

SMA COURSE CATALOG

2011-2012

Special points of interest:

- **DE: Dual Enrollment earns both High School and College Credit**
- **DE classes can be taken on both the SMA campus and the NSU campus.**
- **DE courses taken on the SMA campus offer credits at either RPCC OR NSU.**
- **Several High School classes can be taken by Middle School students as they qualify. ASK HOW!**

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THE SCIENCES

BIOLOGY I

(1 credit)

This course is designed for students who plan to attend college. This course covers all of the basic concepts of biology that are necessary for a student who plans on majoring in any one of the various science or medical fields. Lab fees may be required. Incoming freshmen in 2010-2011 will be required to pass the Biology EOC exam or American History EOC exam for graduation. Beginning with the 2011-2012 school year, the EOC exam will count as 20% of the final grade for this course.

BIOLOGY II

(1 credit)

Prerequisites: Biology I. This course is designed for Advanced Science students who are self-motivated and willing to do independent study. This course covers the major concepts of Biology with emphasis on Microbiology, Water Quality Testing, and Anatomy & Physiology. Students who plan on entering any one of the medical professions or biology majors will benefit from taking this class.

BIOLOGY II DE/BIOLOGY 1010 or 105

(1 credit)

Prerequisites: Biology I and an ACT or PLAN composite score of 18. This course covers the major concepts of Biology with emphasis on Microbiology, Water Quality Testing, and Anatomy & Physiology. Students who plan on entering any one of the medical professions or biology majors will benefit from taking this class. This course is only offered at the SMA only. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.

BIOLOGY ELECTIVE DE/BIOLOGY 1020 or 106

(1 credit)

Prerequisite: Earn a C or better in Biology 1010. This course provides a survey of the structure, function, origin, evolution, and relationships of living things including viruses, bacteria, protists, fungi, plants and animals. Designed for students needing only one year of biology at the university level. This course is only offered at the SMA. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.

CHEMISTRY

(1 credit)

Consists of studies in solutions, reactions, Stoichiometry, States of Matter, Gas Laws, bonding, molarity, modality, and thermo chemistry. Honors curriculum moves at a faster pace and covers more material. Labs help students use critical thinking skills to apply in different situations. Students interested in the class should have successfully completed Algebra I or enrolled in Algebra II. Lab fees may be required.



You begin to achieve when you begin to be...

CHEMISTRY II or ADVANCED CHEMISTRY I 105 & LAB/DE

(1 credit)

Prerequisite: Chemistry I. This course provides an advanced study of chemistry concepts. Major topics to be discussed include thermodynamics, kinetics, equilibrium, solubility, electrochemistry, nuclear chemistry, and organic chemistry.

ADVANCED CHEMISTRY II 106 & LAB/DE

(1 credit)

Prerequisite: Chemistry I and enrollment in Adv. Math/College Algebra (Math 1100). Nature and properties of matter including the common elements and their compounds. Periodic classification, atomic and molecular theories, nuclear chemistry, and the relation of atomic and molecular structure to chemical behavior, stoichiometry, nomenclature. This course does not count for TOPS credit. This course is only offered at SMA. There will be a lab taught with this class as well. Upon successful completion of this course, students will receive 3 hours of credit for Chemistry 1010 and 1 hour of credit for Chemistry 1010L through RPCC.

ENVIRONMENTAL SCIENCE

(1 credit)

Students will investigate, individually and as part of a team, how the environment is affected by industry, the community, and individuals. Through these investigations, the students will discover how they can improve and protect the world around them. Lab fees may be required.

PHYSICAL SCIENCE

(1 credit)

This is an enriched course that emphasizes the skills necessary to understand the basics of other college preparatory courses such as chemistry and physics. Chemistry-related topics include scientists and their contributions to chemistry, scientific method of investigation, metric computation composition of matter, structure of matter, atomic structure, chemistry of elements, chemistry of compounds, solutions, suspensions, emulsions, acids, bases and salts, as well as organic chemistry. Physics topics covered are scientists and their contributions to physics, forms and types of energy, forces in motion, work, as well as nuclear energy and its application. Lab fees may be required.

PHYSICAL SCIENCE II DE/PHSC 1010

(1 credit)

Prerequisite: Completion of Physical Science and an ACT or PLAN composite of 18. This class will be an introduction to basic principles of physics, including motion, force, work, energy, power, heat, waves, sound, light, electricity, magnetism, and radioactivity. This class does not count toward TOPS requirements. This class is only offered at the SMA. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.

PHYSICS

(1 credit)

Consists of studies in mechanics, dynamics, waves, light, states of matter, and electricity. This course combines a mathematical approach to science through physical aspects. Labs are part of the course ranging in one to two a week followed by a detailed lab report. It challenges students through hands-on applications and critical thinking. Students interested in the class should be enrolled in or have taken Advanced Math.

Forensic Science

(1 credit)

In the Forensic Science course students will discuss the history of forensic science and its significance on forensics today. They will discuss the role of an expert witness, importance of the visibility of evidence, the laws that govern search and seizure, Miranda warnings, Constitutional Amendments, and penal law. Ethical considerations of crime scene management and evidence collection will be discussed. Students will discuss proper techniques and characteristics of trace evidence and then analyze the trace evidence that includes fingerprints, fiber, hair, and imprints. Students will discuss the origin and cause of fire in addition to its behavior, evidence collection, and the proper storage of fire evidence. Students will discuss modern firearms and ammunition, including the collection, packaging and laboratory examination of firearm related evidence. Students will analyze types of tool marks and discuss the collection and examination of tool marks. Students will discuss proper techniques and characteristics of biological materials. Students will analyze simulated blood for blood typing, crime scene evidence, and DNA and other simulated body solutions for toxicology screening. Students will discuss proper techniques for collection of evidence. Students will analyze blood spatter evidence to recreate the events of a crime scene. Students will apply Locard's exchange principle, identify steps of a crime scene investigation, distinguish between types of evidence, and examine proper techniques in collection and packaging of evidence. Students will analyze several mock crime scenes and apply content from above discussions. Students will analyze documents from a crime scene using chromatography and various technologies in handwriting analysis. Students will also discuss cyber crime and forensic psychology as it pertains to forensic profiling.

Astronomy I

(1 credit)

This course will include a study in the history of astronomy; motions of the stars, planets, and moons; the birth, lives, and deaths of stars; and the structure of the Milky Way Galaxy. Also included will be a study of cosmology, astrobiology, and the search for extraterrestrial life.

Anatomy & Physiology I WITH Lab

(1.5 credits)

A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system and endocrine system. PLUS A laboratory course to accompany Human Anatomy and Physiology I using specimens, models and instruments to investigate the structure and function of the human body.

Anatomy & Physiology II (DE) WITH Lab

(1.5 credits)

Prerequisites: Human Anatomy and Physiology I. A descriptive presentation of the structure and function of the organ systems of the human body covering the cardiovascular, immune, respiratory, digestive, excretory and reproductive systems. PLUS A laboratory course to accompany Human Anatomy and Physiology II using specimens, models and instruments to investigate the structure and function of the human body.

MATH

ALGEBRA I Part I and ALGEBRA I Part 2

(2 credits)

Upon completion of a first course in Algebra I, students will be able to perform operations with real numbers and algebraic expressions; identify the solution set of linear and quadratic equations and Inequalities; perform operations with polynomials; solve word problems; graph linear equations in two variables; solve systems of equations. Students must earn a final grade of A or B or have teacher recommendation to schedule the next Honors math course. Both courses must be taken to meet graduation requirements. Students in middle grades (7th and 8th) may take this course but only at the SMA. Incoming freshmen in 2010-2011 and thereafter will be required to pass the Algebra I EOC exam or Geometry EOC exam for graduation. The EOC exam will also count as 20% of the final grade.

ALGEBRA II

(1 credit)

Prerequisite: Algebra I. This course briefly reviews major Algebra I topics. Linear systems of equations and inequalities, matrices, rational numbers, imaginary and complex numbers, and quadratic equations are also discussed. Students must earn a final grade of A or B or have teacher recommendation AND have an ACT or PLAN Composite score of 18 and math subscore of 21 to schedule the next honors course (Advanced Math Pre-calculus/College Algebra (Math 1100)).

GEOMETRY

(1 credit)

Prerequisites: Algebra I. This course will cover concepts ranging from basic material (points, lines, and planes) to special properties of right triangles. We will cover the formulas for area, perimeter, circumference, surface area, and volume. The course should be taken in conjunction with Algebra II-H ONLY if the student plans to take calculus in his/her senior year. Students must earn an A or B or have teacher recommendation to schedule the next honors level course. Incoming freshmen in 2010-2011 will be required to pass the Algebra I EOC exam or Geometry EOC exam for graduation. The EOC exam will count for 20% of the final grade of this course. Middle school students who wish to take this course must take it at the SMA.

ADVANCED MATH—Functions and Statistics

(1 credit)

Prerequisites: Algebra I, Algebra II, and Geometry. This course provides a study of basic functions, power functions, rational functions, radical functions, exponential and logarithmic functions, triangle trigonometry, and univariate and bivariate statistics. This course is designed for students who plan to attend a university, but do not plan to pursue a degree in the STEM (Science, Technology, Engineering and Mathematics) fields. An excellent course to take if a student does not have the ACT or PLAN score necessary to qualify for ADVANCED MATH/MATH 1100 as it will serve as a prerequisite for that course.

ADVANCED MATH-PRECALCULUS DE/COLLEGE ALGEBRA (MATH I I 00)

(1 credit)

This course is for honors students who wish to earn university credit for College Algebra. Students should have successfully earned credit in Algebra I H, Algebra II H, and Geometry H. Students must also have an ACT or PLAN Composite score of 18 and a math subscore of 21. This course will provide an in-depth study of linear equations and inequalities, linear applications, systems of linear equations, quadratic equations and inequalities, absolute value equations and inequalities, radical equations, functions and graphs and polynomial, exponential, and logarithmic functions. Part of the coursework must be completed online and students must take a comprehensive final developed by the university at the end of the course. Students must complete this course with a C or better to schedule Trigonometry/College Trigonometry (Math 1110). This course is offered at LHS and SMA only. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.

TRIGONOMETRY-DE/COLLEGE TRIG (MATH I I 10)

(1 credit)

Prerequisite: C or better in Advanced Math—Precalculus/College Algebra (Math 1100). This is an elective mathematics credit for those students who wish to earn college credit in College Trigonometry and prepare for Calculus. Studies will include trigonometric ratios, circular functions and graphs, solutions of triangles, and identities and equations. Students will be required to take a comprehensive final developed by the university at the end of the course. This course is only offered at LHS and SMA. This course does not count for TOPS credit. Upon successful completion of this course, students will receive 3 hours of credit through RPCC

Statistics and Probability

(1 credit)

The purpose of *statistics and probability* is to introduce students to the major concepts and tools for collecting, organizing, analyzing, and drawing conclusions from data. Students explore data by recognizing patterns and departures from patterns, plan studies by determining what to measure and how to measure it, and anticipate patterns by producing models using probability concepts. They use both real data collection and computer simulations for their data collection. Students make statistical inferences to confirm the validity of their models.

Students are exposed to four broad conceptual themes:

1. Exploring Data: Describing patterns and departures from patterns
2. Sampling and Experimentation: Planning and conducting a study
3. Anticipating Patterns: Exploring random phenomena using probability and simulation
4. Statistical Inference: Estimating population parameters and testing hypotheses

The use of scientific and/or graphing calculators will be an integral part of this course.

Prerequisite: Advanced Mathematics.

CALCULUS

(1 credit)

Prerequisites: Algebra I, Algebra II, Geometry, and Advanced Math—Pre-Calculus. This is considered a college-level math course. It covers limits, derivatives and integrals. It looks at real-world applications. This course does count for TOPS. This course is offered at LHS and SJH only.

CALCULUS (Pre-college Calculus)

(1 credit)

Prerequisite: A C or better in Trigonometry/Math 102. This course is for students planning to take the Calculus/Math 165 at Nicholls State University and those students must schedule this course. It covers limits, derivatives, and integrals. It looks at real-world applications. This course does not count for TOPS. This course is only offered on the SMA campus.

CALCULUS-DE/MATH 165

(1 credit)

Prerequisites: C or better in SMA Pre-Calculus. This dual enrollment course must be taken on campus at Nicholls State University. Students must attend the SMA for the entire school year. It covers limits, derivatives and integrals. It looks at real-world applications. This course is offered at SMA only. Upon successful completion of this course, students will receive 5 hours of university credit.

ENGLISHES AND ELECTIVES

ENGLISH III

(1 credit)

This is a survey course of American Literature from Native American writings to present-day authors. Students write journals and complete vocabulary and literary activities. They are required to read a novel at the discretion of the instructor. In addition, they will be given a choice of 5 novels which they will read and complete a project independently. Honors students will take English III/College Prep to prepare for the next course in the sequence. The College Prep course will include more writing than the traditional English III course. Students must earn a final grade of A or B or have teacher recommendation, AND score an ACT or PLAN composite of 18 and English subscore of 18, to schedule the next Honors English course (English IV/English 1010). Incoming freshmen in 2010-2011 and beyond will be required to pass the English II EOC exam or English III EOC exam for graduation.

ENGLISH IV-DE/ENGLISH COMP 1010

(1 credit)

Honors students will take English IV/English 1010 but must have an ACT or PLAN Composite score of 18 and an English subscore of 18. The dual enrollment course will concentrate heavily on writing to meet the requirements and rigor of a college composition course. British Literature will be infused in the writings and readings assigned in this course. English IV/English 1010 is offered at LHS and SMA only. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.

ENGLISH ELECTIVE-DE/ENGLISH COMP 1020

(1 credit)

Prerequisite: English IV/English 1010. The dual enrollment course will concentrate heavily on writing to meet the requirements and rigor of a college composition course. English Elective/English Comp II is offered at LHS and SMA only. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.

ENGLISH ELECTIVE II-DE/ENGLISH 2010

(1 credit)

Short Stories and Novels. Prerequisite: C or better in English 1020 or equivalent. This course will offer a general introduction to study and appreciation of the short story and novel. It is offered for dual credit on the SMA campus and is the RPCC equivalent to the NSU course 255. This course will be offered beginning Spring 2012. Upon successful completion of this course, students will receive 3 hours of credit through RPCC.



You begin to achieve when you begin to believe!

LSU “W” Policy and “Retake” Policy

Adding or Dropping Courses

To avoid schedule changes after the official registration period, students are encouraged to plan each semester’s course work in consultation with academic advisors. Any schedule changes should be made as soon as possible after the beginning of classes.

Students may drop courses through the seventh class day without receiving a grade of “W.” Students may add courses through the eighth class day. A “W” grade will be entered on a student’s record for any course dropped between the seventh class day and the final date for resigning from the University and/or dropping courses. Students should consult the academic calendar maintained by the University Registrar (www.lsu.edu/registrar) to determine deadlines each semester.

Within the limits of the following table, "W" grades do not affect a student’s GPA; however, an excessive number reflects negatively on a student's record and involves substantial cost by way of tuition, books, room and board, and lost opportunities. To graduate in a timely manner, a student should complete at least 15 hours per semester and plan on attending at least one summer term.

Withdrawals cannot exceed the numbers allowed in the following table unless authorized by the dean of the student’s college. Withdrawal allowances cannot be carried forward.

Hours Earned	Withdrawals Allowed Since August 2010
0- 59	3
60-119	3
> 119	1

Students may drop all courses by withdrawing from the University according to the guidelines in the section, "Resignation from the University" A resignation will not count toward the number of drops permitted. Courses dropped during summer term or intersession will not count toward the number of drops permitted. Hours Earned does not include advanced standing type credits with respect to this policy.

Credit for Repeated Courses

A student may not repeat a course in which a grade of —CII or better has been earned unless the catalog description indicates that the course may be repeated for credit or the student's dean approves the repetition for some special reason. If a student registers for a course in violation of the above policy, the student's dean may deny degree credit for the course.

Unless otherwise stated in the course description, credit will be awarded only once for a course that is repeated. When students are permitted to repeat for credit a course previously taken, only the last grade determines acceptability of the course for degree credit. If a student receives a failing grade when repeating a course for which a passing grade had been previously earned, the student will lose the credit previously earned for the course. All instances of repeated courses are included in GPA calculations; however, degree credit may be awarded only for the last repetition.

Students who fail a course twice at LSU may not retake the course without approval from the dean of the student's major college. Appeals to enroll in a course after having failed the course twice need to be initiated immediately following the semester or summer term in which the second failing grade was earned, but no later than the first class day of the next semester or summer term enrolled.

Students who receive an "F" in a course must repeat the course in the *LSU System* in order to receive credit and quality points for it. With *prior* concurrence of the chair of the department in which the course is offered and the dean of the college in which the student is enrolled, credit and quality points may be approved in individual cases for courses repeated outside the LSU System.

Nicholls University “W” Policy and “Retake” Policy

REPEATING COURSES

Effective with summer 1997, all grades for each course appear on a student’s transcript and all hours attempted and total quality points earned are used in calculating the **official cumulative (external) grade-point average**. This is the official GPA posted on the transcript and used to determine academic honors, class standing, and academic probation and suspension. In all cases of repeated courses, the hours earned can only be credited once.

An **adjusted (internal) average**, which is used for determining graduation eligibility, some program admissions, and eligibility for participation in some extra- and co-curricular activities, is computed by subtracting the quality hours and quality points earned in all previous attempts in a repeated course from the overall number of hours and quality points. Effective with fall 2011, the highest grade as opposed to the most recent grade counts in the adjusted average.

COURSE DROP AND RESIGNATION POLICY

A student may drop a course or courses with a grade of **W** or may resign from the university with grades of **W** prior to the date specified in the university calendar. After that date a student may not drop a course or resign from the institution without receiving **F**’s in all courses taken. In extraordinary circumstances the student’s academic dean may authorize resignation with grades of **W** or dropping a course with the grade of **W**. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.

Dropping/Adding Courses

Schedule Changes

A student should consult with an assigned faculty advisor before adding or dropping a course or changing sections. This is to ensure that the student chooses those courses which will apply toward the student’s degree. Courses may be added or dropped at any time during early and regular registration. After regular registration ends, the following rules apply:

Courses may be added through the fifth class day with permission of the instructor and student’s dean. Students may increase indebtedness (tuition and/or fees) for addition of courses.

There shall be no refund for dropping a class after regular registration ends.

A course dropped prior to census date will not be recorded on the student’s transcript. A student may drop a course with a grade of **W** after the census date. (See the Academic Calendar for census day date for each semester or session.)

When a student's official record in the Office of Records and Registration indicates that he or she is registered in only one course in which a final grade will be earned, and the student wants to drop that course, a resignation form must be processed to clear the records.

A student may change the section of a course in the same manner as that used for adding and dropping courses. There shall be no refund of course related fees for changing a section after regular registration ends. However, a change in section may increase indebtedness.

ULL System of Grading

Courses in the College in which a student has earned a grade higher than a "C" may be repeated only with permission of the Dean of Engineering. A student who is ineligible for admission to the College, or who has been dropped from the College, may schedule courses in the College only with permission of the Dean of Engineering. A student dropped from the College may apply to be readmitted after two semesters if he/she presents evidence of having improved his/her background for the selected major including the completion of 30 semester hours of academic work with at least a 2.50 grade point average.

The symbol "W" indicates the resignation or cancellation of the student from the University or the dropping of a course prior to the deadline printed in the Schedule of Classes. The course and grade will be posted to the student's permanent record but will not be included in the calculation of the semester, adjusted, and cumulative average.

Withdrawals in courses taken at UL Lafayette cannot exceed the numbers allowed in the following table without the student incurring a fee for excessive withdrawals. Withdrawal allowances cannot be "banked" or carried forward. Hours Earned	Withdrawals Allowed without Fee	
	0 – 29	1 or 2 (no more than 3 in first 59 hours)
	30 – 59	1 or 2 (no more than 3 in first 59 hours)
	60 – 89	1
	90 – 119	1
> 119	1	

The symbol "R," which appears only on a student's permanent record or a transcript thereof, indicates that a course so marked has been repeated.

Repeating of Courses

1. At the University of Louisiana at Lafayette the effect of repeating a course previously taken at this University is the removal of the GPA hours, hours earned, and quality points of the previous attempt from the calculation of the adjusted average used for graduation and entrance into the Upper Division. The student is responsible for reporting a repeated course to the Office of the Registrar.
2. Repeating at the University of Louisiana at Lafayette a course previously taken at another college or university has no effect on the previous grade or GPA hours.
3. Repeating at another college or university a course previously taken at the University of Louisiana at Lafayette has no effect on the University of Louisiana at Lafayette grade or GPA hours.
4. Courses taken and repeated at another college or university will have the same effect as in 1 above.

5. Students are cautioned that many undergraduate curricula, graduate schools, professional schools, and other colleges and universities may compute the undergraduate GPA on all GPA hours when accepting applications for admission and/or when evaluating records for graduation.
6. The adjusted GPA is used for graduation and entrance into the Upper Division.

ULM “W” Policy and “Retake” Policy

ADDING AND DROPPING COURSES

A student may drop any subject with a notation of “W” (withdrawn from class) within the time limit specified in the University Calendar. Withdrawals during that period carry no academic penalties.

SELU System of Grading

CLASSIFICATION

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

The following rules govern the classification of a student:

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

A freshman or sophomore student may register for a course at the 300 or 400 level, which has a companion 500 level number, only with the written permission of the course department head. Courses numbered 500 and above are for graduate students only and cannot be counted toward undergraduate degree credit.

REPEATING COURSES

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

1. A student who has earned a grade of “A” in any individual course is not eligible to repeat the course for additional academic credit or computation of any grade point average.

2. A student who has earned a grade of “B” or “C” in any individual course may repeat the course one time for credit in order to earn a higher grade. Both the first and second grades earned in the course will be computed in the student’s Cumulative Grade Point Average. Only the last grade earned will be computed in the student’s Degree Grade Point Average.
3. Any course in which a final grade of “D”, “F” or “WF” has been earned may be repeated as many times as needed until a grade of “C” or better is earned. (A grade of “C” or “B” may then be repeated once.
4. After the course has been repeated, the last grade earned stands as the official grade. All grades for the course will appear on the student’s transcript.
5. When determining academic standing, campus awards, and honors, all grades appearing on the student’s transcript (Cumulative Grade Point Average) will be used.
6. Southeastern’s professional schools and academic colleges may set higher repeat rules regarding admission into specified programs. Policies for admission to and graduation from specific degree programs may be found in the appropriate academic section of this catalogue.
7. A student who is not eligible to repeat a course for additional academic credit but remains enrolled in this course will receive a grade of NC (No Credit).

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

A. Grade Point Average

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

B. Degree Grade Point Average

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

Northwestern State University System of Grading

Dropping and Adding Courses

Students may **drop and add** courses on or before the seventh day of classes (see University Academic Calendar). When a course is “dropped” it no longer appears on the student’s record, and fees for the class will be refunded or adjusted.

After the seventh day of classes, and before the “last day to withdraw or resign from the University” (see the University Academic Calendar), a student can **withdraw** from a course online using NSUConnect at <https://nsuconnect.nsula.edu:4445>. Some students are not allowed to withdraw from courses without prior approval (graduating seniors, international students, student-athletes, graduate students). Upon submission of the online request by the deadline posted in the University Academic Calendar, a grade of “W” is assigned to each course. Although “W” grades do not affect the grade-point average, excessive withdrawals reflect negatively on the student’s record, interfere with the student’s progress toward graduation, and may result in the loss of scholarships and other types of financial aid. Students should see the Financial Aid Satisfactory Academic Progress Regulations in the University Catalog to see how withdrawing from courses might affect their eligibility for financial aid.

Therefore, it is recommended that withdrawals be limited as described below:

	Classification	Hours Earned	Maximum Number of Withdrawals
	Freshman	0-29	3
	Sophomore	30-59	2
	Junior	60-89	1
	Senior	90-119	1
	Senior	120 or more	1

After the Seventh Day of Classes schedule changes will be handled as follows:

- Requests for schedule changes must be submitted to the student’s academic dean and must be due to extenuating circumstances.
- Students wishing to withdraw:
 - Receive a grade of “W”
 - Pay for the tuition and fees for the class
- Students wishing to resign:
 - Receive a grade of “W” in all classes
 - Are refunded 50% to 0% of their tuition (based on University refund schedule)

After the “last day to withdraw or resign from the University,” a student who cannot complete a course due to circumstances beyond the student’s control may contact his/her academic dean no later than the last day of classes for that semester to determine if the criteria are met for receiving a retroactive withdrawal.

- Examples of cases eligible for appeal include but are not limited to documented departmental administrative errors, illness (injury to student), death in student’s immediate family, natural disaster or exceptional traumatic event, and military duty.
- If the approval to drop a course is granted, the student must also have been passing the course immediately prior to the hardship, and the grade assigned shall be a “W”.
- If the dean allows the student to resign, a “W” grade shall be assigned in all courses. If the appeal is approved, the dean will notify the instructor(s) and the University Registrar.
- Retroactive withdrawal after a semester ends is permitted only by approval of a student appeal to the Registration, Credits, and Graduation Council. Information and appeal forms may be obtained from the University Registrar’s Office or by accessing the University Registrar’s Office web page at www.nsula.edu/registrar.

