for both degrees.

If a student wishes to earn a baccalaureate degree from Louisiana Tech, he/she must re-apply for a baccalaureate program and meet all additional requirements as explained in each specific curriculum.

Baccalaureate Degree Requirements

1. The candidate must complete one of the curricula of the five colleges.
2. A "C" average on hours earned is required. A student who is deficient on an hours-earned basis of more than nine quality points of a "C" average at the beginning of the final quarter will not be allowed to register for graduation. A transfer student must also make a "C" average on all hours earned at Louisiana Tech.
3. If he/she is a transfer student, no fewer than 36 weeks residence at Louisiana Tech are required, during which at least 25% of the semester hours required for the curricula are earned with a minimum 2.0 grade point average.
4. He/she must spend the senior year in residence. Exception: A student who has fulfilled the minimum residence requirements may be permitted to earn 9 of the last 36 semester hours out of residence.
5. The student must report his/her candidacy to his/her dean and to the Registrar and register for graduation within the first three weeks of the quarter in which he/she expects to graduate.
6. Three-fourths of the hours required for graduation must have been completed in college residence. Louisiana Tech does not permit a student to apply more than six hours of correspondence study toward the pursuit of a degree.

Additional Information for All Degree Candidates

The student must be registered at Louisiana Tech University during the quarter he/she is a degree candidate.

Each degree candidate is expected to be present at the commencement ceremony. A candidate can petition to be absent through a written request to the University President. Information concerning duplicate diplomas, diploma mailing fees, and other diploma services can be obtained from the Registrar's Office.

It is highly recommended that the candidate register in the Placement Office during the quarter preceding the one in which he/she expects to graduate.

If the student wishes to earn a **second baccalaureate** degree in another field of study at the University, at least 30 semester hours in addition to the number required for the first degree must be earned. These 30 additional hours need not have been completed after the first degree was awarded, but the total hours earned must be the number required for the first bachelor's, plus 30 more. In addition, the student must satisfy all requirements for the second degree.

A student may acquire a **double major** under a single baccalaureate degree by completing the total hours required for one degree and the total hours required in the subject courses for the second major.

A candidate for graduation who fails to pass the final examination in only one course during the last quarter's work may be permitted to take a "deficiency examination" in this course. If the student fails the "deficiency examination," the course must be repeated.

Graduate Degree Requirements:

For specific degree requirements, see the Graduate School section of this bulletin.

Graduation with Latin Honors

A student achieving outstanding academic results during their undergraduate career will receive special recognition at graduation through a suitable Latin inscription on their diploma and by verbal recognition by their dean during the commencement ceremony. The following standards determine such recognition:

(a) **cum laude** a cumulative GPA of 3.30 on all hours pursued; **magna cum laude** a cumulative GPA of 3.55 on all hours pursued; **summa cum laude** a cumulative GPA of 3.80 on all hours pursued; and (b) the student must have earned a minimum of 30 semester credit hours at Louisiana Tech University.

NOTE: On August 29, 1999, The University of Louisiana System standardized the cumulative GPA requirements for eligibility for Latin honors at graduation. Effective with the Summer Quarter 2003 commencement, the following true cumulative GPA standards will be used by all System schools to award Latin honors at graduation: 3.50 for *cum laude*, 3.70 for *magna cum laude*, and 3.90 for *summa cum laude*.

Students receiving their first associate degree are also recognized for outstanding academic achievement. The following conditions determine such recognition: (a) an average on all hours pursued of 3.30 for **Honors**, and 3.70 and above for **Distinction**; (b) the student must have earned a minimum of 15 semester hours at Louisiana Tech University.

Certificate of Excellence

The Board of Regents awards the Certificate of Excellence to a student who, upon completion of the requirements for the baccalaureate degree, has successfully completed the following course work in general education with a cumulative GPA of 3.0 or better on a scale of 4.0.

ENGLISH.....	9 hours
6 hours Composition, 3 hours Literature.	
MATHEMATICS.....	6 hours
No course below college-level algebra may be counted.	
COMPUTER LITERACY	
Requirements to be determined by each college.	
NATURAL SCIENCES.....	11 hours

The natural science requirement must include credit in both physical and biological sciences and must be met by taking required courses for majors. The requirement must include a two-quarter sequence, two hours of laboratory

experience, and an additional course worth at least 3 semester credit hours.	
ARTS.....	3 hours
HUMANITIES.....	15 hours
To include at least 3 semester credit hours at the sophomore level or above; to include at least 6 semester credit hours of a	

foreign language above the introductory level. Courses must be in addition to those used to satisfy the requirements in other areas such as English, art, foreign languages, and literature.	
SOCIAL SCIENCES.....	6 hours
TOTAL SEMESTER HOURS.....	50

Division of Student Affairs

The Division of Student Affairs is organized for the purpose of assisting students in determining self-direction and personal goals and to encourage development of skills for the satisfactory attainment of those goals. For this purpose the services of the division are many and varied with emphasis on the individual student.

Thus, any prospective Tech student should become familiar with the services of the Division of Student Affairs: housing for all students, counseling center, career development, intramural program, vehicle registration, student conduct, food services, bookstore, student activities, and student organizations.

"Visiting" students (see Inter-institutional Cooperative Programs) will receive services from the Division of Student Affairs in the home institution, the institution where admissions requirements have been met and degree programs are being pursued.

NOTICE: THE REGULATIONS CONTAINED IN THIS BULLETIN ARE BASED UPON PRESENT AND FORESEEN CONDITIONS, AND THE UNIVERSITY RESERVES THE RIGHT TO MODIFY ANY STATEMENT IN ACCORDANCE WITH UNFORESEEN CONDITIONS.

Off-Campus Housing Application Requirements

The University of Louisiana System, State of Louisiana, has adopted resolutions affecting the housing policy at Louisiana Tech University and all of the other colleges and universities under its jurisdiction. In compliance with the University of Louisiana System resolutions, Louisiana Tech has adopted the following on-campus residency requirement: **All unmarried full-time undergraduate students, regardless of age or whether or not emancipated, except those living with parents, are required to live in on-campus residence halls as long as space is available, and purchase a meal plan.**

The resolutions further define the on-campus residency requirement to include a framework within which the colleges and universities may grant exemptions to the general regulation according to the unique academic character, academic traditions, objectives, and special qualities of each institution, keeping in mind the total objectives of higher education in the State of Louisiana. The philosophy of higher education in the State of Louisiana includes, in addition to the basic and primary educational pursuits, additional enrichment afforded by student life facilities and programs, all of which form an integral part of the total educational experience of the student.

In order to be consistent in granting exemptions from the on-campus residency requirement, **All unmarried full-time undergraduate students, regardless of age or whether or not emancipated, except those living with parents will be required to make application if they wish to be considered for an exemption.** Applications for exemption to the on-campus residence requirement must be made in writing to the Office of Student Life no later than fourteen (14) days prior to the beginning of the quarter. The student will be notified by the

Office of Student Life of the decision rendered by the Committee. (Forms are available in the Student Life Office.) Any student who has applied for and been denied an exemption to the on-campus residence requirement shall have the right to appeal such decision to proper officials in accordance with the provisions and administrative procedures for appeal authorized and established pursuant to the authority of Act 59 of 1969 (L.R.S. 17:3101) and the rules of procedure of the State Board supplemental thereto. Such appeals will be made to the Office of Student Life and shall apply only to students who have submitted applications before the listed deadline.

Single, full-time undergraduate students who are living with their parents should contact the Student Affairs office for information about the commuting process. Completed, notarized forms must be submitted to the Student Affairs Office prior to 14 days before the beginning of the quarter

If the residence halls are full, exemptions to the requirement of on-campus residence hall living may be made according to the following priority:

1. First, undergraduate students who wish to live with a close relative, defined as grandparents, married brother, or married sister.
2. Second, undergraduate students who wish to live in social fraternity houses.
3. Third, Seniors.
4. Fourth, Juniors
5. Fifth, Sophomores
6. Sixth, Freshmen.

Within each of the foregoing classifications, the following additional rules of priority shall be applied:

1. First, students who have resided in off-campus housing the longest period of time.
2. Second, date application was received.

In addition, an exemption may be applied for in a hardship case or by an older student.

DEFINITIONS: The following words and phrases, in the absence of clearer indications, will be given the following interpretations:

- **"Living with parent"** means any place of abode owned, rented, or leased and OCCUPIED by the parent.
- **"Living with close relatives"** means any place of abode owned, rented or leased and OCCUPIED by the grandparent, married brother, or married sister.
- **"Living in social fraternity houses"** means living in any house owned, rented, or leased by a University-recognized social fraternity.
- **"Senior"** means an undergraduate student who has earned a minimum of 90 semester hours and 180 quality points.
- **"Junior"** means an undergraduate student who has earned a minimum of 60 semester hours and 120 quality points.
- **"Sophomore"** means an undergraduate student who has earned a minimum of 30 semester hours and 60 quality points.

- **"Freshman"** means an undergraduate student who has not yet earned 30 semester hours and 60 quality points of college credit. "Students who have resided in off-campus housing for the longest period of time" means the student who has lived off campus for the most quarters, other than with parent.
- **"Date application was received"** means recording the date the applications for exemption are received in the Office of Student Affairs. (Letters received on the same date will place individuals on the list in an alphabetical order.)
- **"Hardship case"** means a person who will suffer significant hardship because of valid financial, medical, or other good and sound reasons. (Special diets are available in on-campus dining facilities.)
- **"Older student"** means a person where a determination of fact that such individual is, by virtue of age and experience, incompatible with the residence hall age group.

Students found violating the policy as stated in the above paragraphs will be required to move into the residence hall system and pay full room rent and associated fees for the quarter in which the violation occurred. Should the student refuse to move into the residence hall and pay the rent, the student will be referred to the Behavioral Standards Committee.

Residence Hall Reservations

Room reservation contracts may be secured at the office of the Director of Housing. Applications for residence hall reservations will be accepted beginning October 1 of each year for the following Summer, Fall, Winter, and Spring quarters. Reservation contracts will not be confirmed until the following have been submitted to the Housing Office of the University: (1) completed residence hall reservation contract and (2) a \$25 non-refundable application fee and \$100 prepayment (check or money order only). The \$25 non-refundable application fee increases to \$50 after the deadline date. All residence hall students are required to pay for room and meals. Fall assignments are mailed the middle of July, and Winter, Spring, and Summer assignments are mailed one week before the quarter begins.

Residence Hall Accommodations

Specific room assignments for new Tech students are made according to the date the completed residence hall room contracts for the student and his/her roommate requests, if any, are received. Roommate requests must be mutual. Returning students presently living in the residence halls are re-assigned to their same rooms Fall Quarter through Spring Quarter unless a room change is requested. A limited number of halls are open each Summer Quarter. All buildings close at the end of each quarter.

Signing the Room Reservation Card

At an announced time during each Spring Quarter, all current residents sign a room reservation card in the Housing Office and make a \$100 prepayment to choose a room for the Summer and/or Fall Quarters or to cancel their Fall and/or Summer reservation. Private room contracts must be renewed at this time also. Those wishing to remain in their same rooms are given first preference. The remaining spaces are given out on a first-come basis. Failure to sign a reservation card within the announced time frame may result in the loss of the resident's current room.

Terms Under Which Residence Hall Rooms are Contracted

The University reserves all rights in connection with room assignments or termination of their occupancy. Occupants of residence hall rooms are held liable for damage to the University property within the room, the building, and all other University property they use or to which they have access. Louisiana Tech is not responsible for loss of property in the residence halls due to theft, floods, interruptions of utilities, or other causes. The University does not refund rent for loss of or interruptions in utilities. A personal property insurance policy is recommended.

The \$100 prepayment is refunded upon request not later than July 15 for Fall Quarter; October 15 for Winter Quarter; February 15 for Spring Quarter; and April 15 for Summer Quarter. Failure to cancel a reservation before the preceding date or failure to claim the room by 5 pm the day before Late Registration begins will cause forfeiture of the prepayment.

The current student who does not return to the residence hall the following quarter must advise the Housing Office of his/her plans and check out of the residence halls by the close of the current quarter. Academically suspended students must check out of the residence halls by Friday of the first week of the quarter.

The student who leaves the residence halls under authorization of the University and in compliance with University rules and regulations, and remains in school will forfeit the unexpended portion of room payment (rent) for the quarter. ("Official check-out" and "conclusion of the use of the room" are defined as having moved all personal belongings out of the room and processed a check-out slip through the Housing Office and a move-out form through the Comptroller's Office.) A student is considered living in the residence hall room until he/she has officially checked out of the residence hall system, concluded the use of the room, and completed the processing of the move-out form with the Comptroller's Office. A student will continue to pay for room rent and meals until all official check-out procedures are completed. The student may continue to use the food service, if so desired. To do so, the student must notify the cashier in the Comptroller's Office of this decision when processing the move-out form. If the student does not wish to continue using the food service, the unexpended portion of payment for the pay period involved will be forfeited.

The student who resigns from the University will receive a 75% refund of room rent prior to the 9th class day and no refund of room rent thereafter. No refunds are given to students who are dismissed from the University or the residence halls for academic or disciplinary reasons.

All penalties and charges incurred during a quarter must be paid at the cashier's window in the Comptroller's Office before the end of the quarter that the charge(s) was incurred, or charges will be held against the student's record and the student cannot register.

Married Student/Family Housing

The University owns 42 apartments located on Tech Farm Road approximately a mile from the main campus off West California Street.

Applications are available from the Housing Office, Louisiana Tech University, Ruston LA 71272. A \$25 application fee, which is not refundable, must accompany the application. Assignments are made on a first-come, first-served basis. One member of the couple must be enrolled in class to reside there. Rent is due on the first of each month and should be paid at the cashier's window in Keeny Hall. Students are expected to accept responsibility of making payments promptly; the school will not send a statement of payment due. Rent becomes delinquent on the 15th of each month, and a \$25 late charge will be assessed.

Failure to pay on time subjects the student to these penalties: dismissal from the apartment, the University, or both. Except for a heater, these apartments are unfurnished. Only electrical appliances are allowed. Before a key is issued, verification must be shown from the City of Ruston that utilities have been placed in the student's name. Only students and their children, if any, may occupy an apartment. No pets are allowed. A 30-day notice must be given to the Housing Department to vacate an apartment.

International Students and Faculty

The International Student Office provides the following assistance to international students and faculty:

1. Orientation to his/her new U.S. environment,
2. Personal advisement and educational guidance,
3. Processing immigration paperwork for practical training; transferring to Tech; work permission; replacement of immigration documents; and other immigration needs of international students. The International Student Director will answer questions concerning immigration procedures which affect international students and coordinate international student activities and cross-cultural programs. The International Student Office also provides some immigration services for foreign faculty members and staff. It serves as a liaison between the international population and the host community on the Tech campus and in Ruston. The International Student Office is located in Room 333, Keeny Hall.

University Health Center

The University Health Center has registered nurses on duty between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. Services are offered free or with minimal charge to all students. Services include, but are not limited to, physical assessment of ears, eyes, nose, throat and upper respiratory; first-aid treatment for minor injuries; removal of stitches; blood pressure checks; and the administering of allergy and immunization shots. Limited lab work as well as crutches and heating pads are available. Referrals to medical doctors are made through a voucher system when indicated. Student medical histories are maintained by the Center. Services are located in South Hall; for more information call 257-4866.

Medical expenses for services incurred outside the Health Center are the responsibility of the student. See "Accident and Health Insurance" as described on this page.

Student Accident and Health Insurance

Accident insurance is provided to students through the Student Government Association by self-assessment paid at the time of fee payment. Details are provided in a flyer distributed at fee payment by SGA. In addition, students have the option of purchasing health insurance for their individual needs and/or for their dependents. Applications for this insurance may be picked up at fee payment or at the SGA office. The optional insurance becomes effective on the date the premium and application are received by the contracted carrier.

Counseling Services

The Office of Counseling Services is located in 310 Keeny Hall. Licensed Professional Counselors, and the consultation of a licensed psychologist are available to enrolled students who are experiencing personal/emotional, academic, or career concerns.

- **Personal/emotional Counseling.** Personal counseling issues might include those related to adjustment to college, relationships, sexuality, anxiety, stress, anger,

eating disorders, depression, and suicidal thinking.

- **Study Skills Development.** Students are invited to work with a counselor to determine areas of strength and weakness in their academic strategies. Assessments are offered in both written form and via computer. Upon examination of assessments, the counselor and student determine goals for addressing such factors as time management, examination preparation, anxiety reduction, concentration and memory improvement, and motivation.
- **Career Decision Making.** Quarterly workshops and individual career counseling are offered to assist students in developing career decision-making skills, in assessing ability, personality, interest and values and in acquiring information about careers. A Career Resource Lab houses hundreds of current publications as well as a state-of-the-art computerized information retrieval system.
- **National Testing Center.** Information and/or registration material for national tests are provided through the Testing Center housed in Counseling Services. National standardized examinations offered through this Center are the following: ACT, AHPAT, CLEP, GRE, HOBET, LSAT, MAT, MCAT, NLN, PRAXIS, and TOEFL.

Counseling Services is accredited by the International Association of Counseling Services, Inc. and services are delivered free and under a strict code of confidentiality. For more information about any programs offered through Counseling Services, contact the office in 310 Keeny Hall or phone (318) 257-2488.

Career Center

The Career Center provides numerous resources and services to the students and alumni of Louisiana Tech University. Students are encouraged to participate in on-campus interviews and to attend seminars that assist in the development of job search skills. Seminars are offered quarterly on the following topics: Orientation, Writing an Effective Resume, and The Successful Interview. Business Dining Seminars are also conducted quarterly. Additional resources include job listings and a Tech Alumni Network. An extensive Career Library contains informational videos, employer literature, reference materials, professional journals, career education and planning information, and information relating to federal employment opportunities. The Career Center also maintains a departmental Web page (www.careercenter.latech.edu) for students, alumni, and employers. Annually, the Center sponsors Fall Career Day, Spring Career Day, Teacher Recruitment Day. Evaluations and letters of recommendation may be added to a confidential file at a student's request. Individual appointments are available to students and alumni with concerns about any phase of career planning and development.

The Career Center is located in Keeny Hall 337, (318) 257-4336.

Vehicle Registration

The University requires all faculty, staff, students, and employees who are in any way connected with the school to register their vehicle regardless of ownership and to secure and properly display a parking permit. All vehicles must be registered by the third day of classes for any quarter. Also, vehicles that are purchased or acquired during the quarter must be registered before parking on the campus. Only one vehicle may be registered per employee. See vehicle regulations for family or significant other visitor parking rules. Students may register more than one vehicle.

Vehicles may be registered and decals obtained in the Campus Traffic Office located in South Hall.

Each registrant will need to present a valid driver's license or other picture ID and vehicle registration certificate or bill of sale. All faculty, staff, and students are bound by parking and traffic regulations regardless of whether they register a vehicle. The pamphlet "Louisiana Tech Vehicle Regulations" may be obtained in the Traffic Office.

Student Conduct

Students at Louisiana Tech University are expected to conduct themselves in a manner that will not bring discredit but honor to themselves and the institution. Minimal standards of conduct are set forth in the pamphlet entitled "Code of Student Rights, Responsibilities, and Behavior." Each student is required to become acquainted with the contents of this pamphlet which can be obtained in the Office of Student Life.

University Police Department

The Louisiana Tech Police Department enhances the University's mission by contributing the following:

- Contributes to campus safety by enforcing city, state and federal statutes which is accomplished through vehicular patrol, foot patrol, criminal investigations, narcotic investigations, and police cart patrol. Enhances the welfare of students by providing assistance as needed, i.e., providing escorts, providing traffic control, providing officers to increase safety at athletic and special events, and providing assistance in emergency situations
- Conducts public education seminars in child safety, drug education, theft prevention, and D.W.I. awareness
- Enforces behavioral standards for students as provided for in the Code of Student Rights, Responsibilities, and Behavior pamphlet.
- Operates a 24-hour information and communications center at the department.

Under Louisiana law, R.S. 17:1805, Louisiana Tech police officers have law enforcement authority including the power of arrest and are commissioned by the Department of Public Safety. All Louisiana Tech police officers are graduates of a

P.O.S.T. certified basic police academy. Additionally, officers attend advanced training and update training as needed.

The Louisiana Tech Police Department employs 17 to 20 commissioned police officers, 2 secretaries and approximately 50 student employees.

The Louisiana Tech Police Department is located in South Hall on the corner of Tech Drive and Hergot Avenue. Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech Police Department at 257-4018. Patrol officers are radio-dispatched upon call to assist the public 24 hours a day, 365 days a year. Requests for police assistance may also be initiated with one button dialing on any of 21 emergency phones located on the campus. Criminal activity is investigated by the Patrol and Investigative Divisions of the Department, and offenders are subject to criminal prosecution and University action. Criminal activity may also be reported under the Louisiana Tech Crime Stoppers program at 257-4018. Louisiana Tech Crime Stoppers is a regular feature in the student newspaper. Additional procedures for responding to campus emergencies are outlined in the University Safety Manual.

The Louisiana Tech Police Department is a department in the Division of Student Affairs directed by the Chief of University Police who reports to the Vice President for Student Affairs. Additional information on the University Police Department may be found in the Student Handbook.

Student Activities and Organizations

There are over 150 student organizations on the Tech campus including Student Government Association, numerous service organizations, fraternities and sororities, religious organizations, Union Board (entertainment board) and a campus radio station (KLPI). Students are encouraged to find time for extra-curricular activities because they encompass development toward a balanced maturity. The faculty advise and assist in these activities and organizations which are based in the Student Activities Office in the Student Center.

A guide to student organizations is included in the Student Handbook, which is provided for every student. Copies may be obtained in the Student Activities Office and Student Life offices.

Student Financial Aid

Louisiana Tech University provides equal educational opportunities for all students, and this policy of equal opportunity is fully implemented in all programs of financial aid available to assist students in obtaining an education at Louisiana Tech.

An extensive financial aid program encompassing employment, loans, grants, and scholarships is available to assist students. Need, skills, and academic performance are carefully weighed to develop a "financial aid package" for qualifying students. Application for the various Federal Aid Programs and the Louisiana TOPS Program requires completion of the Free Application for Federal Student Aid (FAFSA).

Employment is available in a wide variety of forms to the student who is willing to work. Areas of work include but are not limited to clerical, maintenance, food service, laboratories, library, and dormitories. Pay rates are commensurate with the skill and experience required, and work is limited to avoid interference with academic pursuits. The University participates in the Federal College Work-Study Program designed to assist students with financial need in addition to employment available

through individual departments on campus.

The student is advised to make inquiries at the Office of Student Financial Aid in person or by writing P. O. Box 7925, Ruston, Louisiana 71272-0029 in January prior to Fall enrollment.

Students must meet the requirements for "satisfactory academic progress" in order to be eligible for participation in the programs of student financial aid at Louisiana Tech University. Questions pertaining to what constitutes "satisfactory progress" may be directed to the Office of Student Financial Aid at Louisiana Tech University. The criteria for "good standing" and "satisfactory progress" and the consequences of failure to meet them successfully are applicable to the financial aid programs in a different fashion from regulations governing academic probation and suspension.

Satisfactory Academic Progress for Louisiana Tech Financial Aid Eligibility

Satisfactory academic progress is the term applied to the

requirement imposed by the federal government regarding the measurement of grades and course completion to be eligible for federal financial aid. Federal requirements are found in 34 CFR Sections 668.16, 668.32 and 668.34 and the 1999-2000 Student Financial Aid Handbook, Student Eligibility section, pages 20-24. Louisiana Tech has defined the rules as follows.

Continuing and transfer undergraduate students must maintain a GPA as follows:

- 0-59 hours attempted.....2.00+ cumulative
- 60+ hours attempted.....2.00+ annual

Graduate students must maintain a cumulative graduate course GPA of 3.00+. All students must successfully complete a minimum of 67% of the courses in which they enrolled at Tech during the academic year. The student may not exceed the maximum hours allowed for the degree program as explained herein.

Academic year GPA will be calculated as follows:

Total quality points earned during the academic year (defined below) at Louisiana Tech divided by total hours earned and failed or incomplete at Louisiana Tech during the academic year.

The percent completed is determined in the following manner:

Beginning and Continuing students will have all courses in which enrolled each quarter counted as attempted; **withdrawn, incomplete, and failed courses** are included. Courses initially enrolled in as **audit** are not eligible for financial aid nor are they counted in pursued hours. At the end of the Summer Quarter all courses attempted during the academic year at Louisiana Tech are totaled by credit hour. The number of courses successfully completed at Louisiana Tech are totaled by credit hour. ICP courses where Tech is the degree-granting institution may be included as Tech courses.

Transfer students must meet all standards defined at Tech **before** being eligible for aid. Transfer transcripts will be reviewed to determine total hours attempted at all prior institutions. Eligibility will be determined using incoming cumulative GPA if hours attempted are less than 60 and academic year GPA if hours attempted exceeds 59. Percent completed will be calculated for the most recent attendance prior to enrolling at Louisiana Tech. If a student has exceeded the aggregate hours allowed for the degree program they are entering, they are ineligible for aid.

A student with a documented disability and functional limitations is still held to the same academic expectations as other students. If the student is registered with the Office of Disabled Student Services and receiving appropriate accommodations, the student should be able to maintain satisfactory academic progress for financial aid eligibility purposes. Students who arrive at Louisiana Tech aware of learning or other disabilities should immediately contact the Office of Disabled Student Services so that appropriate accommodations can be made. Students may not use the disability as a basis for appeal if they enroll in more courses than they intend to complete or cannot maintain the minimum GPA as defined by the Satisfactory Academic Progress Policy.

Academic renewal Students granted academic renewal will still have all attempted hours considered when evaluating aggregate hours. However, GPA and percent completion rates will be based on courses attempted since renewal has been granted.

The academic year spans Fall, Winter, Spring and Summer Quarters in that order. Satisfactory Academic Progress will be evaluated annually at the end of the academic year regardless of when attendance at Tech began.

Suspended students are ineligible for financial aid while suspended.

An explanation of cumulative grade point averages and their effect on enrollment is located in the Louisiana Tech University Bulletin. If further explanation is desired, students should contact the Registrar's Office.

Developmental courses are counted as hours attempted and, if successfully completed, hours earned unless the aggregate total exceeds 30. Developmental courses in excess of 30 hours are not counted for enrollment level purposes.

Repeated courses are counted in hours pursued and, if successfully completed, hours earned.

This example assumes that the student has **attempted** 60 or more credit hours and must be evaluated annually.

		Grade	Hrs Att	Hrs Earn	Qual Pts
Fall Qtr 01					
ENGR 151	Engineering Graphics	C	2	2	4
MATH 230	Anal Geom & Calc I	W	(3)		
ENGL 101	Comp 1	W	(3)		
MEEN 214	Engineering Material	W	(3)		
Wtr Qtr 01					
CSC 100	Overview/Comp Science	B	3	3	9
HIST 465	Early 20 th Cent Amer	C	3	3	6
MATH 230	Anal Geom & Calc I	F	3		
PSYC 202	Adv Gen Psychology	A	3	3	12
Spring 01					
BISC 121	Biol Princ Lab B	D	1	1	1
CSC 120	Intro Comp Program	C	3	3	6
HIST 101	West World to 1500	C	3	3	6
HIST 202	U S 1877-Present	I	3		
			33	18	44

GPA Calculation (Annual): 44 annual quality points divided by 24 hours attempted (includes "I" but not "W"s) = 1.83

% Completion calculation: 18 hours earned divided by 33 hours attempted (includes "I" and "W") = 55% completed

Maximum hours attempted are considered when determining financial aid eligibility. These hours are considered regardless if financial aid was received while attempting them. It does not matter where the hours were attempted; Louisiana Tech standards apply. The general rule is 150% of the hours required for the program of study in which currently enrolled. Students lose eligibility at the point they exceed the maximum hours **during** the award year.

Examples of maximum hours attempted allowed for various programs are listed below. However, the limit is 150% of the hours required for your current eligible degree program.

Associate Degree ¹	90 credit hours
Four-year Bachelor degree ²	180 credit hours
Five-year Bachelor degree.....	238 credit hours
Master's Degree ³	45 credit hours beyond Bachelor's
Specialist in Education.....	45 credit hours beyond Masters
Doctoral Degree.....	70 credit hours beyond Master's

¹ Based on 60-hour degree program

² Based on 120-hour degree program

³ Based on 30-hour degree program

Other programs

Second Bachelor's.....45 credit hours beyond first Bachelors

Second Master's.....25 credit hours beyond first Masters

Students seeking a third bachelor's or master's will not be considered eligible for federal financial aid.

Students seeking double majors must complete their degree program for the primary major within the limits set for that major. Additional hours will not be allowed for double majors.

Students requiring more hours to complete their program of study may **appeal** for extended hours of entitlement. Students who resign from Louisiana Tech University two times during an academic year will have to appeal for continued eligibility for the remainder of the academic year. Appeals and Reinstatements are limited to three requests each per academic career. Refer to the appeal section below for the required content of an appeal.

Reinstatement of financial aid eligibility is possible once students have earned at least eight credit hours (six (6) graduate credit hours) at Tech at their own expense and have reached the 2.00 cumulative GPA below 60 hours attempted and 2.00 annually above 59 hours attempted (3.00 graduate cumulative GPA) except where aggregate hours attempted is the cause of ineligibility. The eight or more hours (six graduate level hours) must also represent at least 67% of the courses pursued during that effort. Requests for reinstatement should be made in writing as early as possible after grades for the period are calculated. **Requests for reinstatement must be accompanied by an unofficial copy of the transcript that includes the quarter which reflects the achievement.**

Reinstatements are not retroactive to earlier quarters; thus requests must be received not later than the first class day of the following quarter. Requests received after the first class day may be considered as a request for eligibility in the subsequent quarter.

Appeals for exceptions to the above rules and regulations must be submitted in writing **with all appropriate documentation and an unofficial copy of the most recent academic transcript.** Suggesting that the Financial Aid office contact doctors, professors, or other persons for additional information is not considered adequate documentation. Appeals must be received not later than the first class day of the quarter. We recommend that you submit an appeal as soon as possible so that it can be evaluated before classes begin. **NOTE: Graduate students involved in Thesis or Dissertation classes should advise the financial aid office so that individual adjustment can be made for the "I" grades carried until the completion of each of the studies.** Appeals may be considered for the following reasons:

- The death of a relative of the student. Relatives beyond parents and grandparents must be shown to have a close personal relationship to the student. Clear documentation of the relationship to the student must be included in the appeal.
- Severe Injury or disabling illness of the student. Medical treatment documentation showing dates of treatment or injury / illness must be included in the

appeal. The injury or illness must relate to the poor academic performance being appealed.

- Other special circumstances not otherwise described herein must be fully documented and show a clear relationship to the poor academic performance which disqualified the student.

Appeals should include statement of actions taken to preclude recurrence of poor performance or resolution of condition which precipitated disqualification. Students should also be aware that if an appeal is approved for an academic year, it could result in a later aggregate hour dis-qualification since maintaining less than 67% annually could bring one to 150% of the courses required prior the conclusion of the academic program.

Appeals for excessive aggregate hours must address, at a minimum, any degree program changes and the reasons therefore, and loss of credit hours towards the current program. A degree completion plan must be obtained from the student's advisor outlining hours not creditable towards the current degree program and the number of hours and quarters needed to obtain a degree in the current program. **These documents and an unofficial copy of the current transcript must be furnished with the appeal.**

Federal regulations frequently mandate amendments to established policies; consequently, financial aid participants (and potential participants) would be well-advised to maintain close liaison with the financial aid office regarding these requirements.

All applicants for federal financial assistance must complete their file in the financial aid office at least three months prior to the beginning of the quarter for which they seek to receive aid. Late applications will receive less favorable funding than those meeting deadlines. The following sources of financial assistance are available to eligible students, providing funds are available.

Monthly Payment Options For Students and Families

Tuition Management Systems offers families several Monthly Payment Options to help make education expenses more affordable. The Interest-Free Monthly Payment Option enables families to spread all or part of the annual expenses over equal, monthly payments. There are no interest charges, and only a small annual fee. This plan includes life insurance protection covering the unpaid balance at no additional cost. Additionally, low-interest monthly payment options, including an unsecured loan, a home equity credit line, and the federally backed loans, are also available. Please contact Tuition Management Systems at 1-800-722-4867 or (401) 849-1550 for more information on these programs.

Federal Perkins Loan Program

A Perkins Loan is a low-interest loan designated to help undergraduate students pay educational costs. A student may borrow up to a maximum of \$15,000 during his/her undergraduate program of study. A new student borrower has a nine-month "period of grace" after the student ceases to be enrolled on at least a half-time basis at the University before payment must begin.

Subsidized and Unsubsidized Federal Stafford Loan Program (Formerly Guaranteed Student Loan Program)

Stafford loans are available for students meeting certain qualifications. Loans are made-up to \$2,625 for first-year students, \$3,500 for second year students, and \$5,500 per year

for undergraduate students who have completed two years. Students in a two-year program are restricted to borrowing \$2,625 for the first year of the two-year program and \$3,500 for the second year of the program, regardless of units earned prior to entry into the two-year program.

Aggregate loan limits are \$23,000 for undergraduate loan borrowers.

After a student's application has been processed by the Office of Student Financial Aid and the student has completed an entrance interview, their Stafford loan is electronically certified and submitted for guarantee. They will receive a promissory note from the Guarantee Agency which they must complete with references and return to their lender, credit union, or savings and loan association. This process may take three weeks before funds are available. Under the Subsidized Stafford Loan Program, interest charges to the student and repayments begin six (6) months after the student is no longer at least a half-time student. In the Unsubsidized Stafford Loan Program, interest does accrue while the student is enrolled on at least a half-time basis, and students are required to make interest payments while in school or have the interest capitalized. To apply, the student must complete the Free Application for Federal Student Aid (FAFSA) and a Louisiana Tech Financial Aid Data Form.

Federal PLUS Loan Program

PLUS loans are meant to provide additional funds for undergraduate dependent students for educational expenses. Like Stafford Loans, they are made by a commercial lender such as a bank, credit union, or savings and loan association.

Parents may borrow up to the cost of education minus aid, per dependent student, per year.

Students should contact the Financial Aid Office for further information.

Federal Pell Grant Program

Authorized under the 1972 Higher Education Act this program provides for grants to students seeking a first baccalaureate degree. Grants range from \$400 to \$3,750 per year for full-time attendance.

Federal Supplemental Educational Opportunity Grant Program

This grant is a federal aid program that provides assistance, to the extent that funds are available, for students with exceptional financial need. Grants are available to undergraduate students, and priority consideration is given to Pell Grant recipients.

Louisiana Leveraging Educational Assistance Partnership

This program is a joint effort of the federal government and the State of Louisiana. The grants are available to persons who are bona fide residents of Louisiana and U.S. citizens. Awards will be made only to full-time students who meet the academic requirements and who have substantial financial need. Applicants must apply for federal aid using the FAFSA to be considered for the grant program. Current regulations provide for annual awards up to \$1200 for nine-month attendance.

Veterans' Orphans Scholarships

Awarded to sons and daughters of deceased war veterans. Students should apply to the Department of Veterans' Affairs in their district.

Vocational Rehabilitation Grants

Vocational Rehabilitation is a public service program for

physically and mentally handicapped individuals. To be eligible, a person must have a permanent disability which constitutes a job handicap. Students with disabilities are advised to contact the Department of Vocational Rehabilitation in their districts for consideration of their cases.

Academic Scholarships

Louisiana Tech University has a General Scholarship Program; and, in addition, each of the five colleges (Administration and Business, Applied and Natural Sciences, Education, Engineering and Science, and Liberal Arts) has its own scholarship program administered through the Division of Admissions, Basic and Career Studies. Scholarships are divided into the following categories:

Academic Scholarships are awarded on the basis of demonstrated ability--usually without regard to need.

Grant-in-aid and Service Awards. Frequently these are awarded on the basis of special skills and require the student to render a service to the University. Included in this category are scholarships in athletics, music, band, and academic department awards.

The Air Force Reserve Officer's Training Corps program offers a number of competitive scholarships to both men and women participants. This award may include payment of all tuition and fees, a per quarter allowance for textbooks, and a \$150 per month tax-free cash allowance.

Students interested in applying need to submit a scholarship application with an application for admission, ACT or SAT score, high school and/or college transcripts, and a letter of recommendation to the Office of Admissions. Admissions will forward scholarship information to the colleges that the student has listed as his/her intended major. All applications submitted by December 15 for the following academic year will be given first consideration for all awards.

Waiver of Out-of-State Tuition

The University of Louisiana Systems Board of Trustees has authorized exemption of out-of-state tuition for certain non-residents of high academic ability. For more information about such waivers, contact the Office of Admissions.