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# McNeese State University Advising Handbook 2007-2008

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## Campus Telephone Numbers

Toll-Free: 1-800-622-3352

Web: [www.mcneese.edu](http://www.mcneese.edu)

Admissions (General Information) .....	475-5146
Advanced Placement, Credit Exams, General Studies Degree .....	475-5139
Alumni Center .....	475-5232
Athletics Ticket Office.....	475-5200
Bookstore.....	475-5494
Burton Coliseum Ticket Office.....	562-4070
Campus Visits & Tours.....	475-5504
Career Services and Testing.....	475-5612
Cashier's Office .....	475-5098
Counseling Center .....	475-5136
Dining Facilities.....	475-5496
Enrollment Information Center.....	475-5504
Enrollment Management.....	475-5145
Fee Payment.....	475-5098
Financial Aid Office .....	475-5065
General Studies.....	475-5135
Housing Office.....	475-5606
International Student Affairs .....	475-5962
Library .....	475-5725
McNeese Foundation .....	475-5588
McNeese Switchboard (for departments not listed).....	475-5000
Orientation & Basic Studies .....	475-5135
President's Office .....	475-5556
Public Information & Communications.....	475-5635
Counseling Center .....	475-5136
Registrar's Office.....	475-5356
Scholarship & Testing .....	475-5140
Special Services & Equity .....	475-5428
Student Government Association (SGA).....	475-5605
Student Health Services, Infirmary.....	475-5748
Student Services.....	475-5706
Student Union Board (SUB) .....	475-5644
Theatre Box Office .....	475-5043
TOPS, CLEP, MAAP .....	475-5140
University Police .....	475-5711
Veteran's Affairs .....	475-5625
Vice President for Academic Affairs .....	475-5508
Vice President for Administration & Student Affairs .....	475-5503
Vice President for Business Affairs.....	475-5501
Vice President for Development & Public Affairs .....	475-5588
<u>Academic Programs</u>	
College of Business .....	475-5514
Burton College of Education .....	475-5432
College of Engineering & Technology .....	475-5876
College of Liberal Arts .....	475-5192
College of Nursing.....	475-5821
College of Science .....	475-5785

## TABLE OF CONTENTS

- I. PHILOSOPHY OF ACADEMIC ADVISING
- II. PROCEDURES FOR ADVISING
  - A. Functions of the Faculty Member
  - B. The Initial Meeting Between the Student and the Advisor
  - C. Legal Aspects of Advising
- III. ACADEMIC REGULATIONS
  - A. Academic Bankruptcy
  - B. Advising Procedure
  - C. Admission to the University
  - D. Advanced Placement Program
  - E. PIN Number for Registration
  - F. Change of Curriculum
  - G. Classification
  - H. Course Load
  - I. College Level Examination Program (CLEP)
  - J. Core Requirements
  - K. Course-Numbering System
  - L. Credit Examinations
  - M. Credit for Advanced Placement, Correspondence, and Ext. Work
  - N. Withdrawals, Adds, Section Changes, Withdrawals from Class After Registration
  - O. Graduation Requirements
  - P. MAAP Test
  - Q. Removal of Incompletes
  - R. Repeating a Course
  - S. Withdrawal from the University
  - T. TOPS Compliance
  - U. Transfer Credit
- IV. DEPARTMENT/AREA SPECIAL NOTES
  - A. Art
  - B. Athletes
    - Student-Athlete Schedule
    - Student-Athlete Summer Schedule
  - C. Biological and Environmental Sciences
  - D. College of Business
  - E. Financial Aid
  - F. Mathematics and Computer Science
  - G. Music
  - H. Nursing
  - I. Scholarships and Testing

V. PROCEDURES FOR ADVISING GRADUATE STUDENTS

- A. Admission to Graduate School
- B. Functions of the Graduate Faculty Advisor
- C. Charting of Graduate Student Progress
- D. Departmental Requirements for Advising Graduate Students (other than those in the Flow Chart for Graduate Student Academic Advising)
- E. Graduate Student Advising

VI. .... CURRICULUM CODE LIST

## I. PHILOSOPHY OF ACADEMIC ADVISING

Academic advising is a process of communication with students and potential students of the University for the purpose of assisting them in realizing their ability to learn, in gaining access to University and community services, and in thinking critically about their education. It includes, but is not limited to, providing students with information about careers, curriculum choices, and registration. During the process of advising, the faculty member guides students through a degree program; interprets the values of higher education; helps the students choose educational and career goals appropriate to their interests and abilities; examines with them the consequences of educational and career choices; provides information about academic policies and procedures, graduation requirements, and specific educational options and opportunities; and refers the students to a wide variety of support services.

Academic advising is vital to the University's overall commitment to the individual student. Through personal contact with an advisor, students are able to express their unique background, needs, and responsibilities. Advisors gain information essential to the University for planning and teaching students with diverse work schedules, family responsibilities, disabilities, academic and social backgrounds, and social and economic tensions. The increased enrollment of older and returning students, of workers returning part-time, of racial minorities, of international students, and of veterans has underscored the need for and the value of continued dialogue between students and advisors, as representatives of the University. A greater rate of retention may be achieved if students receive such individual attention from faculty advisors.

All advisors are strongly encouraged to make appointments with their advisees on a regular and continued basis for both long- and short-term planning purposes. To ensure that all students seek the advice of an academic advisor prior to registration, an alternate pin number is placed on all students with 59 or fewer hours. Each college and department can request an alternate pin number on all students no matter the number of hours earned. The purpose of the alternate pin number is to guarantee that all students seek the assistance of an advisor. It is not for the purpose of web access.

As an extension of the teaching role, academic advising is a responsibility of both the department and the college. A good advisor is friendly, knowledgeable, and fair. Each advisor fulfills the following responsibilities:

- A. Provides current information about the University, the core curriculum, degree requirements, and career possibilities.
- B. Tells the student about grade requirements and academic policies relating to the student's progress and graduation.
- C. Makes short-term and long-term plans for completion of the degree requirements in a reasonable length of time.
- D. Suggests such possibilities as reduced loads, tutoring, study-skills courses, and career counseling when a student is having difficulty progressing and therefore, deemed at risk.
- E. Cautions advisees against registering for a full-time load when they are having difficulty progressing or when they are working full- or part-time while attending the University.

- F. Discusses career objectives and educational requirements with the student in light of current opportunities available in the job market.
- G. Posts adequate office hours and is available to see students during those hours.
- H. Respects the student's right to and need for confidentiality.
- I. Documents completely and correctly the status of each student and the specific advice or assistance given at each meeting.
- J. Refers students for additional help as appropriate.

## **II. PROCEDURES FOR ADVISING**

### **An Advising Session Check List**

- Address continuance in major.
- Address any plans to pursue more than one degree, a double major, a minor.
- Address any detractors to the educational process that need to be taken into consideration when scheduling classes, and the number of hours, or study time available for the educational process i.e.: work (how many hours and when), familial obligations, etc.
- Address financial factors such as TOPS, Scholarships, Veteran Benefits, Financial Aid (grants or loans), or Athletic Scholarship. Each of these has special requirements that must be met for continuance of the support and are critical to the advisement process.
- Address hospitalization coverage (especially when a student is dropping a course). Typically, health insurance companies require that a dependent student 18-25 years of age be full time (12 hrs.) through out the semester. A typical question – Are you covered under your parents' insurance? This will affect both the number of hours for which the student registers and the number of hours that must be maintained throughout the semester.
- Address the registration time remaining, dropping and adding of classes, fee payment or signature authorization, final drop dates, and the resignation and refund process.
- Address with those probationary, provisional or readmitted from suspension students what they need to do to improve their academic status.

#### **A. Functions of the Faculty Advisor**

The primary function of a faculty advisor is to direct advisees toward successful completion of their degree and to help to prepare them for a career in their chosen field. In keeping with this function, the advisor should become a resource for students, reminding them about deadlines and forms that might apply to them. Advisors should have a good working knowledge of all courses on the degree plan(s) for which they are responsible and must know about the use of standardized

scores (such as ACT profile scores), core curriculum requirements, departmental mechanics for transfer or substitution of courses, transcript evaluation, course availability (what semester courses are offered), and prerequisites for required courses. The advisor should also be able to give advisees current, accurate information about University rules. If unable to answer a student's question, the advisor should take the time to track down the needed information or send the student to the person who can furnish the information. By the same token, the advisor should carefully instill in advisees the sense that they also have definite responsibilities to themselves, their families, their friends, and the University.

The following list of suggestions may be helpful in advising students:

1. Express interest in the student at every meeting, especially at the first meeting. Remember that first impressions are extremely important. Indicate that you are concerned with the student's problems, and that you are eager to help the student, when necessary, throughout the semester.
2. Encourage the advisees to keep in touch with you throughout the semester. Be friendly to them at all times. Speak to them when you see them at places other than your office.
3. Treat the advisee, as you would like to be treated. Avoid making the student wait outside your office, especially if you are not working with another student at the time.
4. Try to listen at least as much as you talk. The students should be heard, and their suggestions and ideas should be carefully considered. Try to guide the students to make their own decisions if possible.
5. Make a special effort to keep up with the progress of each advisee. Let the students know that you are actively interested in their work. If a student needs assistance that you are unable to provide, refer the student to the appropriate person for assistance.
6. If a student is having problems with a class, discuss good study habits with the student. If necessary, recommend a tutor or a study skills class. Encourage the student to attend class regularly.
7. Be accurate when providing information to students. After referring the advisee to another person on the staff/faculty, make an effort to follow up and to learn whether or not the student received the information or help requested.

#### **B. The Initial Meeting Between the Student and the Advisor**

The first meeting between an advisor and an advisee is very important. At this time, the advisor should try to establish a rapport with the student by indicating an interest in the student and a willingness to be of assistance. This meeting is a good opportunity for the two to discuss the student's major field of study and to examine the degree plan that the student will be following.

The student may need help in using the McNeese *Catalog*, and the advisor may want to show the student where to find specific courses with their content and prerequisites as well as the degree requirements and academic standards specific to the department. An understanding of the degree requirements at the initial meeting can help the student to avoid problems later. At this meeting, the advisor is encouraged to point out other helpful information in the *Catalog*, such as the date for

dropping courses with “W,” attendance policies, excused absence policies, probation and suspension policies, and the process involved in changing one's major.

If the degree plan includes courses that are not offered every semester or every year, the advisor may tell the student when such courses are offered and suggest the semester when the student may want to enroll in these courses. Other topics that may be discussed during the initial meeting are advanced placement, CLEP tests, and transfer of credits if the student has previously attended another college or university.

In some cases, the advisor and the student will also prepare a trial schedule at the initial meeting or register the student in the office. If this is the case, the advisor should encourage the student to participate actively in the course selection and not give the impression of dictating the courses to be taken. The advisor should help the student to select courses but avoid references to specific instructors. This meeting is also a good opportunity for the advisor to explain the registration process to the student. Especially important is information about the "late fee" assessment.

Throughout the meeting, the advisor should indicate a genuine interest in the student's progress. By the end of the conference, the student should realize that the advisor is there to help and that the student can feel free to consult with the advisor throughout the semester as questions or problems arise.

At the end of the conference, the advisor retains the student's folder for the department's files. The folder should contain records of any previous university work, standardized test scores, a copy of the trial schedule just prepared, the degree plan, and any other materials relating to the student's progress. It is a good idea for the student's folder to contain a summary sheet on which the advisor makes notes about what is discussed at each meeting. At the end of the meeting, the advisor and the advisee might initial the sheet in order to prevent any misunderstandings about decisions reached during the conference. Even though the folder is kept in the department, the student should realize that the folder is available at any time during regular working hours.

### **C. Legal Aspects of Advising**

All University advisors, as well as all faculty members, should be aware of the legal aspects of advising.

1. **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, or national origin.
2. **Title IX of the Education Amendments Act of 1972** prohibits discrimination on the basis of gender.
3. **Section 504 of the Rehabilitation Act of 1973** prohibits discrimination against otherwise qualified handicapped persons.
4. **The Family Educational Rights and Privacy Act of 1974 (FERPA)** prohibits disclosure of student records without written consent of the student. (This prohibition does not apply to officials of the institution who have a legitimate educational interest.) This act guarantees that students will have access to their official educational records, but not to an advisor's personal notes, which have not been shared with anyone except possibly a short-term

substitute. A form is available in the Registrar's Office to declare that information ordinarily published in the student directory be kept private. Once this form is filled out and on file with the Registrar's Office, the student information system (SPAIDEN) will be updated to reflect the categories of information that are restricted. Each time restricted student records are accessed; the system will display the restrictions on the screen to inform the person accessing the records of these restrictions.

5. **The Americans with Disabilities Act of 1990** establishes a clear and comprehensive prohibition of discrimination against persons with disabilities by failure to provide them with access to public services and accommodations, to transportation, and to telecommunications. Students affected by this act may receive aid from the Office of Services for Students with Disabilities located in Farrar 327 (475-5916).
6. **The Civil Rights Act of 1991** strengthens and improves previous civil rights laws. This act provides for damages in cases of intentional employment discrimination.
7. In addition to these federal regulations, advisors should be aware of memos distributed by the University concerning sexual harassment. Advisors should be sensitive to this issue and should avoid any actions or statements, which might be construed as harassment.
8. All employees should review the McNeese State University Diversity Awareness Policy (found at <http://www.mcneese.edu/policy/diversity.php>). All employees are expected to comply with this and all institutional policies (<http://www.mcneese.edu/policy/>).

### III. ACADEMIC REGULATIONS

According to the McNeese *Catalog* ([http://www.mcneese.edu/catalog/2007/MSU\\_07\\_08\\_catalog.pdf](http://www.mcneese.edu/catalog/2007/MSU_07_08_catalog.pdf)), "each student is personally responsible for completing all degree requirements established by the University and the appropriate college and department. It is the student's responsibility to be informed of these requirements and any changes which may be implemented. A student's advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard". (Catalog-p. 31)

#### A. Academic Bankruptcy

At the time of application for first-time admission or re-admission to the University (and prior to the start of the first term of enrollment or re-enrollment), undergraduate students may file a Petition for Academic Bankruptcy. Academic Bankruptcy provides students a fresh start academically by allowing them to gain admission to the University as an entering freshman with no hours earned, no credits attempted, and no GPA. A minimum of three years must have passed between the end of the semester in which the student was last registered for credit at any college or university and the beginning of their enrollment under Academic Bankruptcy at McNeese. The Director of Admissions has the necessary forms for this procedure. (Catalog-p. 41)

#### B. Advising Procedure

Students should see their advisor during the advising periods posted by each college or department. Procedures for advising can be found in the "Advising Procedures" section of this handbook.

**C. Admission to the University**

Students (first-time freshmen, transfer, or others) must complete admission requirements through the Registrar's Office, located on the first floor of Kaufman Hall, and have a letter of acceptance before seeing an advisor. Requirements for admission to the University are listed in the *Catalog*.

**D. Advanced Placement Program**

McNeese offers advanced placement to beginning freshmen in the following areas: chemistry, art, English, foreign languages, mathematics, music, keyboarding and nursing. According to the *Catalog*, "Students who have successfully taken part in the College Entrance Examination Board advanced placement program in high school may be given credit for courses in art, biology, chemistry, computer science, economics, English, foreign languages, government, history, mathematics and physics." These students should have their CEEB advanced placement records sent to the Registrar." The catalog further states, "some students other than freshmen have had special training or experience indicating that they may have acquired the knowledge that could be gained from certain college courses. Some departments may offer such students credit examinations in these courses and college credit can be granted for the courses provided the equivalent of a 'C' or better is scored on the examinations."

**E. PIN Number for Registration**

All students will initially use the month, day, and year of their birth as their PIN number. This PIN number will be used to access the web for registration and student records. Although the birth date is the PIN for initial access, the University forces students who use the web to change their PIN number. The PIN only allows access to the Banner Self-Service and Web for Students. Prior to using the web for registration, students with fewer than 59 hours will have to see their advisor and be advised before they can actually register on the web. After advising the student, the advisor will give the student their alternate pin number. The alternate pin number is different than the pin number used to access Banner Self-Service and Web for Students. The alternate pin number replaces the advisor hold that was used with the Alpha (Plus) Student Information System.

**F. Change of Curriculum**

The Office of the Registrar provides curriculum change forms that must be signed by the head of the department that the student is leaving and the head of the department that the student is entering. Students may complete the change of curriculum form at any time during the semester. However, any curriculum change form received by the Registrar's Office after the last date for late registration will be processed for the next semester in which the student enrolls. If an athlete is considering a curriculum change, suggest that he or she contact that department first to make certain that his or her academic eligibility is not jeopardized. All curriculum changes for Basic Studies students are done within the system by the advisor. No paperwork is required.

**G. Classification**

According to the *Catalog* (p. 49), the University classifies students as follows:

1. Freshmen: Students who have not earned 30 semester hours.
2. Sophomores: Students who have earned a minimum of 30 semester hours.
3. Juniors: Students who have earned a minimum of 60 semester hours.

4. Seniors: Students who have earned a minimum of 90 semester hours.
5. Regular students: Students registered in an undergraduate curriculum leading to a bachelor's degree.
6. Non-degree students: Students registered for credit, but not in a degree program.

#### **H. Course Load**

According to the Catalog (p. 49), the University classifies a course load as follows:

1. The normal load is fifteen to nineteen semester hours for a regular semester and nine for a summer session. The maximum course load is twenty-two semester hours of credit in a regular semester or twelve semester hours in a summer session.
2. The course load includes all college work taken by any means such as correspondence or other forms of distance learning.
3. In order to schedule more than the maximum load, a student must have a 3.25 grade point average the previous semester or a 3.25 cumulative grade point average. A student wishing to schedule more than the maximum load should contact his/her academic department for the appropriate form.
4. The maximum course load for which a student may enroll during an interim period is three semester hours.
5. Full-time students: Students registered for at least 12 semester hours during a regular semester or at least six semester hours during a Summer session.
6. Part-time students: Students registered for less than 12 semester hours during a regular semester or less than six semester hours during a Summer session.
7. Full-time and part-time students as defined above are University definitions and not necessarily those of other agencies or organizations. Students who are receiving financial assistance through the Veteran's Administration or other agency should determine the number of semester hours necessary to be considered full-time.

#### **I. College Level Examination Program (CLEP)**

According to the *Catalog*, McNeese State University is an official CLEP Test Center (College Code 6403) and offers the examinations at regularly scheduled intervals. These examinations are designed to enable both non-traditional and traditional students to earn college credit by examination. Credit will be awarded by the Office of the Registrar for satisfactory scores on approved Subject Examinations. Whether or not this credit is acceptable toward a degree is determined by the student's academic department.

Information on approved CLEP Subject Examinations and their McNeese course equivalents is available from the Office of the Registrar. CLEP registration materials may be obtained from the Office of Scholarships and Testing. The cost is \$70 per examination.

## **J. Core Requirements**

McNeese's Core Curriculum (Catalog, p. 63) requires that all students pursuing a Bachelors degree meet certain common requirements in areas of Natural Sciences (9 hrs), Social Sciences (6 hrs), Humanities (9 hrs), Fine Arts (3 hrs), Math (6 hrs) and English (6 hrs). Refer to the current catalog for the varying Associate degree requirements.

## **K. Course-Numbering System (Catalog-p. 50)**

The following course-numbering system is used at McNeese:

- 090-level courses -- developmental courses
- 100-level courses -- freshman-level courses
- 200-level courses -- sophomore-level courses
- 300-level courses -- junior-level courses
- 400-level courses -- senior-level courses
- 500-600-level courses -- graduate-level courses

Courses in the 500 and 600 series are for graduate students only. Exceptions may be made for undergraduates who qualify for the privilege for Graduating Seniors (Catalog p. 63).

## **L. Credit Examinations (Catalog, p. 51-52)**

Some students with special training or experience may have acquired the knowledge that could be gained from certain college courses. Some departments may offer such students credit examinations and give those students college credit for the courses provided the equivalent of a "C" or better is scored on the examinations.

1. Request forms for credit examinations are issued only if a student has a fundamental knowledge of the subject.
2. Permission to take a credit examination is granted only to students who are currently enrolled at McNeese.
3. If a student has ever registered in a course or failed a prior credit examination in the course, a credit examination in the course cannot be taken.
4. No student may take a credit examination in a course which is a stated or implied prerequisite for an advanced course in the same discipline for which credit has already been earned.
5. A student or a department can obtain a credit examination request form from the Director of Advanced Placement in General and Basic Studies. Once eligibility for testing is determined based on the four criteria listed above, the form will be signed by the Director of Advanced Placement.
6. The student must obtain the signature of his/her department head and the signature of the department head in which the course is taught prior to the examination. A fee of \$15 is charged for each credit examination. This fee is payable at the Cashier's window in Smith Hall after the student has obtained all the necessary signatures. The paid Cashier's receipt must be submitted to the Director of Advanced Placement.

7. After the testing, the department administering the exam completes the necessary information to request the credit and returns the form to the Director of Advanced Placement.
8. Credit examinations are indicated as such on the student's transcript. To pass a credit examination, a student must make a grade at least equivalent to a "C". Credits earned or attempted through credit examinations are not used in the computation of the student's grade-point average.
9. Credits earned by credit examination are not considered in determining academic probation and suspension at the end of a semester.

**M. Credit for Advanced Placement, Correspondence, and Extension Work** (Catalog, p. 53-54)

General guidelines for credit given for advanced placement, correspondence, and extension work are as follows:

1. A maximum of forty-five semester hours of non-traditional credit, such as extension credit, correspondence credit, military credit, advanced placement credit, credit by examination, and CLEP credit, may be used toward a bachelor's degree; a maximum of twenty-four hours of non-traditional credit may be counted toward an associate degree.
2. To ensure that credit for an extension or correspondence course will be counted toward a degree, a student must obtain approval in writing from his/her advisor and department head before registering for the course. A student must take the final examination of a correspondence course under the supervision of his department head or the Office of Scholarships and Testing.
3. To insure that credit earned through CLEP will be counted toward a degree, a student should obtain the approval of his department head before registering for the examination.
4. After a correspondence course is completed, the student should request the registrar of the college from which the course was taken to send an official transcript of credits to the Office of the Registrar at McNeese. In order for the student to participate in commencement exercises, credit used toward completion of degree requirements must be received at least forty-eight hours before commencement.
5. A student who has completed four or more months of honorable, federal, continuous active duty may be granted up to two hours in personal fitness and conditioning and two hours in first aid. Additional credit may be given for experience in military occupations and completion of military training as recommended by the American Council on Education in the Guide to the Evaluation of Educational Experience in the Armed Services. The DD form 214 and other acceptable documents, including military training transcripts, must be submitted to verify successful completion of the courses. Credit is awarded only in areas currently offered within the University and will not duplicate credit already earned by the student. Any credit awarded is placed on a student's transcript after one semester of attendance at McNeese.

**N. Withdrawals, Adds, Section Changes, Withdrawal from Classes After Registration Ends** (Catalog-p. 48)

Forms are available from the student's advisor. Students are responsible for deadlines published in the schedule of classes which affect changes in their schedule. A student may withdraw from a course and receive a "W" up to a specified date; after that, the student receives a grade in the course. In cases of excessive absences an instructor may assign a grade of "WN" (withdrawal for non-attendance) as a final grade.

Section changes, adding classes, or dropping should be done by web or in the advisor's office during registration periods.

**O. Graduation Requirements for Bachelor Degree**

An advisor should remind students that they must have passed at least 40 semester hours of courses at the 300 or 400-level. They must also have passed at least 12 semester hours of courses in their major at the 300 or 400-level, six hours of which must have been taken at McNeese. (Catalog-p. 61)

**P. MAAP Test (Midpoint Assessment of Academic Proficiency) (Catalog-p. 58-59)**

All students enrolled in a four-year degree program must take the MAAP or other designated exam as soon as possible after earning 48 semester hours and before earning 80 semester hours. Students who have earned 80 semester hours without completing the assessment exam are not allowed to earn credit for 300/400 level courses and may be dropped from any courses in progress. Purely diagnostic, the MAAP test is given during the Fall and Spring semesters and "is an assessment of knowledge and skills gained regarding the general education core".

The following students are not required to take the MAAP: a) students transferring in 48 or more semester hours; b) students earning 80 semester hours prior to fall semester 1991; c) students housed in penal institutions; d) students enrolled in a two-year degree program which does not include the MAAP as a degree requirement.

The MAAP or assessment exam is administered each fall and spring semester. Registration information is available in the appropriate semester class schedule. Students can register for the test at the time of registration by web or with the advisor. Questions and appeals regarding the academic assessment exam should be directed to the Testing Officer in Kaufman Hall, Room 156, or at (337) 475-5140.

**Q. Removal of Incompletes (Catalog-p. 55)**

The grade which removes the 'I' must be submitted to the Registrar's Office by a designated date in the next regular semester in which the student is enrolled at McNeese (see University Calendar) or within one calendar year if the student does not enroll. At least one week before the grade is to be submitted to the Registrar's Office, the student must make arrangements to complete all course requirements. A grade of 'I' becomes a grade of 'F' if it is not converted by the deadline".

Students who received an incomplete grade during a previous semester must not re-enroll in the same course. Arrangements for completing work from a previous semester are to be made between the instructor assigning the grade and the student; however, the student may not re-enroll in a course in order to complete work from a previous semester.

**R. Repeating a Course (Catalog-p. 55)**

1. The last grade earned (excluding withdrawals) stands as the official grade.

2. Beginning with Summer 1995, all grades for a course appear on a student's transcript, and all hours pursued and total quality points earned are used in calculating the cumulative grade-point average.
3. For graduation requirements, an adjusted GPA may be used. The adjusted GPA is calculated using only the last grade earned in courses that are repeated; however, the adjusted GPA is not placed on the student's transcript. For other on-campus purposes, a student may apply to the Registrar for the calculation of an adjusted GPA.
4. Colleges may set specific rules regarding admission into and graduation from specified programs in reference to the adjusted GPA.

**S. Withdrawal or Resignation from the University** (Catalog-p. 48-49)

All recipients of federal financial aid who officially withdraw or unofficially withdraw by no longer attending class(es) are subject to repaying the portion of funds received.

1. A student who withdraws from the University must resign prior to a designated date. (See University calendar.) A resignation form may be obtained from the Office of the Registrar. A student who is unable to come to the campus may send a letter of resignation to the Office of the Registrar. The resignation is effective when the letter is received in the Office of the Registrar.
2. A student who drops all courses must resign.
3. A student who officially resigns prior to a designated date will receive a grade of "W" in all courses (see University calendar.)
4. Grades of "I", "F", or "WN" may be recorded for students who leave the University between the last date to resign and the end of the semester.
5. A student who leaves school without officially resigning may receive a grade of "F" in all courses.
6. The deadline for dropping a course or resigning from the University is approximately 75 percent into the semester or summer session. The date appears in the University calendar, in the schedule of classes, and in this catalog. After this date, a student may not drop a course or resign from the University.
  - a. In extraordinary cases, a student may appeal to his/her academic dean to drop a course or resign after the published deadline, but before final exams begin. Such cases might include, but are not limited to, job relocation, prolonged medical problems, serious accidents, or death in the immediate family. It is the student's responsibility to provide documented evidence of the reasons for the request. Extraordinary cases shall *not* include dissatisfaction with an anticipated grade or a decision to change a major. Any approved requests must be submitted by the dean to the Registrar's Office prior to the beginning of the final exams.
  - b. Retroactive withdrawal after a semester ends is permitted only by approval of a student appeal. Information and appeal forms for undergraduates may be obtained from the Office of the Registrar.

**T. TOPS Compliance**

TOPS recipients must meet specific compliance criteria in order to continue receiving the award. Recipients must be enrolled full-time through the 14<sup>th</sup> Class Day. Compliance is reviewed at the end of each academic year; however students **must maintain** academic progress (2.00 GPA) at the end of all other terms. TOPS awards are available for 8 semesters provided the student enrolls continuously. Appeals may be submitted for extenuating circumstances which interrupt

continuous enrollment. Contact the Director of Scholarships & Testing for current information (475-5140). As of April 2000, compliance criteria are as follows:

AWARD (Requirements)	REQUIRED HOURS EARNED	CUMULATIVE GPA REQUIRED
Opportunity (20 ACT for Fall 2001; 2.5 GPA; core curriculum) Tuition only (does not include tech fee)	24/academic year (Summer session, advanced placement hours, interim sessions, and CLEP does not count)	2.3 for first 48 hours; 2.5 thereafter
Performance (23 ACT; 3.5 GPA; core curriculum) Tuition plus \$400/yr stipend	24/academic year (Summer session, advanced placement hours, interim sessions, and CLEP does not count)	3.0
Honors (27 ACT; 3.5 GPA; core curriculum) Tuition plus \$800/yr stipend	24/academic year (Summer session, advanced placement hours, interim sessions, and CLEP does not count)	3.0

Students who fail to meet GPA requirements may have the award reinstated upon achieving the required GPA. Students who receive the Performance or Honors award are reinstated for the tuition award but relinquish the stipend portion of the award.

The above information does not include changes enacted during the 2001 Legislative session.

#### U. TRANSFER CREDIT (BoR - GENERAL EDUCATION ARTICULATION MATRIX)

The Board of Regents, the management boards (Louisiana State University, Southern University, University of Louisiana and the Louisiana Community and Technical College Systems Boards of Supervisors) and their member institutions have worked together for several years to facilitate the transfer of academic credit among the public colleges and universities. An articulation matrix exists that includes “general education” or “core curriculum” courses. These courses may or may not be applied to a particular degree program depending on degree requirements. The General Education Articulation Matrix is published annually. A copy is available in the offices of academic Deans, Department Heads, and the Registrar, or the Publications and Data link of the Board of Regents’ website at [www.regents.state.la.us](http://www.regents.state.la.us). An electronic version of the articulation matrix can be found at <http://appl008.lsu.edu/bor/articulation.nsf/homepage>.

In addition, an annual McNeese-LSUE Course Evaluation Index includes a more extensive listing of equivalent courses. The Index is available in the offices of academic Deans, Department Heads, and the Registrar.

#### IV. DEPARTMENT/AREA SPECIAL NOTES

The following information has been supplied by various departments and services at the University. It has been reproduced with as little editing as possible in order not to obscure or change the information.

**A. Art**

Art Education 331 is NOT considered a Fine Arts elective. Art Education 331 is a methods course for elementary majors. In advising students, please inform them of this fact.

Art History 361, 362, 363 364, 365, and 367 are approved art electives. Also, Art Appreciation 351, 352 and Understanding Art 353 are recommended for non-art majors seeking an art elective.

Students interested in art studio classes that do not require prerequisites and are open to non art majors may take Art 101, 102 (Basic Design), Art 105 (Art and the Computer), Art 217 (Beginning Drawing), Art 228 (Introduction to Photography), and Art 245 (Beginning Clay).

**B. Athletes**

Advising Athletes:

By the beginning of their third year of enrollment, student-athletes must have chosen a baccalaureate degree program. Prior to that time, they may have an undeclared status but it cannot be in an associate degree program. Each semester the athlete should be registered for the appropriate 2-hour course in the sport for which the scholarship is granted.

<u>Sport</u>	<u>Fall</u>	<u>Spring</u>
Baseball	H&HP 199	H&HP 125
Basketball	H&HP 126	H&HP 126
Football	H&HP 127	H&HP 199
Golf	H&HP 199	H&HP 128
Soccer	H&HP 135	H&HP 199
Softball	H&HP 199	H&HP 134
Tennis	H&HP 199	H&HP 129
Track	H&HP 130/131	H&HP 132
Volleyball	H&HP 133	H&HP 199

The athlete's course load should always include at least 15 hours in addition to the 2-hour course for the sport. To be eligible, an athlete must earn at least 24 hours toward the declared degree each academic year, excluding any credits earned for the course in the sport. A maximum of 6 hours of developmental courses that are considered prerequisites for required courses may be included in the 24 hours, only if taken during the student's first academic year of college.

The following is effective for credit hours earned during the 1992-93 academic year and thereafter: at least 75 percent of satisfactory progress hours (18 hours) must be earned in the regular academic year (from the opening of the Fall semester through Spring commencement) and not more than 25 percent (6 hours) in the Summer.

Student-athletes who first enter a collegiate institution on a full-time basis on or after August 1, 1992, must successfully complete a minimum percentage of their degree requirements as follows: before entering their third year, they must have completed 25 percent of their degree requirements with at least a 1.80 GPA; before entering their fourth year, they must have completed 50 percent with at least a 1.90 GPA; and before entering their fifth year, they must have completed 75 percent with at least a 1.90 GPA.

Student-athletes entering after August 1, 2003 must successfully complete a minimum percentage of their degree requirements as follows: before entering their second year, they must have a minimum 1.8 GPA; before entering their third year, they must have completed 40% of their degree requirements with at least a 1.9 GPA; before entering their fourth year, they must have completed 60% of their degree requirements with at least a 2.0 GPA; and before entering their fifth year they must have completed 80% of their degree requirements with a minimum 2.0 GPA.

In a given semester, a student cannot fall below 12 semester hours. The 2-hour course for the sport can be counted toward these 12 hours.

Do not permit athletes to retake a course in which they earned a "D" or higher unless it is in excess of the 12-hour load required for the minimum load during that semester. No course can be counted more than once for eligibility. NOTE: If the "D" does not count in the designated degree plan, the student can retake the course.

Audit of Grades and Class Attendance -- This form is used to gather grade and attendance information which is used to monitor an athlete's progress during the semester. Assignment of study hall hours, tutors, and counseling sessions is based on this information. The form contains the student's sport, name, SSN, and a current semester enrollment. A space is available for the instructor's signature as well as for comments concerning grades and the number of absences. The form is sent via the student to the instructor in the fourth and tenth weeks of each semester. Its immediate return is greatly appreciated.

Verification of Satisfactory Progress -- This form is used for departmental verification that courses taken by student athletes are acceptable toward fulfillment of degree requirements substitution of courses and for obtaining information about the percentage of degree requirements completed. The form contains the student's name, SSN, and the list of courses that the student is enrolled in. It is sent to departments approximately the fifth week of classes and should be returned within two weeks.

Summer Transfer Statement -- This form is used to verify that courses taken during the Summer session at institutions other than McNeese will be accepted to fulfill particular degree requirements at McNeese. The form contains spaces for the other institution's name, the date, the student's name, and the student's SSN. The student is required to provide the name and description of the course to be taken.

The advisor or department head is asked to determine which degree requirement(s) the course will fulfill. The form is sent via the student to the advisor during the latter part of the Spring semester and must be returned to the Registrar's Office by the student prior to departure.

All Student-Athlete Advisors should attend the advising workshop which is held periodically. Information about the dates, time, and location of the workshop will be provided by the Vice

President of Academic Affairs. For questions concerning student-athlete advising contact the Academic Counselor for Athletes at 475-5537. All student athletes are provided the following and must see their advisor to complete the form.

**McNEESE STATE UNIVERSITY  
Student-Athlete Schedule**

BEFORE YOU REGISTER THERE ARE SOME NCAA REQUIREMENTS TO REMEMBER:

- You must pass 24 hours towards your degree in the Fall, Spring, and Summer Semesters.
- 75% of the 24 hours (18) must be completed in the Fall and Spring Semesters.
- At the beginning of the following year in school, you must have the following percentage of your degree completed with this overall grade point average:
 

<u>Enrolled prior to August 2003</u>	<u>Enrolled after August 2003</u>
3 <sup>rd</sup> year – 25% with a 1.8 GPA	2 <sup>nd</sup> year – 1.8 GPA
4 <sup>th</sup> year – 50% with a 1.9 GPA	3 <sup>rd</sup> year – 40% with a 1.9 GPA
5 <sup>th</sup> year – 75% with a 1.9 GPA	4 <sup>th</sup> year – 60% with a 2.0 GPA
	5 <sup>th</sup> year – 80% with a 2.0 GPA
- Classes that do not go towards your designated degree will not count towards the 24 hours and degree percentage.
- If you repeat a class that you have already successfully completed (D or better or a C when required by your major), the repeated class will not count towards the 24 hours and the degree percentage.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

CALL NUMBER	SUBJECT	COURSE NUMBER	SEC	CR HR	DAYS HELD	TIME	
						BEGIN	END
ALTERNATIVE COURSES							

\_\_\_\_\_  
FACULTY ADVISOR DATE

BY SIGNING THIS FORM I AM ATTESTING THAT I HAVE REVIEWED ALL OF THE NCAA RULES LISTED ABOVE AND THAT I HAVE BEEN ADVISED BY MY FACULTY ADVISOR THAT THESE CLASSES WILL GO TOWARDS MY DEGREE.

\_\_\_\_\_  
STUDENT ATHLETE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE THAT I REGISTERED

**C. Biological and Environmental Sciences and Chemistry**

Pre-Medical, Pre-Dental, and Pre-Optometry students must contact the chair of the Health Professionals Committee as soon as possible to establish a committee folder.

Enrolling in CHEM 101, 120, and 121 requires a grade of "C" or better in MATH 113 or the equivalent.

**D. College of Business**

In order to take 300-level electives in the College of Business, students must have junior standing.

**E. Financial Aid**

GENERAL POLICY REQUIREMENTS: To be eligible for financial assistance, a student must meet minimum Satisfactory Academic Progress Standards (SAP) as listed below each semester – fall, spring and summer. Satisfactory Academic Progress is defined as passing a required number of hours and achieving a required cumulative grade point average during each semester while pursuing a degree program.

<b>MINIMUM SATISFACTORY ACADEMIC PROGRESS STANDARDS</b>			
<b>CLASSIFICATION AT BEGINNING OF SEMESTER</b>	<b>TOTAL HOURS ATTEMPTED IN EACH SEMESTER</b>	<b>TOTAL HOURS TO COMPLETE EACH SEMESTER</b>	<b>CUMULATIVE GRADE POINT AVERAGE (GPA)*</b>
FRESHMAN	5 or less	Must earn all pursued	2.0
	6 – 8	3	2.0
	9 – 11	6	2.0
	12 or more	9	2.0
SOPHOMORE, JUNIOR OR SENIOR	5 or less	Must earn all pursued	2.0
	6 – 8	6	2.0
	9 – 11	9	2.0
	12 or more	12	2.0
GRADUATE	5 or less	Must earn all pursued	2.0
	6 – 8	6	2.0
	9 or more	9	2.0
*Cumulative GPA = Total Quality Points ÷ Total Quality Hours			

The above policy applies to all transfer, continuing, and re-entry students for all academic semesters or sessions, including students who have not previously participated in federal aid programs.

- **Remedial or Developmental Courses** - Completion of these courses is considered in the total hour requirement for receiving financial aid.
- **“I”, “IN”, “WN” or “NR” Grades** - Count as hours pursued, but do not count as hours earned until the course is satisfactorily completed according to the provisions in the university catalog. These grades do not affect grade point average.
- **Transfer students** - Transfer students are required to be in good academic standing at the school from which they are transferring and meet the McNeese Satisfactory Academic Progress Standards during their last period of enrollment. All previous hours pursued are considered in establishing total remaining eligibility.
- **Repeated courses** - Students who are repeating classes which they have previously completed with an “S” or a grade of “C” or above may be declared ineligible for federal student aid and may be subject to repayment of funds received. This decision is at the discretion of the Director of Financial Aid at McNeese.
- **Academic bankruptcy** - Hours dismissed through academic bankruptcy will count towards grade point average and hours attempted/pursued.

Any students not meeting these requirements have not met the minimum satisfactory academic progress standards and will be placed on probation. (See Appeal Procedures)

- **Probation** - Students will be placed on probation after their first semester of not maintaining SAP. Students on SAP Probation are eligible for financial aid. No appeal is necessary. After their second consecutive semester of NOT maintaining SAP, their financial aid will be terminated. Not attending one or more semesters will not affect or change your SAP status.

#### **ATTEMPTED HOUR LIMITATIONS:**

Federal regulations require academic progress to be measured quantitatively as well as qualitatively, and the quantitative measures may not exceed 150% of the time normally required for completion. Hours attempted/pursued includes all hours (courses) enrolled as of the close of late registration and in which a grade was awarded (including “W” withdrawals). To be eligible to receive financial assistance, students are required to complete their degree plan within the following time frames: (number of enrollment hours pursued at other universities is included)

Associate Degree (Two Year Degree)	100 hours attempted / pursued
*Bachelor Degree (Four Year Degree)	187 hours attempted /pursued
Master’s Degree	50 hours attempted / pursued
Teacher Certification	60 hours attempted / pursued
Education Specialist	50 hours attempted / pursued
2nd Associate Degree	146 hours attempted / pursued
2nd Bachelor Degree	278 hours attempted / pursued
2nd Master’s Degree	80 hours attempted / pursued

\*Based on an average 125-hour degree plan. Students with degree programs requiring more hours may appeal for extended periods of entitlement.

- Students who fail to complete their degree plan within the above limitations are ineligible to receive financial assistance, even if they did not receive financial aid each semester.
- Hours dismissed through academic bankruptcy will count towards grade point average and hours attempted/pursued.

### **APPEAL PROCEDURES:**

Satisfactory Academic Progress will be checked after grades are posted at the end of the fall, spring and summer semesters.

1. **Notification** - Students not in academic compliance will be notified after each semester. Satisfactory Academic Progress (SAP) information is mailed to the student after determination of compliance with each semester's standards.
2. **Probation** - Students will be put on probation after their first semester of not maintaining SAP. Students on SAP Probation are eligible for financial aid. No appeal is necessary. After their second consecutive semester of NOT maintaining SAP, their financial aid will be terminated. Not attending one or more semesters will not affect or change your SAP status.
3. **Mitigating Circumstances** - Students who have extenuating circumstances causing the cumulative grade point average and/or hours earned to fall below standard may appeal to the Financial Aid Appeal Committee. Examples of extenuating circumstances are prolonged illness under a doctor's care, illness or accidents requiring hospitalization or prolonged illness of a dependent, or death of an immediate family member. **Proper documentation is required.**
4. **Submission Deadline** - Students must submit their appeal letter **no later than** two weeks prior to the appeal meeting. Appeal letter must be in writing and must be accompanied by detailed documentation.
5. **Results** -The appeal committee decision will be granted or denied. If the appeal committee denies your appeal, to re-establish financial aid eligibility, students must enroll one semester without receiving federal financial aid, and meet the minimum standards. **The Appeal Committee decision is final.** Personal appeal concerning the Committee's decision will not be allowed.

### **F. Mathematics and Computer Science**

The ACT math score is used for placement in the following courses:

MATH 092 at least 13

MATH 113 at least 18

MATH 170 at least 22

Students do not have an option as to which developmental math course they enroll in. Placement must be according to their ACT scores. For placement in Math 092, at least one year of high school algebra is recommended. For placement in Math 113, at least two years of high school algebra are recommended.

Students whose ACT scores are marginal for a given course and who have not had or done well in the recommended high school algebra for the course should be counseled to begin at a lower course level than placement by ACT would recommend. Check prerequisites for courses. Students who enroll in a DMCS course without the proper prerequisites will be dropped from the rolls by the Registrar upon

recommendation of the DMCS Department Head. If the drop/add period has passed, the students will not be permitted to enroll in another math course.

DMCS courses may not be taken simultaneously if one course is the prerequisite for the other course.

At McNeese, all students must demonstrate math competency by successfully completing Math 113. Competency may be satisfied at another university, but it must be indicated on the student's records that the student has successfully completed a course in algebra on the college level.

Some courses in DMCS are dual listed. Be sure to check the curriculum requirements before the student signs up for the course, e.g. Math 231 or Stat 231.

Students who repeatedly fail a certain level of mathematics should be counseled to repeat or take prerequisites for the level rather than just repeating the same course.

Students should be encouraged to complete math and computer requirements early in their college career. Postponing the courses until the senior year many times results in postponing graduation.

## **G. Department of Performing Arts**

### **1. Music Ensembles for Non-Music Majors**

The following course is open to non-music majors and has no prerequisite.

MUSC 394 - Concert Chorale

The following ensembles are open to non-music majors following an audition as listed in the current Catalog under MUSC: Music Ensembles.

- MUSC 380 - Symphonic Band
- MUSC 382 - Pep Band
- MUSC 385 - Woodwind Ensemble
- MUSC 388 - Brass Choir
- MUSC 389 - Percussion Ensemble
- MUSC 390 - March Band
- MUSC 396 - Orchestra
- MUSC 397 - Vocal Ensemble
- MUSC 398 - Opera/Musical Theatre Workshop
- MUSC 487 - Wind Symphony
- MUSC 493 - Chamber Music-Variou Ensembles
- MUSC 495 - Chamber Singers
- MUSC 498 - Advanced Opera/Musical Theatre Workshop
- MUSC 499 - Jazz Ensemble

### **2. Private Lessons (Performance Study) for Non-Music Majors**

When teaching loads permit, a non-music major may undertake private performance study in the following areas: any band instrument, any orchestral instrument, guitar, harp, piano, organ, and voice. Conditions for enrollment in these areas are as follows:

- a. All students **must appear in person** at the Performing Arts Office in the Shearman Fine Arts Building in order to register properly. At this time, a student will be given the appropriate course number and/or computer call number. Any students who register without gaining

clearance from the Performing Arts Office will have their name dropped from the computer enrollment list without prior notification.

- b. Non-major students who have not previously studied and wish to take private lessons in guitar, piano, and/or voice **first must** take the appropriate non-major class(es): guitar--MUSC 135 and 136, piano--MUSC 121 and voice--MUSC 131. Exceptions will be made for those students who declare a **music minor (in any instrument or voice) and for Theatre Majors** who may enroll for private voice lessons without first having completed MUSC 131.
- c. Non-major students who have studied privately and/or have received college credit for private performance study must demonstrate their proficiency by auditioning for the appropriate faculty before the end of the drop/add period of the semester of enrollment. After this hearing, the student will be placed at the appropriate level of performance study whether in a class or in private lessons. For audition information, contact the Performing Arts Office.
- d. Non-major students **should** register for one credit hour each semester of private performance study at the 125 level. A non-major studying for one credit hour will not be required to take a performance board at the end of the semester. If a student is a music minor, he/she must take a performance board at the conclusion of each semester of private study.
- e. Non-major students who wish to register for two credit hours of private performance study, **must** secure the approval of the Performing Arts Department Head and the private teacher involved. A performance board will be required for two credit hours of study.
- f. Any student who has appropriately enrolled for private performance study will be assigned to a teacher by the end of the first day of classes. These assignments are posted outside the Performing Arts Office in the Shearman Fine Arts Building.
- g. Any enrolled students who fail to contact their assigned private teacher for a lesson time by 4 p.m. of the last day of the drop/add period will be dropped from the computer enrollment list without prior notification. Please be aware that many of the performance teachers are part-time faculty and may not be in their office every day. It is important to meet with the assigned teacher to arrange a lesson schedule as early as possible during the first week of classes.

## H. Scholarships and Testing

Scholarship Information for Academic Advising:

- a. Academic Scholarships are awarded on a competitive basis to qualified full-time students who remain in good standing. When making scholarship awards to incoming freshmen, university selection committees use standardized test scores, high school grade point average and class standing, and courses completed as the basis for initial consideration. For transfer and continuing students, cumulative collegiate grade point average is the primary basis for award. Secondary factors in selection for all awards include: extracurricular participation, leadership positions held, and honors/awards received. Academic scholarships may be used to pay for educational expenses and range from \$100 to \$3200 per semester. Students may apply for academic scholarships by completing the McNeese Academic Scholarship Application found in the application packet or may be downloaded from

<http://www.mcneese.edu/admissions/docs/scholarship.pdf>. The priority deadline for scholarship applications is December 1 for the upcoming academic year.

Testing services available include college entrance examinations (ACT), graduate and professional school tests (GRE, GMAT, LSAT, Praxis), national credit examinations (CLEP), college correspondence course exams, Midpoint Assessment of Academic Progress (MAAP) and the GED. Additional information may be obtained by contacting the Testing Officer at (337) 475-5140 or 1-800-622-3352 extension 5140 or may be accessed on the internet at <http://www.mcneese.edu/scholarships/>.

## **I. Special Services and Equity**

- a. Services for Students with Disabilities provides post-secondary services to emotionally, physically and learning impaired students. Its goals are to facilitate the transition from high school to college; to assist students in developing the necessary skills to succeed in college; to provide counseling, including career counseling; and to assist the student in the successful transition from college to employment. Services for Students with Disabilities operates under the guidelines of the Americans with Disabilities Act (ADA) and serves all students with disabilities. Students with a disability should present the appropriate documentation stating his or her disability in order to register with this office.

Vocational Rehabilitation is a public service program for the disabled. Students may check with their high school counselor or contact the nearest Louisiana Rehabilitation Services Office. The phone number for the Lake Charles location is (337) 475-8038.

- b. The Counseling Center assists students with regards to their personal development and mental health needs. College presents new and difficult challenges to all students and meeting these challenges can affect one's self-concept far into the future.

Services are available at no charge to all students, faculty, and staff in the University. The center makes available counseling to assist students with personal adjustment and offer marital counseling as long as one partner is enrolled. Psychological and aptitude assessment is available by appointment. Students are encouraged to telephone for appointments but walk-in appointments are available as time permits.

Confidentiality of counseling sessions is strictly maintained and records of the center are kept separate from other McNeese University student records. No content information will be released to a student's family or other University departments without the student's knowledge and written consent. The only exception to the above procedure is in the event of an emergency, a life threatening event, or through a requirement from a court.

Students faced with decisions that require careful consideration and additional information, whether in the area of personal concerns or academic matters, are invited to use the services offered by the Counseling Center.

Persons needing reasonable accommodations as provided by the Americans With Disabilities Act should contact Tim Delaney in the Office of Services for Students With Disabilities at (337) 475-5916.

## V. PROCEDURES FOR ADVISING GRADUATE STUDENTS

### A. Admission to Graduate School

McNeese recognizes two types of admission to graduate school: (1) non-degree students and (2) degree-seeking students.

1. Non-degree students who indicate an area of interest are assigned an advisor in that area. If they show no area of interest, the Graduate Dean becomes their advisor. Thus, non-degree students are typically advised by department heads, academic deans, or the Graduate Dean. Graduate students may apply no more than 12 graduate semester hours earned in non-degree status toward a graduate degree.
2. Degree-seeking students should submit a completed application at least 30 days in advance of registration. Upon admission to graduate school, each graduate student is assigned an advisor/major professor by the head of the department in which the student is enrolled.

Faculty members and administrators who advise graduate students follow the philosophy of academic advising spelled out in Section I of this Advising Handbook, including the responsibilities listed.

### B. Functions of the Graduate Faculty Advisor

The primary function of a graduate faculty advisor is to assist students toward successful completion of their degree and to direct any thesis or creative writing project required for the degree. In some departments the functions of the faculty advisor and thesis director are performed by different persons. Advisors should be familiar with all degree programs in their area and should have knowledge of standardized scores (such as those of the Graduate Record Exam (GRE) and the Graduate Management Admission Test (GMAT)). Although graduate faculty advisors have a necessary role in assisting students toward completion of their program of study, they have an additional task of instilling within students an understanding that they (the students) must become acquainted with the University *Catalog* and that they have ultimate responsibility for their own program of study.

### C. Charting of Graduate Student Progress

Advisors should refer to the flow chart at the end of this handbook as an overview for advising and planning students' progress through their chosen program.

### D. Departmental Requirements for Advising Graduate Students other than those in the Flow Chart for Graduate Student Academic Advising

#### 1. College of Business

Preparatory Foundation Courses: Students must complete at least 15 hours (less equivalent courses waived) of foundation courses prior to starting the core.

#### 2. Burton College of Education

- a. Graduate students seeking certification: Post-baccalaureate students seeking teacher certification must have their program plans approved by the Certification Specialist.
- b. Psychology: Students pursuing the Master of Arts in psychology (thesis) must attend the thesis seminars for a minimum of two semesters. Advisors should inform students to check the Master Schedule in Room 151, Farrar Hall, before enrolling.
- c. Education Specialist: Students pursuing an Education Specialist degree must earn a

minimum of 30 semester hours after obtaining a masters degree and have at least one year of experience in administration and supervision or have earned six credit hours of EDLD 695. Advisors should consult the current catalog for additional requirements.

### **3. College of Liberal Arts**

Master of Fine Arts Creative Writing: Advisors should consult with the head of the department and the major professor to determine if the student has adequate preparation for admission to the program.

### **4. College of Nursing**

All prospective graduate students are given a personal interview by the Graduate Program Coordinator prior to acceptance into the Graduate Nursing Program. Once accepted by the Office of Graduate Studies and the College of Nursing, each student is assigned a major advisor who provides an orientation to the Intercollegiate Consortium for a Master of Science Degree in Nursing (ICMSN) and to the graduate nursing curriculum.

Following the completion of 12 degree credits, the student and major advisor prepare an official degree plan which is submitted to the MSU Graduate Office for review and approval. Academic advising is available on an "as needed" basis. In addition, all student records are reviewed twice a semester to monitor the student's academic progress.

### **5. College of Science**

Graduate students in the College of Science should consult with the department head of the unit offering the desired M.S. degree to obtain guidelines concerning:

- a. obtaining graduate assistantships;
- b. choosing an advisor/major professor;
- c. selecting a concentration/specialization;
- d. preparing for comprehensive examinations.

### **6. Departments of Biological and Environmental Sciences, and Chemistry**

The Departments of Biological and Environmental Sciences, and Chemistry offer a cooperative M.S. program with Northwestern State University and the University of Louisiana at Lafayette. Under these cooperative agreements up to 18 hours of course work may be taken at these other schools and/or applied to the M.S. degree from McNeese. Professors from these schools may serve on MSU M.S. committees or direct thesis for MSU M.S. students. In addition, residency requirements may be met at the other schools. Consult the respective department heads for more information.

Students concentrating in Chemistry must take and pass Entrance Examinations in any three traditional areas of chemistry (analytical, biochemistry, inorganic organic or physical) or take the appropriate remedial undergraduate courses before enrolling in graduate courses in those areas. Passage of the Entrance Exam in Inorganic Chemistry is a prerequisite to receiving a Teaching Assistantship in Chemistry.

**5. Department of Mathematics, Computer Science, and Statistics**

The Department of Mathematics, Computer Science, and Statistics offers a cooperative M.S. program with Northwestern State University. Under this cooperative agreement up to 18 hours of course work may be taken at Northwestern State University and/or applied to the M.S. degree from McNeese. Professors from Northwestern may serve on MSU M.S. committees or direct thesis for MSU M.S. students. In addition, residency requirements may be met at Northwestern. Consult the respective department heads for more information.

**VI. CURRICULUM CODE LIST**

<b>MAJOR</b>	<b><u>GENERAL AND BASIC STUDIES</u></b>	
	<b>DEGREE</b>	<b>CONCENTRATIONS</b>

GSTG	<b>General Studies</b>	AGS	
GNST	<b>General Studies</b>	BGS	Optional Concentration: Computer Information Technology

### COLLEGE OF BUSINESS

<b>MAJOR</b>	<b>DEGREE</b>	<b>CONCENTRATIONS</b>	
BADM	<b>Business Administration</b>	MBA	
FIN	<b>Finance</b>	BSF	Optional Concentration: Economics
GBAD	<b>General Business Administration</b>	BSGB	
MGMT	<b>Management</b>	BSMg	
MKTG	<b>Marketing</b>	BSMk	
ACCT	<b>Accounting</b>	BSA	

### COLLEGE OF EDUCATION

<b>MAJOR</b>	<b>DEGREE</b>	<b>CONCENTRATIONS</b>	
BSED	<b>Business Education Grades 6-12</b>	BS	
CUIN	<b>Curriculum and Instruction</b>	MED	Early Childhood Education, Elementary Education, Secondary Education (to be added Special Education/Mild Moderate Impairments and Educational Diagnostician)
ECAS	<b>Early Childhood Education</b>	AS	
ECHD	<b>Early Childhood Education Grades PK-3</b>	BS	
EDTE	<b>Education</b>	MED	Concentrations: Special Education - Early Childhood Inclusion Specialist, Special Education - Education Diagnostician, Special Education - Curriculum Material Specialist
ELDR	<b>Educational Leadership</b>	EDS	Educational Leadership, Educational Technology Leadership
EDLE	<b>Educational Leadership</b>	MED	
EDTL	<b>Educational Technology Leadership</b>	MED	

ELEM	<b>Elementary Education Grades 1-5</b>	BS	
EEDU	<b>Elementary Education Grades 1-5</b>	MAT	
HHP	<b>Health and Human Performance</b>	MS	Concentrations: Exercise Physiology, Health Promotion
HHPG	<b>Health and Human Performance, General</b>	BS	Concentrations: Exercise Science, Health Promotion
HEDU	<b>Health and Physical Education Grades K-12</b>	BS	
INTC	<b>Instructional Technology</b>	MS	
PSYC	<b>Psychology</b>	BS	
PSYC	<b>Psychology</b>	MA	Concentrations: Counseling Psychology, General/Experimental
SCHC	<b>School Counseling</b>	MED	
SEDU	<b>Secondary Education Grades 6-12</b>	MAT	
SEMM	<b>Special Education Mild/Moderate Grades 1-12</b>	MAT	
SPED	<b>Special Education, General</b>	BA	Concentrations: Early Interventionist, Early Interventionist/Elementary/ Early Childhood, Mild-Moderate Impairments, Mild-Moderate Impairments/Elementary, Mild- Moderate Impairments/Secondary

### COLLEGE OF ENGINEERING

<b>MAJOR</b>	<b>DEGREE</b>	<b>CONCENTRATIONS</b>
ENGR	<b>Engineering</b>	BSE Concentrations: Chemical, Civil, Electrical, Mechanical
ENGR	<b>Engineering</b>	MENG Concentrations: Chemical, Civil, Electrical, Engineering Management, Mechanical
ENTC	<b>Engineering Technology</b>	ASEN Concentrations: Electronics, Instrumentation, Process Plant
ENGT	<b>Engineering Technology</b>	BSEN Concentrations: Electronics, Instrumentation, Process Plant/Management, Process Plant/Technical

**COLLEGE OF LIBERAL ARTS**

<b>MAJOR</b>	<b>DEGREE</b>	<b>CONCENTRATIONS</b>
ART <b>Art</b>	BA	Concentrations: Advertising Design, Ceramics, Drawing, Painting, Photography, Printmaking
AEDU <b>Art Education Grades K-12</b>	BA	
CRWR <b>Creative Writing</b>	MFA	
CJUS <b>Criminal Justice</b>	BSCJ	Optional Concentration: Terrorism, Preparedness, Security
ENGL <b>English</b>	BA	
ENGL <b>English</b>	MA	
EGED <b>English Education Grades 6-12</b>	BA	
FOED <b>Foreign Languages Education Grades 6-12</b>	BA	
FREN <b>French</b>	BA	
GSTM <b>General Studies</b>	AGS	Concentration: Mass Communications
GSPT <b>General Studies</b>	AGS	Concentration: Performing Arts
GSTS <b>General Studies</b>	AGS	Concentration: Anthropology, Criminal Justice, Geography, Government, Philosophy, Sociology
GSTE <b>General Studies</b>	AGS	Concentration: English, Foreign Language, French, Spanish
GSTH <b>General Studies</b>	AGS	Concentration: History/Liberal Studies, Religious Studies, Women's Studies
GSTV <b>General Studies</b>	AGS	Concentration: Visual Arts
GOVT <b>Government</b>	BA	Optional Concentration: Terrorism, Preparedness, Security
HIST <b>History</b>	BA	
LSTU <b>Liberal Studies</b>	BA	Optional Concentration: Religious Studies
MCOM <b>Mass Communication</b>	BSMC	Concentrations: Journalism, Public Relations, Radio-TV

MUED	<b>Music Education</b>	MMEd	
MEIN	<b>Music Education - Instrumental Grades K-12</b>	BMEd	
MEVO	<b>Music Education - Vocal Grades K-12</b>	BMEd	
PERF	<b>Music Performance</b>	BM	Concentrations: Music Theatre, Orchestral or Band Instrument, Piano Pedagogy, Voice, Piano or Organ
PLEG	<b>Paralegal Studies</b>	AAPS	
SSED	<b>Social Studies Education Grades 6-12</b>	BA	
SOCL	<b>Sociology</b>	BA	Optional Concentration: Terrorism, Preparedness, Security
SPAN	<b>Spanish</b>	BA	
SPCH	<b>Speech</b>	BA	Concentrations: General Communication, Professional Sales Communication
SHED	<b>Speech Education Grades 6- 12</b>	BS	
THAR	<b>Theatre Arts</b>	BA	Concentrations: Design/Technical, Performance

### COLLEGE OF NURSING

<b>MAJOR</b>	<b>DEGREE</b>	<b>CONCENTRATIONS</b>
NURG <b>Nursing</b>	MSN	Concentrations: Clinical Nurse Specialist, Nurse Practitioner, Nursing Administration, Nurse Education
NURA <b>Nursing</b>	ADN	
NURB <b>Nursing</b>	BSN	

### COLLEGE OF SCIENCE

<b>MAJOR</b>	<b>DEGREE</b>	<b>CONCENTRATIONS</b>
AGED <b>Agricultural Education Grades 6-12</b>	BS	
AGSC <b>Agricultural Sciences</b>	BS	Concentrations: Agribusiness, Animal Science, Equine Science, General Agriculture, Pre- Veterinary Medicine
BIOS <b>Biological Science</b>	BS	

<b>BIED</b>	<b>Biology Education Grades 6-12</b>	<b>BS</b>	
<b>CHEM</b>	<b>Chemistry</b>	<b>BS</b>	Optional Concentrations: Biochemistry, Forensic Chemistry, Geology, Premedicine
<b>CMED</b>	<b>Chemistry Education Grades 6-12</b>	<b>BS</b>	
<b>CLSC</b>	<b>Clinical Laboratory Science</b>	<b>BS</b>	
<b>CITE</b>	<b>Computer Information Technology</b>	<b>ASCT</b>	
<b>CSCI</b>	<b>Computer Science</b>	<b>BSCS</b>	Optional Concentration: Statistical Computing
<b>ECSB</b>	<b>Environmental and Chemical Sciences</b>	<b>MS</b>	Concentrations: Environmental Science, Environmental Science Education
<b>ECSA</b>	<b>Environmental and Chemical Sciences</b>	<b>MS</b>	Concentration: Agricultural Sciences
<b>ECCH</b>	<b>Environmental and Chemical Sciences</b>	<b>MS</b>	Concentrations: Chemistry, Chemistry Education
<b>ENSC</b>	<b>Environmental Science</b>	<b>BS</b>	
<b>EVED</b>	<b>Environmental Science Education Grades 6-12</b>	<b>BS</b>	
<b>NUFS</b>	<b>Nutrition and Family Studies</b>	<b>BS</b>	Dietetics, Family and Child Studies
<b>MSCI</b>	<b>Mathematical Sciences</b>	<b>MS</b>	Concentrations: Mathematics, Computer Science, Statistics
<b>MATH</b>	<b>Mathematics</b>	<b>BS</b>	Optional Concentration: Mathematical Statistics
<b>MTED</b>	<b>Mathematics Education Grades 6-12</b>	<b>BS</b>	
<b>PHYS</b>	<b>Physics</b>	<b>BS</b>	
<b>RADT</b>	<b>Radiologic Technology</b>	<b>BS</b>	
<b>WMGT</b>	<b>Wildlife Management</b>	<b>BS</b>	

1/7/08

**\*NOTE:** Departments/Advisors enter the Concentration code on SGASTDN. (If the student is eligible to register, the concentrations can also be accessed on SFAREGS, under the Curricula tab.)