

# GENERAL ACADEMIC POLICIES

All Southern University at Shreveport (SUSLA) students are expected to become acquainted with university policies, requirements, procedures, and regulations. In addition, students are to remain aware of these policies and procedures during their attendance at SUSLA.

Academic advisors, counselors, deans, instructors, administrators, and other university officials assist students in becoming acquainted with university regulations; however, students must assume final responsibility for being acquainted with university procedures. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation.

- Close adherence to curricula assures the student's completion of all general education requirements and all major requirements.
- The student should be familiar with all the requirements of the degree program and should consult with an academic advisor when necessary.
- Each student assumes the responsibility for scheduling courses that are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.

Students attending evening and/or online classes are expected to assume the same academic responsibilities as all other students. Evening and online students are given the same curricular guidance and counseling as day students. Evening and online students follow the same procedures for admission to the university as other students, including the submission of applications and transcripts. Evening and online students pursuing associate degrees assume the responsibility of scheduling classes to fulfill degree requirements. SUSLA does not guarantee that all classes required in an associate degree or academic certificate can be obtained during the evening or online schedule of classes.

## ACADEMIC DISHONESTY

Cheating and plagiarism (the representation of someone else's work as one's own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a zero (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook: *Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

## ATTENDANCE POLICIES

### CLASS ATTENDANCE POLICIES

Students are required to attend classes regularly and punctually as a minimum academic obligation. Attendance is recorded the first day after a student registers. Failure to observe this policy may seriously jeopardize a student's academic standing. Tardiness and excused absences should be brought to the attention of the instructor(s) by the student. The following class

attendance policies apply:

- A student required to be absent from class because of illness or other unavoidable circumstances should promptly report the reasons to the instructor and, if required, present excuses. The instructor should make clear to the student that excuses explain absences, but do not remove them.
- Students are required to adhere to attendance policies established by their college and stated by the instructors on course syllabi.
- Excuses for participation in university-sponsored activities will be initiated by the sponsoring unit and approved by the college division chair and the Office of Academic Affairs.
- Students who wish to be absent from classes for reasons not covered by these regulations must apply to their department head for a leave of absence. All excuses or explanations must be submitted in writing to the student's department head within three school days after the student returns to classes.

**NOTE: Financial aid students** who receive all Fs due to non-attendance or suspension will be considered "unofficial withdrawals" for the semester. If the student does not take a final exam or complete more than 67% of the course load, he/she may owe money to SUSLA and the Title IV federal aid program(s).

### **TARDY POLICY**

A student is considered tardy if he/she is later than ten (10) minutes arriving to class. Three tardies constitute one absence.

### **INCLEMENT WEATHER POLICY**

In the event of inclement weather, the Chancellor may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the university website. Absence without an official school closure is treated as an unexcused absence unless there is danger for the student to travel.

### **STUDENTS CALLED TO ACTIVE DUTY**

Any student called to active military duty that has completed at least  $\frac{3}{4}$  of the semester and is in good academic standing with the institution has the following options:

- Receive course grades for the current semester for each enrolled course with the grade earned at the date he or she was called into active duty.
- Receive incompletes for all courses if approved by instructors.
- Withdraw from all current semester courses.

### **Steps to follow when leaving the University for Active Military Duty**

- Provide a copy of military orders to the Registrar's Office. If one chooses to complete the semester courses via an incomplete and if time permits, please follow the appropriate procedures for course completion. If the professor approves an incomplete grade, the student and professor should complete an Incomplete Grade Form, which is available in the Registrar's Office. The incomplete grade form must be initiated by the instructor, and the reason stated for the incomplete grade(s), as follows: —called to Active Military Duty.

- In the event that the military obligation does not permit adequate time to finalize grades or withdrawal, please contact the Registrar's Office. They will act on the student's behalf to inform the appropriate persons and/or departments of call to active military duty, and assist to finalize grades or withdrawal. Any grading options and planning for course completion, as agreed upon by instructors, will be documented. The student will be asked to advise the Registrar's Office whether he wishes to accept the grading option available.
- If administrative drops or a withdrawal are to be processed, the Academic Advisor should initiate them. Reasons for withdrawal/administrative drop should clearly state —called to Active Military Duty.

**Departments to contact in the event of call to Active Military Duty.**

- Registrar's Office - to communicate military call up, overall assistance, and issues related to VA benefits.
- Academic Advisor – inform Advisor of military call up.
- Financial Aid Office - if receiving financial aid.

The selected option may depend on the student's individual situation, the time remaining in the academic semester, and the course completion agreements. Contact the Registrar's Office to discuss military call up status and to answer any questions regarding the above procedures/options.

**ELECTRONIC DEVICES IN CLASS**

The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities unless otherwise stated in the course syllabus for instructional purposes.

**EXAMINATIONS**

Mid-term and final examinations are scheduled and appear on the Academic Calendar. All students are required to take a written examination at the time designated on the academic calendar.

**CATALOG GOVERNING DEGREE REQUIREMENTS**

Students must meet the curricular requirements for a degree outlined in an appropriate issue of the Southern University at Shreveport Catalog. Students are required to know degree requirements. They may complete work for graduation according to requirements in the catalog of the year in which they enter, or those of any catalog in force during their enrollment at this university, providing their residence enrollment is continuous and does not exceed ten years. Students, whose enrollment is interrupted for at least two consecutive semesters, will be subject to the catalog in effect at the time of their reentry or subsequent catalog in force during their enrollment at this university.

Transferring from one institution to another is not regarded in itself as an interruption of enrollment. The interval between withdrawal from the previous institution, if any, and enrollment at this university, is the controlling factor.

The student is responsible for obtaining in writing any waiver or other deviation from the approved curriculum and from requirements for the degree sought from the academic advisor with approval of the department chair, division chair, dean, and vice chancellor.

## **CHANGES IN DEGREE REQUIREMENTS**

The university reserves the right to add or delete degree requirements and course offerings. Students in continuous full-time attendance, with no change in curriculum major, are entitled to graduate under the degree provisions of the catalog in effect at the time of their entry at Southern University. Students may choose any issue of the catalog in force during their residence at Southern University upon approval of the division chair or dean, with the following exceptions:

- A catalog more than five (5) years old shall not be used.
- Students in continuous attendance as part-time students with no change in curriculum shall satisfy the degree requirements listed in the catalog in effect at the time of entrance; provided graduation occurs no later than 10 years after initial enrollment. If graduation occurs after the tenth year, the catalog in force will be determined with the approval of the concerned division chair or dean.
- Students in continuous full-time attendance who change their major curriculum shall satisfy the degree requirements listed in the catalog in force at the time the change in curriculum becomes effective. Upon the recommendation of the division chair or dean, a subsequent catalog may be used.
- A student whose enrollment is interrupted for two or more consecutive semesters shall satisfy the degree requirements listed in the catalog in force at the time of reentry. The failure to attend summer school or absence due to military service or to major illness attested to by a physician will not be considered an interruption.
- If progress toward a degree is interrupted for two or more consecutive semesters, credit earned prior to the interruption must be evaluated at the time of readmission by the academic advisor to determine the applicability of credits earned during the previous period of enrollment to the current curricular requirements. Final approval by the division chair or dean and the vice chancellor is required.

## **REQUIREMENTS FOR CATALOG CHANGE**

Continuing students may elect a subsequent catalog when a new major is selected or when a catalog reflects a revised curriculum. The university will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and other external agencies, the university, having sole discretion, shall make the final determination whether or not degree requirements are met.

### **PROCEDURES TO CHANGE CATALOG**

If a student wishes to request a change of university catalog for graduation requirements, the student must complete a Request for Change of University Catalog for Degree or Certificate Requirements Form.

This form must be signed by the student's advisor, division chair or dean, and vice chancellor for academic and student affairs if the catalog request is over five years old.

# ACADEMIC GRIEVANCES

The instructor has authority over all matters affecting conduct of classes; including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor. If a student has a complaint about classroom activities or grades, the student may submit a grievance. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. The student must first discuss the issue with the faculty member involved and explain the basis for his/her grievance within six weeks after the grade is awarded. After six weeks, a student forfeits the right to appeal. Note: this policy does not apply to students disputing grades received on exams, assignments, research papers, clinical rotations, etc. Those kinds of grade disputes must be resolved between the faculty member and the student within the same semester. This policy does not apply to grades students received due to non-attendance.
2. If the matter is not resolved with the faculty member, the student may appeal to the division chairperson/program coordinator/director within three (3) working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty member. Within three (3) working days following the receipt of the grievance, the division chairperson/program coordinator/director will make a decision regarding the student complaint and will provide a written response to the student.
3. If the matter is not resolved with the division chairperson/program coordinator/director, the student may appeal in writing to the Vice Chancellor for Academic and Student Affairs within five (5) working days. The Vice Chancellor for Academic and Student Affairs will render a decision or call a meeting of the Instructional Grievance Committee. If an Instructional Grievance Committee meeting is called, the following will apply:
  - a. The Instructional Grievance Committee is composed of the Vice Chancellor for Academic and Student Affairs or designee, who serves as the chair, faculty members, staff members, and/or administrators.
  - b. The student must be present when the grievance is heard. The student may have an *advisor* present during the hearing. If an advisor will be present, the student must inform the Vice Chancellor for Academic and Student Affairs in writing at least two (2) working days prior to the hearing.
  - c. The responsibility of the committee shall be limited to a review of the case to determine if established policies, procedures, or practices were followed and interpreted correctly.
  - d. The Instructional Grievance Committee will render its decision in writing to the student within (5) working days.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed.

# STUDENT RECORDS POLICY

## ACADEMIC RECORDS

The management of student records is under the supervision of the University Registrar. The records are the property of the university; however, the University Registrar will honor a student's written request that his/her official academic records not be released or information contained in his records not be disclosed. This request can be submitted by obtaining the appropriate form from the Registrar's Office. Unless there is written request to the contrary, the following information will be made available to parents, spouses, prospective employees, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for membership, and organizations awarding financial assistance (grants, scholarships and loans): name, date and place of birth, address, dates of attendance, major field of study, and grade point average (GPA). Transcripts are released only at the request of the student, and in compliance with the Family Educational Rights and Privacy Act of 1974, or in compliance with court orders.

## ACADEMIC AMNESTY

Any student who has not been enrolled at a college or university for three (3) consecutive years may elect **only once** to deny all work attempted at a college or university prior to the three-year period. If the student transfers, the academic amnesty may or may not be accepted by other institutions of higher learning. The forgiven academic record will appear on the student's permanent record, but will not be used in computing the student's grade point average at SUSLA. The only exceptions are to determine honors for graduation and eligibility for financial aid and/or scholarships.

The student must be officially enrolled at the university before applying for academic amnesty. The student must apply for amnesty or forgiveness of credit courses in the Office of Academic and Student Affairs at the time of application for admission or readmission to SUSLA or within one calendar year from the first date of enrollment or readmission. **The declaration must be completed prior to the deadline for withdrawing from the university in the semester in which it is made. A decision to declare academic amnesty is final and irreversible.**

For enrolled students who plan to matriculate into professional academic degree programs (i.e. allied health, nursing) at SUSLA, an exception of the 3-year requirement (only) may be waived with the appropriate approvals from the program director, division chair, (if applicable), and the Vice Chancellor for Academic and Student Affairs. **All other requirements to declare academic amnesty cannot be waived.**

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

SUSLA's policy on the release of information on students is based on the premise that a student's record is confidential and must be protected from those who would use it for other than legitimate purposes. At the same time, the policy must be flexible enough so as not to hamper the student or the university in the pursuit of legitimate endeavors.

Release of information on any student ordinarily will be made only on the written request or authorization of that student. This policy also applies to the issuance of transcripts. Telephone requests for transcripts will not be honored nor will requests for transcripts made by the parent, spouse or prospective employer of an adult student except on the authorization from the student. The parent of a student under eighteen (18) years of age may be provided a copy of that student's transcript for personal use on written requests. Transcripts may be issued on written requests to institutions from which a student has graduated or transferred, institutions to which a student transfers, or to organizations that sponsor a student; provided the student concurs in the request.

Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

The only information ordinarily released concerning students will be that considered "Directory Information". SUSLA defines this as name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, awards, and honors received, including naming to honor rolls and the previous educational agency or institution attended.

During the first fourteen class days of a regular semester or the first five class days of a summer term, a student who has enrolled can request that directory information be withheld by completing the appropriate form available in the Registrar's Office.

SUSLA maintains only those student records necessary for conducting of business. Information in student records will be released to outside investigating agencies only with the written consent of the student involved. Once consent has been received by the university, information requested from academic records of students, students' permanent folders (containing admission credentials, transcripts, etc.), and students' personnel records may be released to properly identified investigators through authorized staff personnel in the Office of the Registrar. The University is obliged to provide information on students pursuant to court orders or subpoenas.

Records of disciplinary actions taken by the university against students are maintained for intramural purposes, and information relating thereto will be released to inquirers only with written authorization of students concerned. Notices of suspension for non-academic reasons are not a part of the academic transcript, but are maintained by the Office of the Chancellor, and will be governed by the same release-authorization requirements as a transcript.

Faculty members may review the academic records of their students to the extent that such reviews serve legitimate educational interests. Each regular semester SUSLA will publish, in the Class Bulletin for that semester, the fact that certain records are kept on students. These records are available to students. Students have the right to challenge the contents of these records. The types of educational records kept on students at SUSLA are as follows:

**INSTRUCTORS:** A record is maintained on each student by the instructor. Such items as attendance, test grades, reports, etc., are noted by the instructor. The instructor treats this

information in a confidential manner, and a student's grades in the class can be divulged only to him/her.

**ACADEMIC ADVISORS:** Upon matriculation at the University, each student is assigned an academic advisor who maintains a record of his/her academic progress. If the student changes majors, this record is transferred to the new advisor. The material in this record is of an academic nature, indicating the past and present matriculation record, current academic status, and curriculum. Only the academic advisor has access to this record, and it can be reviewed by the student in the academic advisor's office. These records are unofficial and are placed in an inactive status if the student's education is interrupted.

**REGISTRAR:** The registrar is the keeper of the official academic record of the student. The student's application for admission to the university and other materials of an academic nature are kept in this office. The academic records in the Registrar's Office are permanent and can be reviewed by the student. This includes records on all veterans receiving assistance from the Veterans Administration.

**FINANCIAL AID OFFICE:** All students who are receiving scholarships, loans from state and federal sources, or who are student workers and receive some financial assistance through the university have records in this office. The student can review all of his or her records.

**SUSLA TESTING CENTER:** The SUSLA Testing Center maintains a record of test scores submitted to the university. These records are available to the student, faculty, advisor, and other authorized university personnel concerned with the student. Scores are not released to anyone other than authorized university personnel except on a request by the student.

## **TRANSCRIPTS**

A transcript is a record of the courses attempted by a student. All grades, passed or failed, appear on the transcript. A transcript of a student's record shows status, academic record with courses pursued and semester hours carried, semester hours earned, grades, quality points, grade point average, and system of grading. All failures, incomplete grades, penalties, transfer college credits, and a summary are also shown on the record.

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a student identification number. A fee of three dollars (\$3.00) is charged for each copy (paper or electronic). Fee payment must be in the form of cash, cashier's check, money order, visa, master card or discover. Payment must be submitted with the transcript request in order for the request to be processed.

No transcript will be issued to or for a student who is indebted to the university. The university reserves the right to withhold a transcript for any student who is in default on a student loan. Requests by telephone will not be honored.



## **TRANSFER CREDIT POLICY**

Southern University at Shreveport has established the following guidelines for evaluating, awarding, and accepting academic transfer credit:

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of the Registrar. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. Courses from regionally accredited institutions will generally be accepted for transfer; however, transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, level, and must be appropriate and applicable to the learning experiences required in the declared program of study. Transcript evaluations are conducted by the registrar thirty days (30) prior to the general registration period. Transcript semester credit hours accepted by the Registrar's Office are subject to final review by the department chair/and or program directors to determine the equivalency of the transfer credits to corresponding courses at Southern University at Shreveport.
3. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average. No credit is accepted for a letter grade of "D".
4. Transfer students must complete 25% of coursework at Southern University at Shreveport.

## **APPEAL OF AN ACADEMIC TRANSFER DECISION**

Students who wish to appeal an academic transfer decision may do so by using the University's Academic Grievance Policy. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the college catalog, examples of work from the transferring institution, etc.).

## **Procedures for Substituting Courses**

The following guidelines apply to requests for course substitutions in degree and graduation plans to meet the requirements for graduation:

- Courses recommended for substitution credit must be comparable in terms of level, content and competency outcomes as indicated by course descriptions in the *Southern University at Shreveport Catalog* or most recent course syllabus.
- Technical subject courses cannot be substituted for general education courses (e.g., electronics for physical science).
- As a rule, major-specific courses cannot be substituted for general education courses (e.g., Principles of Teaching for Art Appreciation).
- Courses designated as core curriculum requirements in one category cannot be substituted for courses from another category (e.g., speech for history; math for art, etc.).
- Course substitutions must be approved by the advisor, the division chair, and Vice Chancellor for Academic and Student Affairs. Upon approval, the chair must forward the course substitution form to the Registrar's Office.

## **COLLEGE CONNECT PARTNERSHIP**

Since the Fall of 2012, Southern University at Shreveport (SUSLA), Southern University at Baton Rouge (SUBR) and Southern University at New Orleans (SUNO) have worked together to offer developmental and beginning college-level courses to those students who do not meet criteria for regular admission to SUBR and SUNO. Such students will be allowed to enroll in the College Connect Partnership located on the Baton Rouge and New Orleans campuses. When they have completed 18 transferable hours of college-level work (including college-level English and Math), and attained an overall grade point average of at least 2.0, such students will be guaranteed admission to SUBR or SUNO. Admissions and transfer procedures will be facilitated by admissions officers at the respective campuses.

Students enrolled in this program pay SUSLA tuition and the fees of their host campus. They must submit financial aid applications to SUSLA. Participants will have access to all university resources and activities on the SUBR and SUNO campuses and may opt to also reside on that campus.

Some of the requirements of participation in the College Connect program include:

- The student must be a first-time freshman entering college for the first time with a high school diploma or high school equivalence diploma (GED) from a SBESE- Louisiana State Board of Elementary and Secondary Education or out of state equivalent.
- An application for Admissions/College Connect Participation Agreement
- High School Transcript/GED
- Proof of Current Immunization Records
- American College Test (ACT) or Scholastic Aptitude Test (SAT) scores (for placement purposes only)
- Applicants with previous test scores at other institutions who indicate need for remediation will be placed in English 090, Math 090, or Reading 094.
- Connect participants are given three full semesters to complete the transfer requirements for full admission to their host university. After the third semester, the student will need to submit an appeal to remain in the connect program.

## **VETERANS AFFAIRS**

### **First-time Applicants**

Prior to using GI Bill benefits for the first time, one must submit an application for benefits to the Regional Processing Office (RPO). The RPO for Louisiana is located in Muskogee, Oklahoma. Apply for benefits online at the GI Bill website, [www.gibill.va.gov](http://www.gibill.va.gov).

Veterans, National Guard, and Reserve members must complete VA Form 22-1990. Those students who had benefits transferred from their sponsor need to complete a VA Form 22-1990E after their sponsor has transferred entitlement to them. Other qualifying dependents must complete VA Form 22-5490.

After the RPO processes the application (processing time is approximately 8 to 12 weeks), they will send a letter stating eligibility status, qualifying chapter, and number of months of benefits (Certificate of Eligibility). When letter is in receipt, please bring to the Registrar's Office so a copy can be placed in VA folder. There are additional local forms that must be completed for Southern

University at Shreveport. These forms are available in the Registrar's Office or online.

Southern University at Shreveport does not participate in the advance payment program. Chapter 31, Chapter 33 and LA State Exemption are the only chapters of the GI Bill that pay the university for tuition and fees. All of the other chapters pay the student monthly and in arrears. As a result, the student is responsible for paying all tuition and fees upfront.

### **Transfer Applicants**

For students who have already applied for their benefits or have used their benefits at a different institution, one must complete VA Form 22-1995 (for Chapters 30, 31, 33, 1606, and 1607) or VA Form 22-5495 (for Chapter 35), as well as the local forms located in the Registrar's Office or online. **National Guard and Additional State Benefits for Louisiana Residents**

**National Guard:** The state of Louisiana has additional benefits for LA National Guard (LANG) troops. For additional information, please contact unit Education Officer.

**Dependents of a Disabled Veteran:** The state also offers benefits to certain dependents of veterans who were state residents prior to entering the military, and are disabled or died in the line of duty or by service connected causes. Contact the local State Veterans Affairs Office for the parish in which one resides.

### **Important Notes**

- All students are required to submit a degree plan signed by the academic advisor to the Registrar's Office. The degree plan shows the classes required to obtain a degree at Southern University at Shreveport and will also show any transferred classes that apply toward degree.
- All students are required to fill out the local Enrollment Certification VA Data Form every semester. This form is a request for certification and is authorization that one is continuing education at Southern University at Shreveport. Classes will not be certified to the RPO until the Registrar's Office is in receipt of the Enrollment Certification VA Data Form and a curriculum sheet; if one is not on file.
- If one adds or drops a course or changes a course from credit to audit during the semester, please notify the Registrar's Office by submitting the Add/Drop form for processing.

### **Contact Information:**

For questions concerning the use of VA benefits at Southern University at Shreveport, contact the Veteran Affairs representative in the Registrar's Office.

# ACADEMIC GRADES

## UNIVERSITY GRADE SCALES

The grade scale for Southern University at Shreveport is based on a 4.0 system. University students' academic programs are evaluated according to the following grading system.

<b>GRADE SCALE FOR UNIVERSITY PARALLEL DEGREE PROGRAMS</b>		
GRADE		
A – EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	70-79	2.0
D – POOR	60-69	1.0
F – FAILURE	59 – below	0.0
I – INCOMPLETE		
W – WITHDRAW		
NG – UNASSIGNED GRADE		
To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade “F” carries zero quality points and will be included in the computation. The grade of “I” will not be computed until after some disposition has been made concerning it (See grade descriptions for more information).		
<b>UNIVERSITY GRADE SCALE FOR THE NURSING PROGRAM</b>		
GRADE		
A – EXCELLENT	93-100	4.0
B – GOOD	85-92	3.0
C – FAIR	77-84	2.0
D – POOR	65-76	1.0
F – FAILURE	64 – below	0.0
<b>UNIVERSITY GRADE SCALE FOR THE RADIOLOGIC TECHNOLOGY PROGRAM</b>		
GRADE		
A – EXCELLENT	93-100	4.0
B – GOOD	85-92	3.0
C – FAIR	77-84	2.0
D – POOR	70-76	1.0
F – FAILURE	69 – below	0.0

<b>UNIVERSITY GRADE SCALE FOR CERTIFIED NURSING ASSISTANT PROGRAM</b>		
GRADE		
A – EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	70-79	2.0
D – POOR	60-69	1.0
F – FAILURE	59 – below	0.0

<b>UNIVERSITY GRADE SCALE FOR DENTAL HYGIENE PROGRAM</b>		
GRADE		
A – EXCELLENT	94-100	4.0
B – GOOD	85-93	3.0
C – FAIR	77-84	2.0
D – POOR	68-76	1.0
F – FAILURE	67 – below	0.0

<b>UNIVERSITY GRADE SCALE FOR DIALYSIS/SURGICAL TECHNOLOGY/STERILE PROCESSING PROGRAM</b>		
GRADE		
A – EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	70-79	2.0
D – POOR	60-69	1.0
F – FAILURE	59 – below	0.0

<b>UNIVERSITY GRADE SCALE FOR MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY PROGRAM</b>		
GRADE		
A – EXCELLENT	90-100	4.0
B – GOOD	80-89	3.0
C – FAIR	75-79	2.0
D – POOR	69-74	1.0
F – FAILURE	68 – below	0.0

<b>UNIVERSITY GRADE SCALE FOR HEALTH INFORMATION TECHNOLOGY/MEDICAL CODING/HEALTHCARE ACCESS ASSOCIATE</b>		
GRADE		
A – EXCELLENT	93-100	4.0
B – GOOD	85-92	3.0
C – FAIR	77-84	2.0
D – POOR	69-76	1.0
F – FAILURE	68 – below	0.0

UNIVERSITY GRADE SCALE FOR RESPIRATORY THERAPY PROGRAM		
GRADE		
A – EXCELLENT	94-100	4.0
B – GOOD	85-93	3.0
C – FAIR	77-84	2.0
D – POOR	68-76	1.0
F – FAILURE	67 – below	0.0

## GRADE DESCRIPTIONS

<b>AU</b>	Audit
<b>CR</b>	Credit
<b>I</b>	Incomplete
<b>M</b>	Military Credit
<b>NC</b>	No Credit
<b>NG</b>	No Grade Recorded
<b>P</b>	Pass
<b>W</b>	Withdrawal

### W and I Grades

The grade of “W” is given when a student officially withdraws or is administratively withdrawn from a course.

The grade of “I” (incomplete) is given only when the student’s work is satisfactory but, for reasons beyond the control of the student, has not been completed by the end of the semester. It is not granted in lieu of an “F” (failing), or to give the student opportunities or more time to improve a grade if such opportunities have not also been made available to all students in the same class. It is the responsibility of the student to confer with the instructor of the course and to complete the prescribed requirements of the course on or before the designated date shown for final examinations in the university calendar.

For each proposed grade of “I” (incomplete), the instructor and the student must file an “Incomplete Grade Application Form” prior to the published date when grades are due at the end of each semester. The application must be approved by the division chair and the Vice Chancellor for Academic and Student Affairs. If approval is denied, the grade earned to date prevails and must be posted accordingly. If approval is granted, the “I” grade is posted as a temporary notation on the student’s official record. It is the mutual responsibility of the student and the instructor to complete and file the “Incomplete Grade Application Form” in a timely manner. An “I” grade submitted without approved documentation will be administratively converted to an “F” grade.

Students will obtain credit for courses in which their grades are “incomplete” only by completing the work agreed upon on the signed “Incomplete Grade Application Form” in a satisfactory and timely manner. The standard window for replacing an incomplete grade starts at the end of the semester in which the “I” grade was received and closes six weeks into the consecutive full semester. If the work is not completed within the designated time frame, the grade in the course automatically becomes an “F”. The grade of “I” (Incomplete) shall be neutral in the calculation of

the grade point average. A grade of incomplete must be changed to a permanent grade by the instructor within the time limit specified by submitting the Grade Change Form to the Registrar's Office. Delinquent Grade Change Forms will not be processed without the approval of the Vice Chancellor for Academic and Student Affairs.

## **CHANGE OF GRADES**

All course grades except "I" grades are intended to be final and permanent when posted by the faculty of record. It is expected that faculty will arrive at and report final grades as accurately and precisely as the nature of the evaluation of student achievement and the grading system will permit. It is the faculty's direct and personal responsibility to ensure that grades are fair and reported correctly the first time. Final grades cannot be improved by submission of 'make-up' work' after grades have been submitted by the instructor at the end of the term.

If an error occurs in the calculation or recording of a grade, it can be corrected only by the faculty of record completing a *Grade Change Form* which must include:

- The student's name, student number, course registration number (CRN), course designation by title and number, semester/year, the division and the change desired.
- A statement unequivocally identifying the person who made the error and explaining the nature of the error.
- An explanation of how the new grade was computed.

The form must have the signature of the instructor and division chair and must be forwarded to the Vice Chancellor for Academic and Student Affairs for final approval. Requests for grade corrections must be submitted to the Registrar's Office by the Vice Chancellor for Academic and Student Affairs within six weeks of the next regular enrollment period.

No grade will be changed after twelve (12) months following the completion of the course in question. This provides ample time to have a grade formally and successfully appealed. Students must appeal in writing to the Vice Chancellor for Academic and Student Affairs within six (6) months following the completion of the course.

## **GRADE REPORTS**

Grades are posted electronically (Banner Web) by instructors at the end of each semester. Students may access their personal and secure online student account to retrieve or view final grades.

Mid-term grades are posted in the Banner Web System as a mid-term progress report. Mid-term grades do not become a part of the student's permanent official record.

If the student is missing a grade, he/she must contact the instructor for that course. Final grades are posted by the instructor.

## **GRADE POINT AVERAGE**

### **Semester Average**

The semester grade-point-average is the total number of quality points earned divided by the total number of semester credit hours attempted by the student. The grades of A, B, C, D and F are included in the computation of the semester grade point average. Grades of AU, NC, I, W, CR and P are disregarded in the computation of the semester grade-point-average.

### **Cumulative Average**

The cumulative average is determined by dividing the total cumulative quality points earned by the total cumulative hours pursued. A student is allowed to retake a course in which he/she has previously enrolled at SUSLA, but the highest grade received becomes the final grade for the course and is computed in the grade point average. The other grade(s) will not be computed in the GPA. A “W” grade does not delete a prior grade. The grades of A, B, C, D, and F are included in the computation of the cumulative average. All courses pursued and grades earned at Southern University at Shreveport remain a part of the permanent record.

A student’s cumulative average is used in determining eligibility for holding campus office or graduating with honors. It is computed by dividing the total quality points earned by the total semester credit hours attempted; exclusive of grades of AU, NC, I, CR, W and P.

### **REPEAT-DELETE POLICY**

A student is allowed to retake a course in which he or she has previously enrolled at SUSLA. The highest grade received becomes the final grade for the course and is computed in the grade point average. The other grade(s) will not be computed in the grade point average, but will not be erased from the transcript.

## **ACADEMIC STANDING**

Students of Southern University at Shreveport Louisiana are governed by the following Southern University System approved regulations regarding scholarship standards:

### **ACADEMIC ADVISORY SYSTEM**

An academic advisory system has been established at SUSLA whereby students are given information and guidance about their academic programs throughout the entire period of attendance at the institution. At the beginning of and/or during, early, regular, and late registration periods, students are required to consult with their advisor to develop a course schedule.

### **CHANGE OF MAJOR**

A student may change a major by completing the Change of Major Form, obtainable from the Registrar’s Office, the appropriate division chair, or the university’s web page. Any changes in a student’s official degree plan must be approved in writing by the appropriate advisor, and the chair of the division in which the student is enrolled, as well as, the chair of the division to which the student wishes to transfer. A copy of this completed form is submitted by the student to the Registrar’s Office for processing.

While such an occasion is rare, if a major is suspended or discontinued because of low enrollment or other factors, a student will be counseled into a new major. Additionally, the university will provide support and assistance to the affected students to ensure a smooth transition to a new major.



## CLASSIFICATION OF STUDENTS

- **Freshman** - earned less than 32 semester credit hours.
- **Sophomore** - earned 32 or more semester credit hours.
- **Special** - student who has accumulated 60 or more semester credit hours.
- **Full-time** - the minimum number of semester credit hours for which a student may enroll and be considered as a full-time student is fifteen (15). For financial aid purposes, a full-time student is one who is enrolled for at least twelve (12) semester credit hours. No student will be allowed to enroll in more than eighteen (18) semester credit hours without permission of the Vice Chancellor for Academic and Student Affairs. Students enrolled in six (6) credit hours during any summer term are considered to have full-time status.
- **Part-time** - any student pursuing fewer than twelve (12) semester credit hours in a regular semester or fewer than six (6) hours in a summer session is a part-time student.

## CREDIT BY EXAMINATION AND OTHER NON-UNIVERSITY SOURCES

SUSLA recognizes academic competence through superior attainment and permits students to demonstrate academic competence through experience and by examination. A student with superior ability and preparation or a student who has already obtained a fundamental knowledge of subjects offered at the university and demonstrates competence through a series of tests or experience may be granted credit for basic and/or advanced courses. These experiences and/or examinations are recorded on the permanent academic record as “credit by examination or experience” with a grade of “P.” Grades of “P” are not used in computing grade point averages.

### 1. Credit by Experience

In order to recognize competence attained through educational experiences other than university instruction, the student must adhere to the following guidelines:

- Students must have been admitted to SUSLA and must be in “good standing.”
- Credit is awarded only in areas that fall within SUSLA’s regular curricular offerings and that are appropriately related to the student’s educational goals.
- After a student has completed at least 15 semester hours of credit at Southern University at Shreveport, the student’s division chair will determine the extent to which the credit is applicable toward the degree.
- Credit is limited to one-fourth of the number of hours required for the associate degree.
- Students enrolled in non-degree-seeking status are not eligible for credit by experience or examination.

### 2. Credit by Examination

In order to recognize competence attained through credit by examination other than university instruction, the student must adhere to the following guidelines:

The College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES) examinations will be available upon request. Students who earn acceptable scores on these examinations are allowed to receive credit based upon the following regulations:

- The student must have been admitted to SUSLA and must be in “good standing.” If the examinations are taken while the student is not enrolled at SUSLA, credit will be

considered after registration for resident study. Students enrolled in non-degree-seeking status are not eligible for credit examinations.

- A non-refundable fee is charged prior to administration of the examination.
- Credit is awarded only in areas that fall within SUSLA's regular curricular offerings and that are appropriately related to the student's educational goals.
- To initiate the examination, permission must be obtained from the appropriate head of the division offering the course. After such permission is granted, the Registrar's Office will issue an official permit.
- Credit by examination is limited to one-fourth of the number of hours required for the associate degree.
- Administration of credit examinations must be completed by mid-term.
- The permit to take the examination is forwarded to the Testing and Assessment Center for ordering and scheduling purposes.
- Specific course credit will be awarded by the Registrar to students who score at or above the 50<sup>th</sup> percentile and after consultation with the appropriate division chair concerning minimum required scores and the acceptance of credit.
- A student may take a credit examination in a particular course only once.
- Credit earned through credit examinations will not be used in computing the student's grade-point average.

Students are not permitted to schedule credit examinations in courses they have audited, earned unsatisfactory grades, received credit for a higher course in a series of sequential courses, or in courses they have dropped and received a "W."

### **3. Academic Proficiency Testing**

The College Assessment of Academic Proficiency (CAAP) test is required of all students scheduled to graduate including student receiving certificates and technical diplomas. The CAAP is scheduled annually and dates are published on the university website. Students are strongly encouraged to take the CAAP on the designated test date. Students who must reschedule the CAAP are charged a fee; which includes the cost of additional assessment materials, shipping and handling fees.

### **4. Acceptance of Military Credit Policy**

Credit may be given to applicants who meet the following three (3) criteria:

1. Enroll in Southern University at Shreveport.
2. Submit military transcript to the Office of Admissions.
3. Submit their D.D. 214 form or D.D. 295 form which indicates a period of continuous active duty for at least 90 days.

A maximum of four (4) semester hours of physical education credit may be granted for Basic Training. Additional credit for training in formal service schools will be granted based on recommendations published in *A Guide to the Evaluation of Educational Experience in the Armed Services*. The credit recommended must be evaluated as being equivalent to a course at Southern University at Shreveport.

The maximum military credit allowed is 24 semester hours. A grade of M will be recorded for credit granted. No quality points will be awarded nor will the credits be used in calculating the student's grade point average. The Registrar evaluates military credit and administers the awarding

of credit.

## ADVANCED PLACEMENT

Students who attain satisfactory scores on the Advanced Placement (AP) Examinations administered by the College Board are eligible to receive credit on the basis of such tests. The student who submits a score of four or five to the Registrar's Office is given credit for the appropriate course(s). These examinations are given at high schools which participate in the advanced placement program of the College Board. Students must be pursuing an academic certificate or associate degree to receive Advanced Placement credit.

Credit will be awarded at Southern University at Shreveport for AP courses based on the certified test scores as follows:

AP Examination	Minimum Score	SUSLA Equivalent	Semester Hours
Biology	3	Biology 104	3
Calculus AB	3	Mathematics 264	4
Calculus BC	3	Mathematics 265	4
Chemistry	3	Chemistry 130, 131	6
Computer Science A	3	Computer Science 140	3
Economics: Macro	3	Economics 202	3
Economics: Micro	3	Economics 203	3
English Literature & Composition OR English Language & Composition	3	English 110	3
	4	English 110, 111	6
French Language	3	French 101, 102	6
Government and Politics, U.S.	3	Political Science 200	3
History, U.S.	3	History 104 OR History 105	3
	4	History 104, 105	6
Physics B or Physics C	3	Physics 221	5
	4	Physics 221, 222	10

Psychology	3	Psychology 210	3
Spanish Language	3	Spanish 100, 101	3

For more information concerning these courses, please see <http://apcentral.collegeboard.com/apc/public/courses/descriptions/index.html>.

The Registrar's Office will place the Advanced Placement (AP) credit on the student's permanent record upon proof of payment as outlined in the Student Fees and Expenses section of the University catalog.

### **CREDITS OVER 10 YEARS OLD**

Credits which are over 10 years old, only with the approval of the division chair or dean, may or may not be applied toward degree requirements.

### **DISMISSAL**

Southern University at Shreveport reserves the right to request any student to withdraw who does not meet satisfactory academic performance (see policy on satisfactory academic progress) or has not been properly registered. A student who has been academically suspended and who, upon re-admission, again fails to raise his/her cumulative GPA to the required level is permanently dismissed and the academic record closed.

### **HONORS**

A student who completes a semester with at least fifteen (15) semester credit hours (excluding remedial courses) and a grade-point-average of 3.75 or above, without grades of D, F or I, will be placed on the Chancellor's List. These requirements apply only to the semester for which the student is being considered for inclusion on the Chancellor's List.

A student who completes a semester with at least fifteen (15) semester credit hours (excluding remedial courses) and a grade-point-average of 3.00 to 3.74, without grades of D, F or I, will be placed on the Honor's List. These requirements apply only to the semester for which the student is being considered for inclusion on the Honor's List.

### **HOURS PURSUED**

"Hours pursued" is defined as all courses attempted. In the event that a student repeats a course, only grades earned in the last course will be used in the calculations for the grade point average.

### **INTENT TO PURSUE DEGREE OR CERTIFICATE**

Students pursuing associate degrees, academic certificates, or technical competency areas at Southern University at Shreveport (SUSLA) must declare their intent to do so. Curricular requirements become effective at the date of the declaration of the academic major and do not date from the point of original enrollment in the University. If the student withdraws or does not enroll for one semester, the student would have to meet the requirements of a new curriculum. Financial aid recipients must be enrolled in a degree or eligible technical diploma or certificate program at Southern University at Shreveport.

## **PRIOR APPROVAL REQUIRED BEFORE TAKING A COURSE AT ANOTHER INSTITUTION**

After enrollment at Southern University at Shreveport (SUSLA) as a regular matriculated student, permission must be obtained before taking a course at another institution for the purpose of meeting degree or general education requirements at SUSLA.

Affected students should consult with their advisor and division chair and submit the appropriate application form to the Vice Chancellor for Academic and Student Affairs for approval and filed with the Registrar's Office. Courses taken without prior approval may not be transferable to SUSLA. Students must complete a minimum of 25 percent of the semester credit hours required for a degree through instruction in residence at SUSLA.

## **PROBATION, SUSPENSION, AND READMISSION REGULATIONS**

- A full-time or part-time student who earns a semester average below 1.5 during a semester will be placed on probation.
- A student on probation will be given one semester to earn a C average (2.0). This will remove him/her from probation. If the student does not earn a C average (2.0), he/she will be suspended for one semester.
- After the lapse of one semester or if approval of an appeal is granted, a student may re-enter on probationary status, but he/she must earn at least a C average (2.0) or be suspended a second time.
- A student suspended at the end of the spring semester may attend the summer term unless other restrictions apply. Grades earned will not change the probationary or suspension status of a student during summer term.
- A student suspended for scholastic deficiencies may re-enroll after the expiration of one (1) semester until a fourth suspension; which dismisses the student permanently.
- Appeals must be made to the Academic Appeals committee appointed/established to execute the rules.

## **SATISFACTORY COMPLETION OF COURSES**

A standard letter grade of "C" or better in a major area course constitutes satisfactory completion. A standard letter grade of "D" or better in a general education core curricular course constitutes satisfactory completion with the exception of the Nursing program. The grade of "D" in a general education core curricular course, but not in a major area course, is acceptable where such a course is a prerequisite for another course. However, a letter grade of "D" in a general education core curricular course is not transferable. A prerequisite is a course that must be completed BEFORE enrolling in some courses, and requires satisfactory completion before the student will be allowed to enroll in that course.

## **WITHDRAWAL**

A student who finds it necessary to withdraw from the University should begin the process by securing the proper form from the Registrar's Office. Please note the deadline date as listed in the Academic Calendar. A student is not officially withdrawn from the University until the request is approved by all departments listed on the withdrawal form, returned and processed by the Registrar's Office.

# **REGISTRATION POLICIES**

## **ADDING AND DROPPING COURSES**

A student may add or drop courses or change from one section of a course to another with the approval of his/her advisor as per established deadlines. A student may drop or add a course by completing an Add/Drop form and securing the approval of the instructor and a financial aid staff member. The course addition or withdrawal becomes effective only when the completed form is processed by the Registrar's Office.

Students will be held responsible for all courses appearing on their schedules unless changes are official and in accordance with university regulations. A student may not add courses for credit after the date specified in the official academic calendar. If a course is dropped after the add/drop period but before the deadline for dropping a course, a "W" (withdraw) is recorded. A student may not drop a course after the date specified in the official academic calendar (unless approved by the appropriate university officials).

## **AUDITING COURSES**

To audit courses, applicants must be eligible to enter the university as regular, visiting, or special students. They must obtain permission of the instructor, the director of the program in which the course is taught, and the chair of the division in which they are enrolled. Students may not audit a laboratory-type or activity course. Tuition fees will be assessed for courses audited, but credit will not be given. An audit may not be changed to credit after completing the course. The semester course load is inclusive of audited courses.

## **MAXIMUM ACADEMIC COURSE LOAD**

No student will be allowed to enroll in more than 18 semester credit hours during the spring or fall semester without permission of the division chair and the Vice Chancellor for Academic and Student Affairs. The maximum number of credit hours that will be allowed is 21. During the summer sessions, fifteen (15) credit hours will be the maximum that may be pursued in any combination of sessions.

## **REGISTRATION**

A student becomes a member of a class/course only by registering through the proper procedure. A student may add or drop a course after the initial registration by filing a completed and approved Add/Drop Form by the specified deadline. Registration has online (electronic) and in-person components and is held on dates shown in the academic calendar and announced by the Registrar's Office. Students registering after the regular registration period will be charged a late registration fee. The registration process is not complete until the student has officially accepted fees through the student's Banner Web account.

The semester course schedule is published online by the Registrar's Office. Students who fail to take advantage of academic advising and do not follow a well-developed degree plan may experience difficulty meeting graduation requirements in a timely manner.

The semester hour is the unit of credit. A semester hour is the meeting of a lecture class for one hour a week. A three-hour lecture course meets for three hours a week. Credit for each course is indicated in the course description and also in the semester course schedule.

Specific instructions for places and procedures for registration are provided by the Registrar's Office. Students will generally follow seven sequential steps:

**STEP 1.** Complete all admission requirements and receive a letter of acceptance (if a new, transfer or readmission student). Continuing students proceed to step 2.

**STEP 2.** Complete all requirements to receive Financial Aid Office (Application for financial aid needs to be completed several weeks prior to registration, preferably before the end of the previous semester.)

**STEP 3.** Meet with an academic advisor to determine a schedule showing the courses in which the student will enroll during the upcoming semester. This usually involves completing a registration form signed by the student, the advisor, and others if any exceptions are required. This semester course registration schedule should parallel the student's prepared degree plan. The student should use the completed registration form to complete step 4.

**STEP 4.** Complete registration in the electronic registration system of the university (Banner Web). When the schedule is posted electronically, the student should print a copy of his/her course schedule for his/her personal use or record.

**STEP 5.** Accept fees through the student's secure Banner Web account.

**STEP 6.** Obtain the official student identification badge from the Information Technology Center.

**STEP 7.** Purchase textbooks for the classes in which the student has enrolled for the current semester from the university bookstore.

Each class instructor accesses the class roster electronically with each student's name listed as generated by the Registrar's Office. Students who attend a class and their names are not on the official electronic roster, must report immediately to Registrar's Office to validate their registration for that specific course. A student may not continue to attend class if not officially listed on the electronic roster for that course. Any course for which a student registers is recorded as "attempted" and will bear a grade notation on the student's transcript. If the student drops the course using the proper procedure or is administratively withdrawn, the course will still appear on the transcript with a grade of "W" (withdrawn). Courses with grades of "W" are listed as "courses attempted" and do not affect the grade point average, but May, at some point, affect eligibility for financial aid. A student is expected to attend and participate in all scheduled sessions for each course for which he/she is registered until the student officially completes the course or formally withdraws from the course. No student can be admitted to a course after the official census date (14<sup>th</sup> day of class).

## **REGISTRATION FOR CONTINUING STUDENTS**

Students who are currently enrolled at Southern University at Shreveport must register for the upcoming semester during a registration period set by the academic calendar as published by the Registrar's Office. This registration allows the student to receive maximum personal attention and service from his/her academic, business, financial aid, and career advisors. It also provides for preferred placement in courses with multiple sections and improved planning for financial aid, scholarships, internships, etc. Continuing students who have completed this process are considered registered for the new semester. If a registered continuing student must make course schedule adjustments due to unusual circumstances, he/she must file an Add/Drop form approved by the instructor and a financial aid staff member with the Registrar's Office.

No add/drop fee will be charged if changes are filed by the 12th class day of the semester of registration. The fee applies thereafter as defined in the Tuition and Fees section of the Catalog.

## **REGISTRATION FOR NEW AND TRANSFER STUDENTS**

Registration (on published dates) for all new students (first-time freshman and transfer students) is closely linked with the scheduled freshman and Transfer Student Orientation activities. The focus of the advisors and registration staff from all departments is dedicated to incoming new and transfer students at the start of each semester.

## **REGISTRATION FOR DUAL ENROLLMENT**

Registration for dual enrollment students is coordinated through the high school liaison and the SUSLA Dual Enrollment Coordinator. Eligible students are concurrently enrolled for up to 6 credit hours per semester.

Dual Enrollment students are to follow university policies and academic calendar.

NOTE: Public high school students may qualify for tuition exemption.

## **LATE REGISTRATION**

Students must register on the appointed days described above for their admission status. Continuing students who are not registered before the end of the prior semester and new or transfer students registering later than the first day of class of their first semester will be assessed a late registration fee (see Tuition and Fees). Late registration does not excuse a student from missed assignments.

# **UNIVERSITY GRADUATION POLICIES**

## **APPLICATION FOR GRADUATION**

Application for graduation must be made the semester **prior** to the semester of graduation. Graduation applications are provided by the Registrar's Office or obtained from the university website. Graduation fees must be paid at the time of application. Graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises. **Graduation fees are non-refundable.**



To receive the Associate in Arts, Associate of Science, Associate of Applied Science, Technical Diploma, or Certificate, a student must:

1. Complete all course requirements in the prescribed program of study as prescribed in the University Catalog.
2. Earn a minimum of 2.0 in all major courses.
3. Earn a minimum cumulative 2.0 grade point average.
4. Complete 25% of coursework through instruction offered by Southern University at Shreveport.

### **CONCURRENT DEGREES/DUAL DEGREES**

Students who earn two (2) or more certificates/degrees in the same semester must satisfy the requirements for both degrees and earn the following additional hours to receive a dual degree.

- Nine (9) related hours for certificates
- Fifteen (15) related hours for associates

### **AWARDING OF A DEGREE POSTHUMOUSLY**

SUSLA will award the Associate degree posthumously to a student who has completed all graduation requirements or to a student who meets all of the following requirements:

- Enrolled courses must be those which, if completed, would have fulfilled graduation requirements.
- The student must have a grade point average at the time of death which meets SUSLA's graduation requirements.

### **HONOR GRADUATES**

Students who achieve certain academic distinction through earned grade point averages will graduate with honors. The following standards apply: 3.75 – 4.0 with highest honor, 3.5 – 3.74 with high honor,

3.1 – 3.44 with honor.

\*Scholastic honors for graduation are determined at the close of the semester prior to the semester of graduation.

### **RESCINDING OF DEGREES AND CERTIFICATES**

Southern University at Shreveport reserves the right to rescind the awarding of associate degrees and certificates if the university discovers that the degrees and certificates were awarded in error.