

Chapter 3 – Academic Policies

Student Classification

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 audited courses.

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 undergraduate 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 Louisiana Tech University's Graduate School.

Classification by Hours Earned

Classification	Number of Hours Earned:
Freshman	1-29 hours earned
Sophomore	30-59 hours earned
Junior	60-89 hours earned
Senior	90 hours earned - graduation

NOTE: Up to 6 semester hours of remedial coursework (at Louisiana Tech University, courses with 099 section numbers) may be counted towards the student's grade level progression (classification). This remedial work should be completed within the first year of enrollment.

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 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 Catalog using a three-part numerical description. 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. For example, the annotation 0-3-3 would mean that a course had 0 lab contact hours, 3 lecture periods per week, and successful

completion of the course would yield 3 semester hours of academic credit.

Approved University Academic Calendars are published and changes updated on the University website at URL <http://www.latech.edu/registrar/calendar.shtml>.

Semester Hour Load

The maximum load allowed without special permission is 12 semester hours including the Summer Quarter. Six semester hours are maximum for a summer six-week session. Any schedule exceeding 12 semester hours must be approved in writing by the student's dean on the advising form or the drop/add form. 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. This requires approval in writing from both the student's dean and the Vice President for Academic Affairs.

As for a minimum load, full-time undergraduate students must be registered for 8 semester 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 considered full-time with 6 graduate hours and half time with 3 graduate hours.

Credit examinations and classes taken for audit do not count in a student's load.

Course Numbers

No credit is allowed in any curriculum for any course with a catalog number beginning with zero (0) (e.g. ENGL 099). These developmental courses are open only to those students who place in them by examination.

Courses are numbered as follows: freshmen, 100-level; sophomores, 200-level; juniors, 300-level; seniors, 400-level; graduate students, 500- & 600-level.

Students with a Freshman or Sophomore classification are not eligible to register for 400-level (Senior) courses without the written approval of the Academic Dean (or the Dean's designated representative) of the college responsible for that specific subject and course)

Certain 400-level courses may be taken by graduate students for graduate credit; in such cases, graduate students complete additional research assignments of graduate-level rigor. The letter G in parentheses, (**G**), appears at the end of those 400-level undergraduate course descriptions which are approved for graduate level work. When taught for graduate credit, those courses are taught by Graduate Faculty.

Only students admitted to the Graduate School may enroll in 500- & 600-level courses.

Registration and Advisement

Students may attend class only after completion of advisement and registration, which includes payment of tuition and fees. Registration days and detailed registration and tuition/fee payment procedures are contained in the *Schedule of Classes* published each quarter, and online at BOSS.LaTech.edu. Continuing students have the option of using web registration and tuition/fee payment through their Bulldog Online Student System (BOSS) account or by visiting the Registrar's Office and the Cashier's Office.

Students who are currently enrolled are expected to register for the next quarter during the early registration period conducted the last three weeks of each quarter. Currently enrolled students can also participate in schedule adjustment during this period.

New students and readmitted students will complete advisement, registration, and tuition/fee payment during the General Registration period (the day 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 course additions 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 prerequisites that are required.

Class Attendance

Louisiana Tech University uses the Class Attendance Policy of the University of Louisiana System. This policy applies to all undergraduate and graduate students. 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 Louisiana Tech.
2. Each instructor shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate 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 (10% 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/add period.

Dropping a Course

To drop a course a student must have the consent (signature) 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 (third class day) has passed and before the end of the first eight 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 and

online at www.latech.edu. A student may be administratively 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 best 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 Louisiana Tech University, a student obtains a resignation card from the Registrar's Office, obtains the applicable signatures listed in the instructions, and submits the card to the Registrar's Office. The I.D. card should be turned in to the Tech Express Office, located in 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 Late Registration, the permanent record will reflect only that he/she registered and resigned. When a student resigns during the first eight 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 Eighth 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 accomplishing the process before the quarterly deadline and/or the completion of the course(s).

The student will initiate the appeal request in writing with their academic dean. After review, and with the dean's written approval, a grade of **W** (or resignation with **W** grades) will be assigned. Examples of cases eligible for appeal are illness or injury to student, death in student's immediate family, natural disaster, or military duty. Extraordinary cases do not include dissatisfaction with an anticipated grade, a belated decision to change a major, ignorance of or failure to follow University policy.

Repeating a Course

All attempts at a repeated course will be computed into the cumulative grade point average. For courses that cannot be repeated for credit, only the last attempt is computed into the total hours *earned*. 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 *Academic 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 Health and Exercise Sciences department head. A student auditing one or more classes must follow the regular registration procedure and enter "audit" on the advising 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 a Major

To change an academic major, the student should follow this procedure:

Changing a Major - Online Form and Instructions:

- Go to Louisiana Tech's web site (www.latech.edu).
- Click on Current Students, and then Records, Registration, Registrar.
- Click on the Academic Major Changes menu item.
- Print out the form, and follow the instructions provided.

Once the student has obtained the signatures, return the form to the Registrar's Office (KH 207). Student Information System changes will be completed by the Registrar's staff.

Changing a Major in Person:

- Come to the Registrar's Office (KH 207), and pick up an Academic Major Change form.
- Obtain the signatures required.
- Return the form to the Registrar's Office. Student Information System changes will be completed by the Registrar's staff.

Change of Address/Phone Number

Students are responsible for keeping the University informed of address and telephone number changes as soon as they occur. Local address and phone number changes can be made online via their BOSS account. Permanent address and phone number changes must be made in writing at the Registrar's Office (Keeny Hall 207).

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 veteran's liaison service with the Veteran's Administration (VA) for students eligible to receive VA 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 email at registrar@latech.edu.

Credit by Examination and Other Non-University Sources

Louisiana Tech 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 60 semester hours.

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

Advanced Placement (AP) Program Credit

The University recognizes college-level courses taken in secondary schools under the College Board Advanced

Placement (AP) 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 achieving 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 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 its transcript service. 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 CLEP exams is limited to 30 semester hours. Applications for CLEP subject exams 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 exam can be given to a student who has not properly registered for the exam. Permission to take a credit exam in a given course is denied to students who previously attempted the course for credit, earned credit in a higher sequence course, or did not receive approval from the department head responsible for the course.
2. Each credit by exam has a section number of E01 and will be entered on the student's registration form or added during the "add period." Regular University tuition/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. Exams are administered according to the times listed in the *Schedule of Classes* or times assigned by the department head. Exams are normally scheduled during the first three class days of a quarter.
5. Successful completion of an exam will be recorded on the permanent academic record as "credit exam" with a grade of **S** (Satisfactory). Grades of **S** are not used to compute the grade point average. The grade of **NC** (No Credit) is loaded if the student does not take or does not pass the credit examination. The **NC** denotes no credit earned and is not used in the GPA calculations.
6. Credits earned through this type of exam are limited to 30 semester hours on a student's degree plan.

Mathematics Credit by Exam

Credit for Math 101 is granted for each student with a Math ACT score greater than or equal to 26 or a Math SAT score

greater than or equal to 590 if the Math ACT/SAT score was earned within the previous five years.

Credit for Math 101 or Math 112 is granted to each student who is eligible for and successfully completes the Credit Exam for the course. See the *Placement in Mathematics and Statistics* section of this Catalog for eligibility requirements for each exam.

Credit Based on Military Experience

Honorably discharged members of the U.S. 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.

Bulldog Online Student System (BOSS)

BOSS provides each student with a unique account that allows the student to access their academic records and demographics in the student information system via the web. Each student is provided with a unique Personal Identification Number (PIN) known as a BOSS PIN that when used in conjunction with their student identification number provides private access to items such as transcripts, grades, web registration, web tuition/fee payment, and numerous demographic and student service menu items. Some of the demographic categories allow for changes to be made online.

New undergraduate students receive their TECH e-mail USERID and Password along with their BOSS PIN while attending Orientation. If the student doesn't attend Orientation or if they are a new graduate student, they should bring their TECH ID card to the Computing Center (Wyly Tower basement) to activate their TECH e-mail account USERID and Password. Then, take their TECH ID to the University Registrar's office (Keeny Hall 207) and obtain their BOSS PIN.

For their own privacy and protection, students should not give out their TECH userid, password, Campus Wide Identification (CWID) - student identification number, or BOSS PIN to anyone.

For security reasons, the University will only e-mail reminders of the BOSS PIN to the student's TECH e-mail account. The University will not e-mail these elements to commercial ISP accounts. If a student "pops" their e-mail from their TECH account to a commercial ISP account, the student assumes personal responsibility for the protection of their private information.

The University strongly suggests that students change their BOSS PIN (BOSS menu option "Change PIN") to an alpha/numeric sequence only they know (and will readily remember).

Campus-Wide Identification (CWID) Number

Louisiana Tech University uses a Campus-Wide Identification (CWID) number as the primary means of identifying students. Although the student's social security number is still a required element of University student academic information, it is no longer used as the primary means to positively identify students. Access to the student's social security number is restricted to a very limited number of financial aid, comptroller, registrar, and student affairs administrators.

All student products, to include their Student ID Card (*Tech Express Card*) use the CWID. This 8-digit number is provided to the student at the time they have the TECH ID card produced and remain with them permanently. The CWID is a non-sequential, machine generated number that does not mimic numbering sequences from the student's social security number.

While the CWID is designed to provide additional protection for students against identity theft, the CWID itself must be afforded the same type of protection as the social security number.

TECH E-mail

Each student registered at Louisiana Tech University is provided a TECH e-mail account. TECH uses this e-mail account as one of the primary means for communicating with the student body, faculty, and staff. Faculty members and administrators frequently use this account to transmit private information to a student through the University's information security mechanisms; information that will not be transmitted through commercial ISP accounts for security reasons.

Students are encouraged to activate their account as soon as possible and to check their account daily. USERID and password information is obtained from the University Computing Center (Basement, Wyly Tower of Learning).