

Admission Criteria And Academic Regulations

THIS CATALOGUE, issued in the spring of each year, is intended to give such a description of the work of the University and such a digest of its rules as are needed by the students. Neither the courses announced nor the rules given are valid beyond the academic year. By the end of the academic year a new catalogue will have been issued superseding all previous catalogues. The catalogue year will begin on June 1 each year.

STUDENT RESPONSIBILITY

All colleges and universities establish certain requirements which must be met before a degree is granted. These requirements concern courses, majors, minors (if needed), grades, grade point average(s), senior residency, and other stipulations with which the student must comply. Advisors, department heads, and academic deans will help a student meet these requirements, but **THE STUDENT IS RESPONSIBLE FOR FULFILLING THEM**. It is the student's responsibility to schedule needed courses, establish prerequisites where necessary, and plan ahead so that all requirements will be fulfilled. Upon the completion of required course work, personnel of the University will determine whether or not the student receives a degree. If the requirements have not been met, the degree will be refused until such time as they have been met. **FOR THIS REASON, IT IS IMPORTANT FOR EACH STUDENT TO BECOME ACQUAINTED WITH THE DEGREE REQUIREMENTS AND TO REMAIN INFORMED OF SUBSEQUENT CHANGES**.

Also, it is necessary in the general administration of a university to establish broad policies and to lay down certain regulations and procedures by which they may be carried out. It is important that a student understand the policies and know the regulations and procedures which must be followed.

This catalogue is presented, therefore, not only to enable prospective students and others to learn about Southeastern Louisiana University, but to state policies, requirements, regulations, and procedures in such form as will be of help to the student. Students must abide by the current catalogue for all University rules, regulations and policies.

THE UNIVERSITY YEAR

The University year is divided into three semesters: fall, spring, and summer. The fall semester begins approximately the last week of August and is completed approximately the second week in December. The spring semester begins approximately the third week of January and is completed approximately the second week of May. The summer semester begins approximately the first week in June and is completed approximately the last week in July.

ADMISSION TO THE UNIVERSITY

The University administers all admission programs in compliance with policies established by the University of Louisiana Board of Supervisors and the Louisiana State Board of Regents. The University reserves the right to deny admissions in instances which would be detrimental to the student or which would interfere with the capacity of other students to benefit from the educational experience. The Admissions and Readmissions Committee in each school/college has the authority and responsibility to review any question pertaining to admission and readmission.

All applicants entering through any type application for admission or readmission must submit the application and non-refundable application fee. Applications and application fees submitted after the deadlines for any given semester will be assessed a \$50 late application fee. Deadlines for receipt of applications are:

May 1 for summer
July 15 for fall
December 1 for spring

Applicants who file early will receive information regarding early registration and orientation options. All inquiries for applications should be sent to: Office of Admissions, SLU 10752, Hammond, La. 70402.

DEFINITIONS OF ENTRY STATUS

Beginning Freshman—	Applicant who has never attended any college or university.
Transfer Student—	Applicant who has attended one or more colleges or universities.
Readmission Student—	Applicant who has previous attendance at Southeastern Louisiana University.
Graduate Student—	Applicant seeking admission to graduate school as new, readmission or transfer graduate student. (See section on Graduate Studies)

ADMISSION CRITERIA AND ACADEMIC REGULATIONS UNDERGRADUATE APPLICANTS

For admission as a regular undergraduate student, an applicant must be a graduate of a state approved high school, have ACT scores, an application for admission, application fee, and immunization records on file. Louisiana law requires immunization against measles, mumps, rubella, and tetanus-diphtheria for all first-time students born after 1956. Immunization against tetanus-diphtheria is required of all students regardless of age. Students who complete the ACT (American College Testing Program) Assessment Battery and who list Southeastern Louisiana University (Code 1608) as a university to which their scores should be sent, will be mailed admission information.

Applicants who are graduates of a high school that is not state approved, or applicants who graduated with the General Equivalency Diploma may be admitted by submitting the application, high school transcript, or GED diploma, and ACT score of 20 or higher. Students who do not meet the minimum ACT requirement may file an appeal for admission under alternative criteria. (See Admissions Appeal below).

A home-schooled student who does not have a GED may be admitted if he/she meets one of the following criteria:

1. ACT score of 23 or an equivalent SAT score of 1070 with no developmental courses needed **and** provide a high school transcript from a BESE-approved home study program
 2. ACT score of 26 or an equivalent SAT score of 1180 with no developmental courses needed
- Graduates of non-approved home study programs outside of the state of Louisiana, who do not have a GED, must meet the second requirement.

Southeastern requires first-time freshmen and transfer students with less than 12 hours to meet ONE of the following three criteria to be admissible:

1. ACT Composite score of 20 or higher
OR
2. High School Rank in the Upper 50% of graduating class
OR
3. High School GPA of 2.0 on the core set of courses listed below.

The following core set of courses will be used in calculating the unweighted high school GPA for students who do not meet ONE of the first two criteria from above:

<u>Subject</u>	<u>Units</u>	<u>Courses</u>
English	4	English I, II, III, and IV
Mathematics	3	Algebra I and any two additional units recommended from Geometry, Algebra II, Trigonometry, Calculus, or Advanced Math
Science	3	Biology, Chemistry, Physics Preferred
Social Studies	3	American History and two additional units in Social Studies
Electives	4 1/2	Recommended from foreign language, social studies, science, mathematics, speech, fine arts, and computer literacy. No more than 3 elective units may be in vocational subjects.
Total	17 1/2	

ADMISSIONS APPEAL

Students who do not meet any of the 3 criteria listed above will have an opportunity to appeal the admission decision. Admission under alternative criteria will be based on the following: life experiences, exemplary leadership, artistic ability, or a student's ability to succeed.

LEVELS OF ADMISSION FOR BEGINNING STUDENTS

Degree seeking undergraduate applicants who are graduates of State approved schools may be admitted to Southeastern Louisiana University at one of three levels according to the following scores on the Enhanced ACT:

Honors

ACT composite score of 27 or above.

The applicant is placed directly into the senior college of his/her major.

Regular

ACT composite score of 18 through 26.

The applicant is placed in the Junior Division in the College of Basic Studies and advised according to the component scores of the ACT and other university administered tests.

Provisional

ACT composite score of 17 or below.

Applicants admitted at the Provisional level will be evaluated for the Developmental Education Program in the College of Basic Studies. Advising will be on the basis of the component scores of the ACT and on other university administered tests.

THE ORIENTATION PROGRAM

Orientation to the University's environment begins when the student is mailed information to read and study in preparation for an accelerated one-semester hour credit Orientation course. The course, which is administered by the Office of Admissions, is designed to acquaint the student with the institution and help him/her adjust to university life. Students have the opportunity to attend one of the Summer Orientation Programs given during the summer months, if the applications are filed early. During one of these two-day programs, they may participate in early registration and complete the required Orientation 101 course for the upcoming Fall semester. Students who do not take advantage of this opportunity must complete Orientation 101 at the beginning of their first semester at SLU. All beginning freshmen and transfer students who have fewer than thirty hours are required to take the course, Orientation 101.

THE AMERICAN COLLEGE TEST (ACT)

Southeastern requires scores on the American College Test (ACT) of all beginning freshmen and transfer students who do not have at least three semesters hours of college English and three semester hours of college mathematics. The ACT battery of test scores is used for admission and placement purposes. The test may be taken more than once in order to improve scores.

The test is administered at a number of centers in Louisiana as well as centers in other states and foreign countries. Administration dates are Saturdays in the months of October, December, February, April and June. High school juniors and seniors who plan to enter Southeastern should register to take the test at one of these times. The necessary materials for registering to take the test may be obtained from the high school guidance counselor, the high school principal, or the Southeastern Testing Office.

Southeastern will not accept scores established more than five years before the date of the student's first enrollment at Southeastern.

All beginning freshmen must have taken the ACT prior to registering for classes. Athletes must have taken the ACT no later than June for Fall registration and October for Spring registration. Nontraditional students and SPA (Special Program for Adults) will be required to have ACT scores on file or proof of prerequisite prior to scheduling any English or Mathematics courses.

SPECIAL PROGRAM OPTIONS FOR BEGINNING FRESHMEN

SUMMER PROGRAM FOR HIGH SCHOOL JUNIORS/SENIORS

Southeastern Louisiana University permits enrollment to superior high school juniors who have completed the junior year in high school (six semesters). These students, because of their high academic record and upon recommendation by their principal or counselor, are allowed to enroll in six hours, tuition exempt, each semester. Students may be admitted with a B (3.0) average and a composite of 19 or above on the American College Test, or with a composite score of 25 on the ACT. These students will be permitted to register for a maximum of eight semester hours including Orientation 101. Students who have a B+ (3.5 on a 4-point scale) or a composite score of 27 or above on the ACT will be permitted to register for a maximum of eleven semester hours, including Orientation 101. In addition, those high school students who make a "B" or better grade average in their university courses are allowed to continue university work

during their senior year in high school. They must have the permission of their high school principals to attend the University. Students should not schedule any courses at the University in any subject where high school graduation requirements have not been met.

Credit may be applied toward a degree when the student meets regular admission standards, including graduation from high school.

EARLY ADMISSIONS

Early admission will be allowed if a student has made a B (3.0) or better average during six semesters of high school, and has an ACT composite score of at least 25, and has been recommended by his high school principal. Upon earning 24 semester hours of college credit, he may be granted a high school diploma by the appropriate Board of Education. The student should initiate the process by making a request to the Associate Director of Admissions.

PROGRAM FOR GIFTED-TALENTED YOUTHS

Southeastern Louisiana University offers a program for gifted-talented youths who may desire to take courses on a more advanced level in a college-oriented environment.

Selection of students is restricted to secondary grades. Students must present evidence of high intellectual or creative abilities and should possess the maturity to achieve in an adult competitive setting.

Documentation should include scores on standardized tests showing results in the 95th percentile/higher or grade placement at the 12.0 grade/higher, and a high school transcript with at least 3.0 GPA. Evidence of creative abilities can be documented by awards in competitive performances or by recommendation of teachers. Recommendation of teachers in the specific area of desired curriculum should accompany the application. Granting of high school credit for university work is based on the applicant having met parish and state criteria for gifted-talented students and the parish regulations governing same.

Applicants must secure written recommendations and approval of the school counselor, parents or legal guardian, the department head, and the instructor of the specific course(s) in which enrollment is desired. The Office of Admissions will provide information.

All fees regularly charged part-time students will also apply to the Gifted-Talented Program. Normally, each student may enroll for a maximum of two courses per semester.

Transcripts will be maintained in the Office of Admissions and will note the nature of the program and the admission status (Gifted-Talented Program). College credit will be reserved until graduation from high school or until early admission as provided for by action of the University of Louisiana Board of Supervisors. High school students who do not successfully complete a course may not be permitted to re-enroll until graduation from high school.

SPECIAL PROGRAM FOR ADULTS (SPA)-NON-DEGREE

Persons wishing to pursue credit courses without meeting the full requirements for admission to undergraduate status may apply to the Special Program for Adults as described in the College of Basic Studies section.

TRANSFER STUDENTS FROM OTHER UNIVERSITIES OR COLLEGES

Eligibility

A student transferring to Southeastern from another university or college must be eligible to re-enter the college or university from which he/she is transferring, and he/she must meet the minimum scholastic standards set forth elsewhere in this Catalogue for Southeastern students. He/she must have his/her credits sent directly to the Office of Admissions at Southeastern (not accepted if hand carried). If a student is a veteran and was suspended, he/she must be counseled by a VA representative before certification for entitlement. All suspensions from another university will be counted in the total number of suspensions. In the absence of academic action from the last session of attendance at a previous college or university, the same standards for suspension and dismissal will be applied as for Southeastern students.

Southeastern will admit transfer students based on the following criteria:

- 1.) A student transferring with less than 12 hours of college credit must meet the admissions criteria of entering freshmen students. See the "ADMISSION CRITERIA AND ACADEMIC REGULATIONS" section in this catalogue for entering freshmen criteria. Also, the student must be eligible to return to the last college or university attended.
- 2.) A student transferring with 12 hours or more of college credit must have a cumulative GPA of 2.0, or must be in "Good" academic standing according to Southeastern's standards and also must be eligible to return to the last college or university attended.

Transfer students are encouraged to have official transcripts from all colleges and universities attended sent 30 days before classes begin.

Placement in the College of Basic Studies

All incoming transfer students are placed in the College of Basic Studies in either the Junior Division or the Developmental Program unless they meet the specific exit criteria from the Junior Division. These criteria include the following:

Baccalaureate Degree

- A. Thirty credit hours and a cumulative GPA 2.0 or better, or
- B. Sixty credit hours regardless of GPA

Associate Degree

- A. Fifteen credit hours, and
- B. A cumulative GPA of 2.0 or better

Evaluation of Transfer Credit

Courses evaluated by Southeastern for transfer credit from regionally accredited institutions will carry the grade earned at the institution where the courses were taken if the grading system used is comparable to Southeastern's grading system. However, credits earned at foreign colleges and universities will carry the grade of P. Technical and vocational credits are not accepted, nor is credit accepted for varsity sports. Transfer students should become familiar with sections of this Catalogue concerning the grading system, course repeat policy, and other academic regulations. THE EXTENT TO WHICH ANY TRANSFER COURSES MAY BE APPLIED TOWARD A DEGREE AT SOUTHEASTERN IS DETERMINED BY THE ACADEMIC DEAN AND DEPARTMENT HEAD.

A transfer student may complete requirements for graduation in the Southeastern catalogue in effect at the time of enrollment as a freshman in a regionally accredited institution of higher education or any Southeastern catalogue within seven years of that date, unless the student elects to change to another curriculum or there is a break of one calendar year or more in attendance. If there is a break of one calendar year or more in attendance, the student is subject to the catalogue in effect when re-entering or any in effect for seven years thereafter. If a student changes his curriculum, he will be subject to the catalogue in effect when he changes or any catalogue in effect for seven years thereafter.

Students who wish to transfer credits to Southeastern which were earned in a nontraditional manner, i.e., CLEP Subject or General Examinations, Advanced Placement, or Departmental Examinations, will have these evaluated by the Office of Admissions. Credit will be granted for Departmental Examinations and CLEP Examinations if the course(s) are listed on the student's official transcript with a passing grade or the equivalent, and are within the policies for credit at Southeastern Louisiana University.

Advanced placement credit will be given in areas in which Southeastern normally grants such credit as shown elsewhere in this Catalogue. Indication of the advanced placement credit must appear on the student's official transcript.

Credit is given at Southeastern for CLEP General Mathematics Examination. Transfer students with CLEP General credit, other than mathematics, on their transcript are encouraged to take the CLEP Subject Examinations or Departmental Examinations which the University accepts for credit.

Transfer students who have question(s) concerning their transfer evaluation may request that a review be made of these by a committee of their academic dean, their department head, the Associate Director of Admissions, and the department head(s) in which the course(s) are offered at Southeastern. Requests must be made in writing to the Associate Director of Admissions and must list the specific course or courses in question. The student may be required to furnish course descriptions and may be required to appear before the reviewing committee.

Questions concerning transfer credits should be referred to the Associate Director of Admissions, SLU 10752, Hammond, LA 70402.

ACCEPTANCE OF CREDIT EARNED AT A NON-REGIONALLY ACCREDITED INSTITUTION

In evaluating credits earned at a non-regionally accredited institution of higher learning, Southeastern considers the transfer acceptance practices of a major university or state educational agency within the state where the institution is located. Transfer Credit Practices Of Designated Educational Institutions (American Association of Collegiate Registrars and Admissions Officers) is used as a guide for this purpose.

JUNIOR COLLEGE TRANSFER CREDITS

All academic hours earned at a junior college will be posted on the Southeastern transcript upon the student's transfer. However, the maximum number of hours transferable from a junior college for degree credit is sixty-eight. No credit earned at a junior college may be used for credit at the 300 or 400 course level.

CONCURRENT REGISTRATION

A student registered at Southeastern may not receive degree credit at Southeastern for any work taken concurrently at another college or university, or by correspondence study, without prior approval of his/her dean. Any Southeastern student who wishes to take courses at another college or university during a summer, or during a regular semester when not enrolled at SLU, must also obtain prior approval of the dean.

Work taken concurrently will independently be subject to the same regulations as transfer work, and must meet the minimum scholastic requirements as set forth for Southeastern students elsewhere in this catalogue.

The Office of Admissions will provide forms for the approval and, to the extent possible, cross reference numbers for the desired courses.

READMISSION OF FORMER STUDENTS

Students who have not been enrolled at Southeastern for the twelve (12) month period prior to the term admission is sought must file an application for readmission. Students on suspended status must also file an application for readmission. In addition to filing the application for readmission, former students must also have sent directly to the Admissions Office any credits they earned since last enrolled at Southeastern. (Not accepted if hand carried.) A non-refundable application fee is required of all students who apply for readmission to the University. An additional late fee is charged if the application is received after the established deadline.

Applicants for readmission who file early may be entitled to early register for the next semester.

INTERNATIONAL STUDENTS

All students who are not citizens of the United States or who do not possess a resident alien card are classified as International students.

All foreign nationals applying for admission to Southeastern Louisiana University should contact the Office of Admissions, SLU 10752, Hammond, LA 70402, USA, to request an application form. Foreign applicants must submit the following materials before eligibility for admission can be determined:

1. Application for admission accompanied by a non-refundable \$30.00 (thirty dollar, US currency) fee.
2. Statement of financial responsibility, giving name and address of sponsor. International students are not eligible for Federal Financial Aid. Each applicant must show that he/she will be fully supported either by private or governmental sources.
3. An official copy of TOEFL (Test of English as a Foreign Language) scores for all whose native language is not English. A minimum TOEFL score of 500 on the paper test, or a minimum TOEFL score of 173 on the computer test, is required for admission. TOEFL scores will be accepted only from Educational Testing Service, Princeton, New Jersey, USA 08546, not from the applicant.
4. Complete and official transcripts of high school and college work, translated into English. High school graduates must have graduated in the top half of his/her graduating class. Students with college credits must meet the academic requirements demanded of all other transfer students.
5. ACT (American College Test) scores: The ACT test must be taken prior to admission.

In addition, all international transfer students must follow Immigration and Naturalization Service regulations in effecting the transfer of schools.

All materials must be received by the Office of Admissions, SLU 10752, Hammond, LA 70402, USA by the following deadlines:

For Fall Semester Entry	July 15
For Spring Semester Entry	December 1
For Summer Term Entry (transfer only)	May 1

University regulations require that all international students be covered by health, accident, and repatriation insurance programs. It is necessary that each international student show proof that he/she is currently insured by a valid health, accident, and repatriation policy from a U.S. insurance company or enroll in the Southeastern Student Health Program at the time of registration.

International students must maintain full-time status at all times in order to comply with Immigration and Naturalization Service regulations. All international students should report to the Office of Admissions, North Campus Building B, Room 113 as soon as possible after arrival on campus.

All new international students are required to attend the freshman orientation program as required by University regulations. All new transfer students are required to attend only the international student session of freshman orientation, if the number of transfer hours exceeds thirty. All other regulations apply to transfer students as well as original applicants. International students should have at least a 2.0 grade point average on all work attempted.

STUDENT-ATHLETE ELIGIBILITY AND RETENTION

In order to participate in the varsity athletic program and receive athletically related aid, a Southeastern Louisiana University student must conform to the applicable rules of the Southland Athletic Conference (SLC) and the National Collegiate Athletic Association (NCAA). In addition, the student-athlete must demonstrate good academic standing by being enrolled in twelve (12) or more hours, and demonstrate satisfactory progress by fulfilling the requirements of NCAA By-Law 5, as stated in the NCAA Manual.

ACADEMIC RENEWAL

Students occasionally perform at an academic level which makes them ineligible to continue their studies, and they drop or are suspended from school. Subsequently, some want to resume their college work but find their previous academic record an obstacle.

Academic Renewal provides an opportunity for persons in this situation to apply for a fresh undergraduate start at Southeastern Louisiana University on the basis that their prior undergraduate record be disregarded and they begin their college study again with no credits attempted and no quality points earned. Academic Renewal may be awarded to a student only once and is applicable only to students enrolled at Southeastern.

Prior to applying for admission on this basis, at least five years must have elapsed since the end of the semester in which the applicant was last in attendance for credit at a college or university. The applicant must present evidence that the conditions which caused the poor academic record have changed so there is now a reasonable expectation that the applicant will perform satisfactorily if admitted.

Once academic renewal has been approved by the Associate Director of Admissions, the student must then meet regular freshman admission criteria. The Associate Director of Admissions will consult with the proper academic dean for advice on specific questions. Students showing competency in any area may be allowed advanced standing (without credit) or a waiver of requirements just as any entry-level student.

It should be noted that the prior record remains a part of the student's overall academic record, but none of it carries forward as part of a degree program. The date of the Academic Renewal will be entered on the student's transcript along with a statement prohibiting the use of previously earned credits and quality points in meeting degree requirements, computing grade point average, graduation status, or academic honors. However, the student will remain subject to University policies on probation, suspension and dismissal. Students are cautioned that graduate and professional schools often compute grade point average over all hours attempted when considering applicants for admission. Students should also be aware that other institutions to which they apply may or may not accept academic renewal granted at this institution.

Application forms are available in the Office of Admissions. The deadline for applying for academic renewal is the last day that the student may resign with a grade of "W" in the first semester of the student's return to school. Supporting documentation and official transcripts from other schools must be on file to comply with the deadline.

ACADEMIC RENEWAL AT ANOTHER UNIVERSITY

A student who has enrolled at another regionally accredited institution of higher education under an Academic Renewal Plan (e.g., Academic Amnesty or Bankruptcy) may be considered for Academic Renewal at Southeastern provided that:

(1) The Academic Renewal Plan at the previous institution meets all the provisions of the Academic Renewal Plan at Southeastern; (2) credits earned since the student entered the program at a previous institution will be evaluated in the same manner as credits for other transfer students; and (3) if the student is eligible to exit the Junior Division, the petition for Academic Renewal will be submitted for approval to the admissions and readmissions committee and dean of the senior college which the student seeks to enter.

Forms are available in the Office of Admissions.

REGISTRATION

No student will be registered until he/she has paid his/her fees as assessed by the Controller's office. No student will be permitted to remain in any class unless his/her name is shown on the instructor's roster.

All continuing, upperclass transfer, and re-entry students are expected to present themselves for Phase I (Early) Registration in accordance with the plans of registration established for the current year and listed in the University Calendar at the beginning of this Catalogue.

Students are assigned to the heads of departments and other faculty members for advice in preparing their schedules. Each student, however, must assume the responsibility of studying his/her curriculum carefully and should register each semester according to its requirements. Continuing and upperclass transfer students are eligible to participate in Phase I (Early) Registration for the succeeding semester. Upperclass transfer students must have a completed application for admission on file in order to participate in Phase I (Early) Registration. Beginning freshmen are not permitted to participate in Phase I (Early) Registration except through the Summer Orientation Program. Students who complete their registration after the Phase II (Regular) Registration period as prescribed in the University Calendar will be assessed a \$15.00 late registration fee.

AUDITING CLASSES

Students may register for courses for credit only, or for audit only, or combined credit and audit. Courses for audit count in total hours taken to determine fees to be paid, but do not count as enrolled hours in determining enrollment status or eligibility for financial aid or scholarships.

Instructors will determine attendance regulations for classes being audited and will inform students of the regulations at the beginning of the semester or summer session.

Students are not to change from audit to credit or from credit to audit after the last day for adding classes.

LECTURE/LAB REQUIREMENTS

For all lecture and laboratory courses offered by the Department of Biological Sciences or the Department of Chemistry and Physics which must be scheduled concurrently, a student must register for both the lecture and laboratory courses at the time of registration unless they have special permission from the department head. During the drop/add period, the student may not drop one of the courses and keep the other; both lecture and laboratory courses must be dropped. After the drop/add period, a student may drop the laboratory course and keep the lecture course only with permission of the department head. In no case may the student drop the lecture course and keep the laboratory course.

CHANGES IN CURRICULA

To change a major from one curriculum to another, the student must process a change of major form. The Office of Enrollment Services will provide the proper form for the transfer.

DROPPING AND ADDING COURSES

Students may **drop and add** courses during the late registration period (see University Calendar). When a course is "dropped," it no longer appears on the student's record.

Before the "last day to withdraw or resign from the University" (see the University Calendar), a student can **withdraw** from a course by completing and submitting a signed Course Withdrawal Form available in Enrollment Services. Upon submission of the form, a grade of "W" is assigned to each course.

After the "last day to withdraw or resign from the University," a student who cannot complete a course due to circumstances beyond the student's control may contact his/her academic dean to determine if the criteria are met for receiving a retroactive withdrawal.

RESIGNATION FROM THE UNIVERSITY

Students who must leave the University before the end of a semester should contact Enrollment Services to discuss resignation rules. Prior to the last day to withdraw or resign from the University, students may obtain a Resignation Form from Enrollment Services for the student to have completed. Upon submission of the completed form, a grade of "W" is assigned to each course.

Students who leave the University without officially resigning from the university are considered absent for the remainder of the classes and will receive the appropriate grade(s). These grades affect the student's academic standing and may jeopardize the student's eligibility to reenter the University, receive Financial Aid, or transfer to another accredited institution. **In addition, students leaving prior to the 60% point, officially or unofficially, in the semester are obligated to return a portion of the federal aid received for that semester.**

After the "last day to withdraw or resign from the University," a student who cannot complete the semester due to circumstances beyond the student's control may contact his/her academic dean to determine if the criteria are met for receiving a retroactive resignation.

LEAVE OF ABSENCE

Southeastern considers continuous progress of an undergraduate toward his or her degree highly desirable. Departments have designed programs so that a student will schedule approximately one-eighth of his degree credits each semester in an orderly and identifiable sequence. "Dropping in" and "dropping out" are permitted without formal request and without penalty except (1) when a student wishes to schedule work for credit in another university during a summer session, (2) during a semester while he or she is in residence at Southeastern, or (3) in a junior college after he or she has attained rank as a junior. A student returning to Southeastern after being out a year is required to return under the current catalogue unless he or she has, prior to his or her dropping out, received a leave of absence for personal reasons or for doing work in another institution.

When a student desires to schedule work in another institution during a summer session or during a regular semester in residence, he or she must secure permission of the department head and the academic dean so that both the student and the University may be assured that the work taken is creditable toward the degree program. Some departments may not grant a student permission to schedule major courses elsewhere during his or her junior and senior years.

A student who transfers to another institution for one semester or more with the intention of returning to Southeastern should secure permission from the department head and the academic Dean so that both the student and the University will be assured that the work scheduled elsewhere is creditable at Southeastern. Forms for scheduling classes elsewhere are available in the Office of Enrollment Services.

In case of a prolonged absence from classes because of illness, injury, or pregnancy, the student should discuss the problem with his/her academic dean. The dean will work within the University and departmental policies concerning leaves of absence for students.

CLASSIFICATION

Classification of students is based upon the number of semester hours earned.

The following rules govern the classification of a student:

1. Students are classified as freshmen until they have successfully completed thirty semester hours. Courses numbered 0 to 199 are primarily for freshmen.
2. To be classed as a sophomore, a student must have at least thirty semester hours of credit. Courses numbered 200 to 299 are primarily for sophomores.
3. To be classed as a junior, a student must have at least sixty semester hours of credit. Courses numbered 300 to 499 are primarily for juniors and seniors. To be classed as a senior, a student must have at least ninety semester hours of credit.

The term upperclassmen as used in this catalogue means sophomores, juniors, and seniors.

A freshman or sophomore student may register for a course at the 300 or 400 level which has a companion 500 level number only with the written permission of the course department head.

Courses numbered 500 and above are for graduate students only and cannot be counted toward undergraduate degree credit.

SCHOLASTIC RATINGS GRADING SYSTEM

Students are graded on the following basis:

- A — work of the highest degree of excellence.
- B — good work.
- C — average work.
- D — work that meets only the minimum requirements for passing.
- F — failing work.
- P — passing (certain courses only), will not carry quality points, will not be computed in the student's average, and will not at any time for any purpose be translated into grade A, B, C, or D.
- U — unsatisfactory. A non-punitive grade in a remedial or developmental course. No hours attempted are recorded.
- W — withdrawal from a course after the last date to add classes but before the last day to withdraw or resign from the university for the semester. Please refer to the academic calendar for specific dates in the front section of the catalogue.

I — For undergraduate courses the grade of *I* means “incomplete” and is given when the student’s work to date in the course is of passing quality and the student has completed substantially all of the course requirements, but, due to circumstances beyond the student’s control, an exam or other course requirement is missing. *I* grades should not be assigned unless the faculty member has knowledge of the exact circumstances (e.g., prolonged illness, accident, etc.) and believes the student can make up the work in the required time frame. The deficiency must be met by the last day of late registration of the next regular semester or summer term unless extended by the student’s academic dean. *I* grades are removed only by completion of the course work, not by repeating the course. *I* grades are computed as F grades until changed to a final grade. *I* grades that are not resolved by the deadline and have not been extended by the dean will be changed to a grade of *F* (or *U* if appropriate) at the conclusion of late registration. The extension of *I* grades may be for a maximum of 12 months. After an extension of twelve months following the time it was assigned, the *I* grade will be changed to an *F* (or *U* if appropriate).

NC— No Credit. Given when a student enrolls in a course for which he is ineligible to receive credit.

WA, WB, WC, WD, WF— Although no longer used at Southeastern, grades of WA, WB, WC, WD and WF earned in the Spring of 1990 or earlier at Southeastern, or earned anytime at another college/university, are converted to the current grading system as follows:

WA, WB, WC and WD are converted to W

WF is converted to F

Students who earn credit through the College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), advanced placement, departmental examinations, or the CEEB Advanced Placement Program will receive Grade P. This grade will not be computed in the student’s average, will not carry quality points, and cannot be translated into grade A, B, C, or D.

QUALITY POINTS AND GRADE POINT AVERAGE

The quality of work is indicated by quality points. A student passing a course with a grade of A will receive four quality points for each semester hour credit to which the course entitles him/her; with a grade of B, three quality points for each semester hour credit; with a grade of C, two quality points for each semester hour credit; with a grade of D, one quality point for each semester hour credit; and an F carries no quality points. Grade I is counted as an F until resolved into a final grade.

The grade point average computed on all hours attempted is the *Cumulative Grade Point Average*. The *Cumulative Grade Point Average* is the only Grade Point Average that will appear on the academic transcript prior to graduation. The *Adjusted Grade Point Average* is computed on all hours attempted less those hours described in the *Repeating Courses* section under the *Adjusted Grade Point Average* description. The *Adjusted Grade Point Average* is used to determine eligibility for an undergraduate degree, and for admission and retention in certain degree programs. As part of the transition to a new grade point average to determine a student’s eligibility for an undergraduate degree, a new Degree Grade Point Average may be used as an alternate to the Adjusted Grade Point Average during the academic year 2002-2003. The Degree Grade Point Average is calculated using the last grade earned for courses within a curriculum. Neither the Adjusted Grade Point Average nor the Degree Grade Point Average appears on semester grade reports.

A ratio of 2.0 between quality points earned and semester hours attempted is interpreted as a 2.0 (C) grade point average. To be eligible for graduation, a student must have a minimum Adjusted Grade Point Average of 2.0 (C) on all coursework, on all work attempted at Southeastern, and on all work in his/her major field; **or**, during academic year 2001-2002, a minimum Degree Grade Point Average of 2.0 (C) on all coursework applicable to the student’s curriculum; on all required coursework in the major field; and on Southeastern coursework applicable to the student’s curriculum. Individual academic departments or colleges may set higher grade point average requirements for graduation and/or admission into specified programs. Policies regarding requirements in specific degree programs may be found in the appropriate academic section of this catalogue.

REPEATING COURSES

The following policy outlines the rules for repeating courses at Southeastern and details the use of repeated courses in the calculation of the different grade point averages.

1. A student who has earned a grade of “A” in any individual course is not eligible to repeat the course for additional academic credit or computation of any grade point average.
2. A student who has earned a grade of “B” or “C” in any individual course may repeat the course one time for credit in order to earn a higher grade. Both the first and second grades earned in the course will be computed in the student’s *Cumulative* and *Adjusted Grade Point Average*. Only the last grade earned will be computed in the student’s *Degree Grade Point Average*.

3. Any course in which a final grade of "D", "F" or "WF" has been earned may be repeated as many times as needed.
4. After the course has been repeated, the last grade earned stands as the official grade. All grades for the course will appear on the student's transcript.
5. When determining academic standing, campus awards, and honors, all grades appearing on the student's transcript (*Cumulative Grade Point Average*) will be used.
6. Courses taken at Southeastern and not completed with satisfactory final grades may not be repeated for credit at another institution and the credits used to make up the deficiency at Southeastern. A satisfactory final grade is defined as the minimal acceptable grade for degree/graduation requirements for the student's academic program.
7. Professional schools and academic colleges may set higher repeat rules regarding admission into specified programs. Policies for admission to and graduation from specific degree programs may be found in the appropriate academic section of this catalogue.

Using Repeated Courses in the calculation of the Cumulative, the Adjusted and the Degree Grade Point Averages:

A. Cumulative Grade Point Average

All hours attempted and total quality points will be used in calculating the *Cumulative Grade point Average*. Only the *Cumulative Grade Point Average* will appear on the academic transcript prior to graduation. Academic standing, campus awards, and honors will be determined by the *Cumulative Grade Point Average*.

B. Adjusted Grade Point Average (through Spring 2003)

- The *Adjusted Grade Point Average* is used to determine eligibility for an undergraduate degree, and for admission and retention in certain degree programs. It is **not** used to determine academic standing, campus awards, or honors.
- Effective Fall 1994 and thereafter, a maximum of 15 hours of undergraduate coursework repeated after the Summer of 1994 will be used in calculating the *Adjusted Grade Point Average*. If the repeated course is among the first fifteen (15) hours repeated for credit, the student's *Adjusted Grade Point Average* will reflect only the last grade earned. EXCEPTION: If a course has been repeated prior to Fall 1994 and is repeated in the Fall 1994 semester or thereafter, only one of the pre-Fall 1994 grades (the lowest grade earned) will be disregarded when the new *Adjusted Grade Point Average* is calculated.
- Transfer students with repeated coursework at other institutions will be subject to a maximum of fifteen (15) hours of repeated coursework when calculating the *Adjusted Grade Point Average*. Coursework repeated prior to Fall 1994 will be subject to transfer credit and repeat policies in effect at Southeastern at the time the repeat occurred.
- If the repeated course is beyond the fifteen (15) hour limit of courses repeated for credit, all grades for the course (total hours attempted and total quality points) will be used in calculating the *Adjusted Grade Point Average*.

C. Degree Grade Point Average

- As part of the transition to a new grade point average to determine a student's eligibility for an undergraduate degree, a new Degree Grade Point Average may be used as an alternate to the *Adjusted Grade Point Average* during the academic year 2002-2003. The *Degree Grade Point Average* is not reported with semester grades nor does it appear on the academic transcript prior to graduation. It is **not** used to determine academic standing, campus awards, or honors.
- The *Degree Grade Point Average* reflects only the last grade earned in courses **required in the respective undergraduate degree**. All prior attempts of courses repeated for credit are disregarded when calculating the *Degree Grade Point Average*.
- The *Degree Grade Point Average* in the **major** reflects only the last grade earned in all **major** courses required in the degree.
- The *Degree Grade Point Average* on **courses taken at Southeastern** reflects only the last grade earned in Southeastern courses applicable to the student's curriculum.

CHANGE OF GRADE

The written appeal of a grade must be submitted within 45 calendar days of grade reports. After a grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor, the instructor's department head, and the academic dean of the college in which the course is offered. The Change of Grade Form is available to the instructor in the Records and Registration Office.

If the appeal is not resolved with the instructor, the student then may submit a written statement of the problem to the department head, with a copy to the instructor. If the appeal is not resolved with the department head, the student may then appeal to the department's academic dean by submitting a written request and copies of materials that had been considered. The dean's decision is final.

ACADEMIC PROBATION, SUSPENSION AND READMISSION REGULATIONS FOR UNDERGRADUATES*

Hours attempted is defined as all courses completed and those courses not completed in which the grade of "WF" was received. (WF grades were assigned at SLU prior to Summer 1990.) Grades of "I" are computed as "F" grades until changed to a final passing grade. Graduate students should consult the Graduate section of this Catalogue for probation and suspension criteria.

***Effective with the Fall 2000 semester, academic probation and suspension will be based on the *Cumulative Grade Point Average*.**

PROBATION

A student will be placed on academic probation whenever the **student's *Cumulative Grade Point Average* is 10 or more quality points below a 2.0 average (A-4.0)**. A student will remain on probation until a ***Cumulative Grade Point Average* of 2.0 or higher is achieved**.

SUSPENSION

A student on academic probation will be suspended at the conclusion of any semester in which the student's semester grade point average is less than 2.0. A beginning freshman may be put on probation at the end of the first semester of enrollment, but cannot be suspended. If a suspended student had registered during the Early Registration period for the next semester, the class schedule is cancelled. A student may appeal the suspension prior to the beginning of a semester or summer session. If the appeal is granted, the student reenters on academic probation.

Students suspended for the first time (see * exception below) will be eligible to return at the end of the next regular semester (fall or spring). *Students who are suspended for the second or subsequent times will be suspended for one calendar year.* At the end of the suspension period, the student is eligible to return but must apply for readmission to the University before reentering. A student may appeal a suspension for any semester during the suspension period. If the appeal is granted, the student reenters on academic probation. (Note: A student who has not attended a college or university for at least five years may wish to apply for admission under Academic Renewal. See index)

To be readmitted to any semester or summer session after two or more suspensions, the student must file an appeal. Any suspensions from another college or university prior to enrolling at Southeastern will be counted for purposes of determining the length of the suspension period.

*Students suspended for the **first time at the end of a spring semester** are allowed to attend summer school while on suspension; however, the student is not eligible for financial aid. If at the end of the summer session, the student's cumulative GPA is raised to 2.0 or higher, the student is returned to academic good standing and the one semester suspension period is lifted. The student may then attend the fall semester without appeal. After the summer session, if the student does not raise the cumulative GPA to 2.0 or higher, the one-semester suspension is in effect for the fall semester. In either case, the one suspension from the spring semester is recorded on the student's record. A student may elect to appeal the suspension to attend the summer session. If the student is granted an appeal for the summer session, the student returns on academic probation, and the guidelines for students on probation apply (see beginning of this section). The student must then appeal to Financial Aid for eligibility for aid.

An undergraduate student suspended from any university in the University of Louisiana Board of Supervisors System may not enroll in another university within the System, but may enroll in a community college with approval of both the suspending institution and the community college. Credits earned under these conditions will not be accepted for a degree at the suspending institution and will not be accepted for degree credit at another university in the System. During the suspension period, only developmental or remedial courses may be accepted for transfer to a University of Louisiana Board of Supervisor's institution.

READMISSION AFTER SUSPENSION

A student may apply to the University for readmission at the end of any suspension period and pay the appropriate readmission fee. However, the student should be aware that, after the third suspension, readmission to the University does not imply readmission to certain professional degree-seeking programs for which specific school or college requirements must be met. Except when a student is suspended for non-completion of Developmental Education Program courses, a student reentering the University at any time after being suspended does so on probation status.

DEVELOPMENTAL EDUCATION PROGRAM STUDENTS

A student with an ACT composite of seventeen or below must successfully complete the required courses in the Developmental Program in the first two regular semesters of enrollment in order to be eligible to re-enroll.

INFORMATION SHOWN ON TRANSCRIPTS FOR STUDENTS TRANSFERRING

Any transcript issued for a student on scholastic probation or suspension by an institution under the jurisdiction of the University of Louisiana Board of Supervisors shall show the effective date of such action and length of suspension.

DEFINITION OF A FULL- AND PART-TIME STUDENT

During a regular semester, an undergraduate student enrolled in at least twelve semester hours is considered full-time. During a summer session, a student enrolled in six or more hours is considered full-time. Exceptions to this policy are the following: (1) a student teaching when this is the only course needed and when the course carries less than twelve hours credit; (2) a student enrolled in an internship course. Interim courses (taught between semesters) are associated with the next upcoming semester. Veterans attending the University under the G.I. Bill must maintain a twelve-semester hour load during a semester or six semester hours during a summer session to be eligible for full benefits.

Veterans attending the University under the G.I. Bill must maintain full-time status in any semester to be eligible for full benefits.

EXAMINATIONS

Final examinations are held at the end of each semester, summer session, and short term.

MAXIMUM AND MINIMUM CREDIT HOURS

Full-time students may register for a maximum of nineteen hours during a regular semester. If a student has an average of 3.0 on a full-time load for the previous regular semester, the student may appeal to his/her academic dean to request an exception to the policy. A 3.0 grade point average made during a summer term will not be considered in interpreting this regulation. During the summer term the maximum number of hours for which a student may register is ten, not including Orientation 101.

Students who hold scholarships must comply with the regulations in regard to scholastic requirements as stated in the Student Affairs section of this catalogue.

Students who are doing student teaching are not to register for more than fifteen semester hours during that semester.

REPORTS TO STUDENTS

Regular reports of grades are made to students at the end of each semester and summer session, provided the student has cleared all of his accounts at the Controller's Office, the Bookstore, the Library, Campus Police and the Financial Aid Office.

TRANSCRIPTS

Any person who has attended Southeastern is entitled to an official transcript of the work he has completed, provided he has cleared his accounts at the Controller's Office, the Bookstore, the Library, Campus Police, and the Financial Aid Office. A written request must be filed in the Office of Enrollment Services. A week should be allowed for processing each request. Same day transcript service is provided at a fee of \$5.00.

ACADEMIC HONESTY

The academic community relies upon a high standard of integrity in the relations among its members. To the extent that this standard is not maintained, the good of the community suffers, and injustice (sometimes serious injustice) may be done. One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. These are ordinarily evaluated through written examination or submitted work. For such modes of assessment to operate fairly, it is essential that the instructor be assured that the work used to evaluate the student's performance is genuinely the student's own. It is also the responsibility of the student to uphold the academic integrity of the Uni-

versity. The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other classwork is unacceptable to the University. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action.

If a faculty member is convinced that a clear violation of academic integrity has occurred the procedure below should be followed:

Academic Action – The faculty member will discuss the matter privately with the student involved. No penalty will be imposed until the student has been informed of the charge and has been given an opportunity to present a defense.

Agreement that a violation has occurred will result in the assignment of a lower grade or an F to the test or paper, or in the case of a serious violation, a lower grade or F for the course.

Within 10 days of the discovery of the violation the faculty member must inform the student of the action taken and of the right to appeal to the department head and then to the dean who has administrative authority over the course. A brief written report of the action taken must also be filed with appropriate department head and the Office of Judicial Affairs in the Division of Student Affairs. The Chief Judicial Affairs Officer will establish a disciplinary file on the student and, if further academic dishonesty occurs, may in consultation with the academic dean who has administrative authority over the course/s, refer the case to be handled through the procedures outlined in the Code of Student Conduct.

If a faculty member feels that a particular act of cheating or plagiarism is serious enough to warrant probation, suspension, or expulsion, a written complaint may be filed with the academic dean who has administrative authority over the course. If the offense warrants additional penalty, the academic dean may refer the case to the Chief Judicial Affairs Officer for disposition on the matter through the procedures outlined in the Student Code of Conduct.

Appeal Procedure: An appeal must be filed by the student within 10 days of notification by the faculty member. The appeal must be based on one or more of the following criteria:

- (a) The professional behavior of the teacher was questionable.
- (b) The facts of the alleged violation were in error.
- (c) The sanction imposed was excessive.

If the appeal is denied by the department head and the academic dean, the student may request that the case be referred to the Chief Judicial Affairs Officer.

In the event that a case cannot be resolved before the final grades are due in the Records and Registration Office, the grade "I" will be assigned to the student for the course until the appropriate grade can be determined.

COMPUTER USE POLICY

Southeastern Louisiana University has established a specific policy that governs the use and abuse of the university's computer resources. Students granted access to the university's computing facilities are required to abide by the established policy for computer use. A copy of the entire policy may be obtained on the University's Web page or by contacting the Basic Computing Services Help Desk.

The Computer Use Policy is a comprehensive policy dealing with all aspects of computer use and abuse, whether physical or logical. It applies to all university computing facilities including mainframes, minicomputers, microcomputers, and associated equipment and links, as well as software, whether developed by Southeastern or purchased. If abuse, actual or threatened, is suspected or detected, the matter will be referred to the appropriate law enforcement agency or university authority for disciplinary action. Confirmed abuse can result in criminal prosecution, dismissal, loss of computer use privilege and other such remedies as provided by established laws and policies of the university.

In general, abuse is defined as any improper use or treatment of computing facilities including, but not limited to: acts which, by mischief or carelessness, result in damage, defacement, or destruction of computing equipment; theft; unauthorized access or use; unauthorized alteration, substitution, or deletion of programs, command files, data files, documentation, or other material; wiretapping or any form of unauthorized signal interception; divulgence of confidential information or computer access methods to unauthorized persons; copyright or patent infringement; transmitting obscenities or libelous statements through or with computer systems; failure to safeguard computer systems in both their physical and logical aspects; and failure to notify management or security personnel of instances of abuse, either actual or threatened. The detailed and exact definition is specified in the university-published Computer Use Policy.

CLASS ATTENDANCE REGULATIONS

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 university.

Each instructor shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate college or university officials.

When any student receives unexcused absences (e.g., ten percent of the total classes) in any class prior to the published withdrawal date, the instructor may withdraw the student with a grade of W.

Specific policies regarding (but not restricted to) makeup of missed exams, submission of excuses for absences, procedures for appealing unexcused absences, and the manner in which attendance may be used in grading are to be established by individual departments and **explicitly** defined and expressed in instructors' syllabi or course information sheets.

An absence must be considered excused if it is for one of the authorized activities listed in the section "Southeastern Attendance Procedures" and the procedures detailed in that section have been followed. An absence may also be considered excused if deemed so by the instructor.

SOUTHEASTERN ATTENDANCE PROCEDURES

An instructor may withdraw any student from a class for excessive unexcused absences. However, if a student who has been withdrawn from a class for excessive absences wishes to reenter that class, he or she may appeal for readmission no later than the published withdrawal deadline. This appeal must first be made to the class instructor, then (if necessary) to the class department head and finally the class dean. If readmission is granted the instructor must notify Enrollment Services in writing upon the student's return.

Absence due to authorized trips from the University or to special duties or activities at the University may be excused by the Vice President for Academic Affairs. Faculty and staff members in charge of these trips and activities must submit a list of students involved to the Vice President at least five working days prior to the trip or activity. Authorized activities include athletic, music events, student conventions, religious meetings, field trips, assisting in rallies, music festivals, etc. It is the responsibility of each student to make up necessary coursework missed by an excused absence.

It is a student's responsibility to withdraw from a class. A student does not withdraw from class by failing to attend.

CREDIT BY EXAMINATION AND ADVANCED PLACEMENT GENERAL

Southeastern Louisiana University assents to the opinion that persons having knowledge equivalent to that usually attained in specific courses should be advanced in level to afford a continuous challenge. In order to realize the fulfillment of this philosophy, certain policies and procedures have been adopted by the University regarding credit-by-examination and advanced placement.

Students may not receive credit through a national credit examination program such as CLEP or through departmental credit examinations in courses in which the student has earned a final grade at an accredited college or university. Audited courses and courses taken at non-accredited institutions may be completed through credit examination. Credit by examination may not be used to reduce the University's residence requirements.

CREDITS THROUGH THE COLLEGE LEVEL EXAMINATION PROGRAM SUBJECT EXAMINATIONS

An enrolled or entering student at Southeastern may gain credit in a number of courses by completing certain subject examinations of the College Level Program (CLEP) provided by Educational Testing Services and administered through the Testing Office. CLEP Examinations may be taken at Southeastern by appointment only. All testing are Computer Based which allow for immediate test result(s) upon completion of testing. Generally, one may schedule up to three tests on one test date.

Credit will be entered on a student's transcript upon receipt of an official score from ETS, provided the student achieves at or above the level score accepted by Southeastern. A grade P will be given and the course will not be computed in the student's average. Unsuccessful attempts shall not be recorded against the student.

Southeastern will accept a maximum of 30 semester hours credit through CLEP and a maximum of 60 semester hours through all types of nontraditional educational experiences, i.e., Advance Placement Credit, Correspondence Courses, and Military Service credits (DANTES).

Students should be advised that credit will not be given through CLEP in the last 30 semester hours.

Subject Examinations, acceptable scores and credit hours currently approved for Southeastern courses are listed below:

CLEP SUBJECT EXAM	COURSE & No.	ACCEPT. SCORE	SEM. HRS.
American Government	POLI 201	50	3
American History I	HIST 201	50	3
American History II	HIST 202	50	3
American Literature	ENGL 232	60	3
* Biology, General	GBIO 106 and GBIO 107	50	6
Calculus with Elementary Functions	MATH 200	50	5
College Algebra	MATH 161	50	3
English Literature	ENGL 231	60	3
Freshman College Composition	ENGL 101	60	3
* General Chemistry	CHEM 101 & CLAB 102 or CHEM 121 & CLAB 122	50	6
Information Systems and Computer Applications	CMPS 110	50	3
Introductory Sociology	SOC 101	50	3
Principles of Accounting	ACCT 200	50	3
Principles of Macroeconomics	ECON 201	50	3
** Principles of Management	MGMT 351	50	3
Principles of Marketing	MRKT 303	50	3
Principles of Microeconomics	ECON 202	50	3
Trigonometry	MATH 162	50	3
Western Civilization I	HIST 101	50	3
Western Civilization II	HIST 102	50	3

*Subject examinations designed for two-semester courses

** Department Head approval required

CREDITS THROUGH THE DANTES SUBJECT STANDARDIZED TEST

Under an agreement between the Chauncey Group International (Chauncey), a subsidiary of Educational Testing Services (ETS), and the U. S. Department of Defense, Southeastern Louisiana University is allowed to administer the DANTES Subject Standardized Tests (DSSTs). DANTES tests may be taken at Southeastern by appointment only.

Credit will be entered on a student's transcript upon receipt of an official transcript from the Chauncey Group, provide the student achieves at or above the score accepted by Southeastern. A grade of P will be given and the course will not be computed in the student's average. Unsuccessful attempts will not be recorded against the student.

Students should be advised that credit will not be given through DANTES in the last 30 semester hours.

Subject Examinations, acceptable scores and credit hours currently approved for Southeastern courses are listed below:

DANTES Subject Exam	Course & No.	Accept. Score	Sem. Hrs.
Astronomy	EASC 101	50	3
Criminal Justice	CJ 101	50	3
Environment and Humanity: The Race to Save the Planet	GBIO 281	50	3
General Anthropology	ANTH 101	50	3
Human/Cultural Geography	GEOG 103	50	3
Introduction to Business	MGMT 141	50	3
Lifespan Developmental Psychology	PSYC 204	50	3
Physical Geology	EASC 102	50	3
Principles of Physical Science	PHSC 101	50	4
Principles of Public Speaking	COMM 211	50	3
Principles of Statistics	MATH 241	50	3

CREDITS THROUGH THE NATIONAL LEAGUE FOR NURSING

Any enrolled or entering student who meets the present criteria may gain credit in selected nursing courses by completing approved proficiency examinations provided by the National League for Nursing. Proficiency exams are given on national test dates and are designed to offer credit for knowledge obtained as part of the enrollment and completion of a Licensed Practical Nurse Program or Registered Nurse Program (Associate Degree or Diploma).

Proficiency examinations currently approved are listed below. Further information can be obtained from the Director of Testing.

NLN EXAM.	COURSE & NO.	TYPE OF GRADING	ACCEPT. LEVEL
Mobility Profile I: Foundations of Nursing ¹	Nursing ³	S S ⁴	75
Mobility Profile II: ² Care of the Adult Client	Nursing ³	S S ⁴	90
Care of the Client during Childbearing and Care of the Child	Nursing ³	S S ⁴	90
Care of the Client with Mental Disorder	Nursing ³	S S ⁴	90

¹For Currently Licensed Practical Nurses

²For Currently Licensed Registered Nurses

³See Department for corresponding course number

⁴Standard score

SOUTHEASTERN LOUISIANA UNIVERSITY DEPARTMENTAL CREDIT EXAMINATIONS

Southeastern departmental credit examinations are administered in the summer, fall, and spring to Southeastern Louisiana University students and to entering students.

1. A student interested in taking departmental credit examinations may obtain the request forms at the Admissions Office.
2. A student will have the request form approved by his/her department head, the dean of his/her college, and the head of the department administering the examination.
3. The University charges a fee of \$5.00 per semester hour for credit examinations.
4. Credit examinations are given on the undergraduate level only.
5. Only courses passed will be recorded on the student's record. A grade of P will be given and the course will not be computed in the student's average.
6. Credit earned through departmental credit examinations will be limited to twenty-four semester hours. Credit earned through all types of nontraditional educational experiences, i.e., advanced standing credit, extension courses, correspondence-study courses, and military service credits will be limited to sixty semester hours.
7. The department head in which the course is offered will set the dates of tests at his/her discretion.

Departmental Credit Examinations are available in:

DEPARTMENT-COURSE	COURSE No.	CREDIT	DEPARTMENT-COURSE	COURSE No.	CREDIT
Accounting	ACCT 200	3	Management	MGMT 141	3
Biology	GBIO 106	3	Mathematics	MATH 160	3
	GBIO 107	3		MATH 161	3
	GBIO 151	3		MATH 162	3
	GBIO 153	3		MATH 163	3
Chemistry and Physics	CHEM 101	3		MATH 165	3
	CHEM 121	3		MATH 241	3
	PHYS 191	3	Music	MUS 103/104	1
Family and Consumer Science	FCS 251	3		MUS 113/114	1
	FCS 342	3		MUS 151	3
	FCS 411	3		MUS 209/210	1
				MUS 213/214	1
			MUS 291	3	

General Business	GBBT 123	3			
	GBBT 124	3	Psychology	PSYC 101	3
Industrial Technology	IT 111	3	Sociology & Criminal Justice	CJ 101	3
	IT 112	3		SOC 101	3
	IT 233	3			
	IT 236	3	Visual Arts	ART 105/106	3
	IT 242	3		ART 111	3
	IT 256	3		ART 115	3
	IT 264	3		ART 117	3
				ART 121	3
				ART 151	3
				ART 161	3
				ART 190	3

Departmental credit examinations are also available in courses other than those listed above, provided the student obtains special permission from his/her dean and department head.

CREDIT THROUGH THE COLLEGE BOARD ADVANCED PLACEMENT PROGRAM

Southeastern participates with the College Board Advanced Placement Program. Students in selected high schools take college level courses in high school and their examinations are graded by the staff of the College Board.

The following list shows the Advanced Placement Courses, the required scores, and the equivalent Southeastern courses for which credit will be given at Southeastern.

AP COURSE	MINIMUM REQUIRED GRADE*	COURSE EQUIVALENT
American History	3	History 201, 202
History of Art	3	Art 105 or Art 106
Chemistry	3	Chemistry 101-103 or 121-123
Computer Science	3	Computer Science 161
English		
Language and Composition	3	English 101 and 102
Literature and Composition	3	English 231 and 232
European History	3	History 101 and 102
Foreign Language		
French	3	French 101 and 102
German	3	German 101 and 102
Spanish	3	Spanish 101 and 102
Mathematics		
Calculus AB	3	Mathematics 200
Calculus BC	3	Mathematics 201
CALCAB SUBGRADE	3	Mathematics 200
Music		
Music Theory	3	Music 111
Physics		
B	3	Physics 130 and 191-193
C	3	Physics 130 and 221-223
(Mechanics)		
C	3	Physics 130 and 221-223 and 222-224
(Electricity & Magnetism)		
C	3	Physics 130, 221-223, 222-224
(Mechanics & E&M)		
Psychology	3	Psychology 101

*The readers' grades reflect their professional judgement of the candidate's achievement in advanced study according to the following scale:

- 5-extremely well qualified
- 4-well qualified
- 3-qualified
- 2-possibly qualified
- 1-no recommendation

ADVANCED PLACEMENT

Advanced placement is offered in the departments of English, Foreign Languages and Literatures, and Kinesiology and Health Studies in some courses. Credit will be granted in the courses skipped. See department head for detailed information.

UNITED STATES ARMED FORCES INSTITUTE (USAFI) COURSES

Southeastern Louisiana University is a participating institution with the USAFI program. Credits earned may be recognized by a division of Southeastern Louisiana University in accordance with the recommendations of the American Council on Education. The credits must be acceptable to the curriculum in which the student enrolls and must not duplicate other college credit earned.

MILITARY EXPERIENCE

Honorably discharged veterans of the United States Armed Forces may be allowed credit for kinesiology and certain other courses upon presentation of a copy of their discharge (DD 214) to the Enrollment Services Office.

Additional credit may be granted for service schools where equivalence in terms of college courses has been recommended for college credit in the "Guide to the Evaluation of Educational Experience in the Armed Services," published by the American Council on Education. Appropriate documents must be submitted to the Enrollment Services Office for an evaluation of these experiences. Credit is not granted for National Guard service.

SERVICE MEMBERS OPPORTUNITY COLLEGES

Southeastern Louisiana University has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Southeastern recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by the educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

PROFICIENCY IN ENGLISH AND MATHEMATICS

Students entering Southeastern are required by the Board of Regents to demonstrate proficiency in English and mathematics as part of the requirement for associate and baccalaureate degrees. These requirements are also part of the criteria necessary for students to exit the Junior Division and enroll in a degree granting department/college.

The following outlines Southeastern's mathematics and English proficiency requirements. Students who pass Mathematics 160 or 161 or its equivalent with a grade of D or better will meet mathematics proficiency requirements. Students who pass English 102 or its equivalent with a grade of D or better will meet English proficiency requirements.

GENERAL EDUCATION REQUIREMENTS

The College and Department sections of this Catalogue describe each curriculum leading to a degree. Awarding of an academic degree assumes that the recipient has submitted to rigors of intellectual inquiry, achieved specialized and general knowledge, and acquired motivations and abilities for life-long learning.

Each Southeastern Louisiana University baccalaureate degree is designed to help the student progress toward vocational goals and toward the following goals in general education:

- to communicate effectively in oral and written English;
- to read with comprehension;
- to reason abstractly and think critically;
- to understand numerical data and statistics;
- to understand scientific method;
- to be familiar with key technological and informational applications;
- to learn independently;
- to recognize and appreciate cultural diversity;
- to understand the nature and value of the fine and performing arts;
- to develop a personal value system while retaining a tolerance for those of others; and
- to understand the American political and economic system.

Recognizing those general education goals, all baccalaureate curricula include the following minimum requirements: based on the Statewide General Education Requirements of the Louisiana Board of Regents:

English composition	6 hours and demonstrated proficiency
Mathematics	6 hours with Mathematics 160 as the minimum level and demonstrated proficiency
Computer literacy	To be demonstrated as required by respective curricula
*Natural Science	9 hours, to include a two-course sequence
Fine Arts	3 hours Music or Visual Arts or Dance or Theatre
Humanities	9 hours to include 3 hours literature, 3 hours History, and 3 hours Foreign Language above the introductory level or Philosophy or Speech Communication
Social/Behavioral Sciences	6 hours Anthropology or Political Science or Economics or Geography or Psychology or Sociology

Associate degree requirements include a minimum of three to six hours of English composition and demonstrated proficiency, three to six hours of Mathematics at a level no lower than Math 160 and demonstrated proficiency, three to six hours in the Natural Sciences: three hours in the Humanities: zero to three hours in Fine Arts: and three to six hours of Social/Behavioral Sciences. The exact requirements vary by degree. Computer Literacy is to be demonstrated as required by the respective curricula.

Natural Science Two-Course Sequences

***Possible Combinations:**

Biological Sciences

GBIO/BIOL	106/109	and	GBIO/BIOL	107/110
GBIO	106	and	GBIO	107
GBIO	106	and	GBIO	281
GBIO/BIOL	151/152	and	GBIO/BIOL	153/154
GBIO/BIOL	151/152	and	ZOO	241
GBIO/BIOL	151/152	and	ZOO	242
GBIO/BIOL	151/152	and	ZOO/ZOOL	250/252
GBIO/BIOL	151/152	and	ZOO/ZOOL	251/253
GBIO/BIOL	151/152	and	MIC/MICL	223/224

Physical Sciences

CHEM	101	and	CHEM/CLAB	102
CHEM	121	and	CHEM/CLAB	122
PHYS	191	and	PHYS	192
PHYS	221	and	PHYS	222
EASC	101	and	EASC	102

BOARD OF REGENTS CERTIFICATE OF EXCELLENCE

The Louisiana Board of Regents Certificate of Excellence is awarded to a baccalaureate degree recipient who has achieved a 3.0 GPA and who has completed the following:

English composition	6 hours and demonstrated proficiency
Literature	3 hours at the sophomore level or above
Mathematics	6 hours (with Mathematics 161 as the minimum level) and demonstrated proficiency
Computer literacy	Demonstrated as required by respective curricula
Natural Science	11 hours, to include a two-course sequence, two hours of laboratory, both physical and biological sciences, and must be courses taken by science majors
Music or Visual Arts or Dance or Theatre	3 hours
Foreign Language	6 hours above the introductory level
Philosophy or Speech Communication or Literature or History	9 hours
Economics or Geography or Psychology or Anthropology or Political Science or Sociology	6 hours

Students pursuing the Certificate of Excellence may be eligible for Honors student status and privileges. Inquire at the Honors Program office, 611 N. Pine St. (985-549-2135).

To receive the award, the graduating student is to submit an application in accordance with procedures established by the Office of Enrollment Services.

GRADUATION REQUIREMENTS SUMMARY

A candidate for a degree must accomplish the following:

1. Complete one of the curricula as outlined in the catalogue, including demonstrated proficiency in English and mathematics as mandated by the Louisiana Board of Regents.
 2. Have a minimum Adjusted Grade Point Average of 2.0 (C) on all coursework, on all work attempted at Southeastern, and on all work in his/her major field.¹
- Or,**
3. During academic year 2001-2002, have a minimum *Degree Grade Point Average* of 2.0 (C) on all coursework applicable to the student's curriculum; on all required coursework in the major field *; and on Southeastern coursework applicable to the student's curriculum.¹ Certain curricula as noted in the college and departmental sections of this Catalogue have higher requirements.
 4. Earn the semester hours listed below at Southeastern Louisiana University. No time limitation in years or weeks will be set.
- A. Candidates for a Baccalaureate Degree
- 1) at least the final 30 hours
 - 2) at least one-half of the hours required in the major field or fields
 - 3) at least 25 percent of credit semester hours must be earned at Southeastern.
- Work taken through correspondence courses, credit examination or military experience may not be used to satisfy these requirements.
- B. Candidates for an Associate Degree
- 1) at least the final 15 hours
 - 2) at least 30 hours of the total hours in the program
 - 3) at least 15 of these 30 hours in the specialty field.

Credit awarded for successful completion of academic work undertaken at another college or university may be used to fulfill these requirements provided that the student is a candidate for a degree at Southeastern and has obtained the prior written approval of the appropriate department head and dean before undertaking the academic work at another institution.

5. Clear all University accounts.
6. Check with his/her advisor on the following schedule:
August and December graduates—before the end of the drop/add period of the prior Spring semester.
May graduates—before the end of the drop/add period of the prior Fall semester.
The candidate will secure application for graduation instructions from the academic dean's office and will pay the diploma fee to the Controller's Office. The Records and Registration Office will then post the application data to the student's record and forward the application and any accompanying documentation to the academic Dean.
7. Complete all assessment procedures related to general education and/or major field as required.
8. Be present at the Commencement exercises to receive the degree conferred.
9. Students in teacher education see Requirements for Student Teaching and additional College of Education and Human Development graduation requirements found elsewhere in this catalogue.

¹See SCHOLASTIC RATINGS, this Catalogue, for explanation of calculation of grade point averages. The symbol "+" on each curriculum sheet identifies courses that are used in computing the major grade point average.

CANDIDATES FOR A SECOND BACCALAUREATE DEGREE DOUBLE DEGREE, DOUBLE MAJOR, MINOR

Students who hold a baccalaureate degree from Southeastern or from a regionally accredited institution other than Southeastern may earn a second baccalaureate degree by completing thirty semester hours at Southeastern in addition to the requirements for the first degree and meeting all other requirements for the second degree. If the first degree is from Southeastern it is not necessary that the thirty hours be subsequent to the first degree.

Students who wish to pursue two baccalaureate degrees simultaneously at Southeastern must complete thirty semester hours in addition to the requirements for the first degree and complete all requirements for both degrees. Students completing two baccalaureate degree programs at Southeastern must file a graduation application for each and pay the diploma fee for each by the scheduled deadline.

If students choose to earn two majors or a major and minor they must be earned simultaneously. This can be accomplished by completing all requirements for both majors or by completing all requirements for the major and minor simultaneously. When earning two majors students must designate a primary major, a secondary major and indicate on the graduation application the second major. Students will only earn the degree associated with the primary major. The second major or the minor will be entered on the transcript. Students may not earn a second major after graduating with a first major and degree unless they earn a second degree (30 additional hours). Students may not earn a minor with an Associate Degree or without simultaneously earning a baccalaureate degree.

Provided there is not a break of one calendar year or more in Southeastern attendance, students may meet requirements for the second major or minor according to any catalogue in effect during enrollment for seven years prior to receiving the second degree, major, or minor.

There are special requirements regarding the General Studies Program and the College of Education. For further information, General Studies and Education majors should contact their director/department head. If a student wishes to earn more than one baccalaureate degree, one of which is a Bachelor of General Studies, the major concentration group in the General Studies degree cannot contain courses in the same subject as the major of any other baccalaureate degree earned or to be earned.

To initiate the Double Degree/Double Major process students should secure a form from their primary department.

PARTICIPATION IN STUDENT ASSESSMENT ACTIVITIES

Since 1987, Southeastern Louisiana University has focused on outcomes assessment as one of the key components of our commitment to excellence. Considerable effort has been focused on refining and implementing a comprehensive, effective, and efficient assessment program to determine the extent to which students' learning needs are met. Assessments may consist of activities such as standardized tests, computerized exit surveys, paper-and-pencil questionnaires, exit interviews, and other means. Although not all students complete the same set of assessment activities, all students will be asked to participate at some points in their academic careers. Since student involvement is critical to the success of outcomes assessment, student participation in assessment activities is both necessary and required.

GRADUATION UNDER A PARTICULAR CATALOGUE

A student may meet degree requirements as stated in any Catalogue in effect during the years of enrollment provided:

1. The student has not made a change in curriculum;
2. There is not a break of one calendar year or more in attending Southeastern;
3. Seven years have not elapsed since entering the curriculum.

A student who changes from one curriculum to another or does not attend Southeastern for one calendar year or longer must meet the requirements of the Catalogue in effect at the time of curriculum change or reentry or later. A change from the Junior Division to a senior college/school is not considered a change of curriculum in this regulation. A change from Developmental Education to the Junior Division is considered a change of curriculum in this regulation. If a student enters a second curriculum for the sole purpose of satisfying requirements for a second degree (associate or baccalaureate) and there is not a break of one calendar year or more in Southeastern attendance, that student may meet requirements according to any Catalogue in effect during enrollment for seven years prior to receiving that second degree. Under no circumstances may a Catalogue more than seven years old be used. The Catalogue year begins on June 1 each year.

These academic regulations and degree requirements are subject to revision at any time to reflect changes in Board policies, occupational and licensure requirements and other changes related to the quality of the program.

CORRESPONDENCE AND EXTENSION CREDIT

Southeastern Louisiana University does not offer correspondence work, but will accept a maximum of 30 hours of correspondence and/or extension credit from accredited institutions which offer such work. Work taken by correspondence or at other institutions may not be used to satisfy the University's residence requirements.

In all instances a full-time or a part-time student at Southeastern Louisiana University who plans to take any work elsewhere (correspondence, extension, or resident) must obtain approval from his department head, his academic dean, and the Director of Enrollment Services.

CONFERRING OF DEGREES

Degrees are conferred at the fall and spring commencements. Students must apply for graduation and report their candidacy to the head of the department in which they are majoring and to the dean of their college or school during the semester before the degree is to be conferred.

ACADEMIC HONORS

Students who have done superior work at Southeastern Louisiana University will be recognized in accordance with the following rules.

I. HONORS BEFORE GRADUATION*

Students will be recognized before graduation on one or more of the following bases:

- A. The Dean's List. At the end of each semester, the academic deans will issue a Dean's List of all undergraduate students who earn 12 or more semester hours with a grade of A, B, or C with a semester grade point average of 3.200 or better. Students who receive grades of D, F, U, or I are not eligible for the Dean's List. Those students who have earned an A (4.0) average for the semester's work will be especially designated. The Dean's List will be issued each semester.
- B. Academic Honor Societies.
 1. The Thirteen Club. Seniors who fulfill the following requirements shall be formally recognized as members of the Thirteen Club:
 - (a) They must be full-time enrolled students in the University.
 - (b) They must have an overall 3.200 grade point average.
 - (c) They must have earned no grade below C.
 - (d) They must have had all their academic work at Southeastern Louisiana University.
 2. The National Honor Society of Phi Kappa Phi. Seniors of sound character who fulfill the following requirements may be elected to membership in Phi Kappa Phi:
 - (a) They must have been registered in the University at least one year.
 - (b) They must rank in scholarship within the top eighth of their class (not to exceed ten percent of the senior class for that year).
- C. Academic Honors.

Numerous academic honors are awarded each year in the academic departments and colleges.

*Effective with the Summer 2003 semester, a standard system-wide cumulative grade point average for academic honors will be established as follows:

Honor Roll	3.00
Dean's List	3.20
President's List	3.50

*See SCHOLASTIC RATINGS, this Catalogue, for explanation of calculation of grade point averages.

II. HONORS AT GRADUATION*

At the Graduation Exercises at the end of each semester, the faculty will recognize as honor graduates those students who are receiving a baccalaureate degree who (1) have earned an overall grade point average of 3.200 or better, and (2) have completed at Southeastern Louisiana University sixty-five semester hours or more in which they have earned a 3.200 average or better.

Those students who have earned an average of 3.200-3.499 shall be graduated cum laude.

Those students who have earned an average of 3.500-3.849 shall be graduated magna cum laude.

Those students who have earned an average of 3.850 or above shall be graduated summa cum laude.

That student who has the highest average in his College or School and is eligible to be graduated *magna cum laude* (3.500 or above) shall be awarded the President's Medal for Academic Excellence. A recipient who earns a second baccalaureate degree and again qualifies for the President's Medal will be awarded that Medal, provided sixty-five semester hours have been earned at Southeastern after completing the first degree. Those sixty-five hours must be in upper level courses or in courses required in the second degree curriculum.

The faculty will recognize honor graduates of Associate Degree programs who have earned a grade point average of 3.5 or higher and who have earned at least 30 hours of the total hours in the program at Southeastern.

*Effective with the Summer 2003 semester, a system-wide cumulative grade point average for honors at graduation will be established as follows:

Cum laude	3.500 – 3.699
Magna cum laude	3.700 – 3.899
Summa cum laude	3.900 – 4.000

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Students enrolled at Southeastern Louisiana University are hereby notified of their rights of access to their official records as described in the 1974 Family Educational Rights and Privacy Act (Section 513, P.L. 93-380, Educational Amendment of 1974, amending the General Education Provisions Act, Section 438, and amended by Section 2 of P.L. 93-568).

A student desiring access to his education records shall make a request in writing to the appropriate office. Requests concerning: (1) Admissions and Academic records should be made to the Office of Enrollment Services; (2) financial records should be made to the Controller; (3) financial aid records should be made to the Director of Financial Aid; (4) placement, counseling, disciplinary and security records should be made to the Vice President for Student Affairs; (5) school and departmental records should be made to the Dean of the appropriate college; (6) employment records should be made to the Director of Financial Aid; (7) health records should be made to the Head Nurse, Health Center.

Parents are permitted access to education records with the prior written consent of the eligible student or without the prior written consent of the eligible student if that student is a dependent. Additionally, the University reserves the right to contact parents of students who are under 21 years of age if the student has been involved in a violation of the University's alcohol or drug policies.

The parent of a student or a student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request the amendment of the educational records to the appropriate office responsible for the records. If the educational records are not amended, the parent of the student or the student may request a formal hearing on the matter.

Under the provisions of the Act, certain information designated as "Directory Information" concerning the student may be released by the University unless the student has informed the University that such information should not be released. DIRECTORY INFORMATION INCLUDES: The student's name, address(es), telephone number(s), date and place of birth, dates of enrollment, schedule of classes, college or school, classification, major, degree(s) earned, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recently attended educational agency or school. Any person who wishes NOT to have any or all of the above listed information released must complete the appropriate form in the Office of Enrollment Services within ten class days after the last day of regular registration each semester of enrollment. As provided in the Family Educational Rights and Privacy Act of 1974, Southeastern Louisiana University may disclose information to parents of students upon the parents' establishment of the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. The required form of proof is a certified (notarized) copy of the parents most recent Federal Income Tax form.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Supervisors; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University may also release personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by State Universities to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

If further information is desired, contact the Office of Records and Registration.