

# University Regulations

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## General Educational Goals of the Undergraduate Program

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The University of New Orleans provides its undergraduate students equality of access to educational opportunities, and seeks to nurture in them scholarship, academic excellence, the ability to work productively with others, and qualities of leadership for citizenship in a modern urban environment.

The General Degree Requirements, established at the founding of UNO and most recently modified by a 1986 mandate of the Board of Regents, further these goals by providing a common general education for all undergraduate majors. Toward this end, curricula leading to a baccalaureate degree should:

1. further the development of the intellectual potential within each student;
2. assure proficiency in the basic skills of English and mathematics, so that students are able to communicate effectively in written English and to understand numerical data;
3. increase proficiency in oral communication skills, critical thinking, and quantitative reasoning, so that students are able to listen with comprehension, reason abstractly, and communicate ideas clearly to others;
4. develop scientific literacy and afford exposure to scientific inquiry, so that students are able to understand the methods of science and be familiar with key technological applications of the basic sciences;
5. foster those habits necessary for the pursuit of knowledge in a systematic way, so that students are able to learn independently and sustain life-long learning;
6. assure exposure to the rich heritage of human culture, so that students are able to recognize and appreciate cultural diversity;
7. encourage an appreciation of the arts, so that students are able to understand the nature and value of the fine and performing arts;
8. present systematically and critically the great ideas, issues and questions concerning nature, society, and the individual;
9. develop an awareness of value systems in one's own and different cultures, so that students are able to develop a personal value system while retaining a tolerance for those of others; and
10. develop an understanding of the American political and economic system in the context of the world order.

## GENERAL REGULATIONS

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### Registration

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No one may register in any semester or summer session after the official registration period indicated in the University calendar. Special permission will be granted only in those cases in which unusual extenuating circumstances have made registration at the proper time impossible. The University does not guarantee that during a given semester a student will be able to schedule every class which he or she might be required to take or wish to take. No student will be permitted to remain in class unless the instructor has received from the University Registrar evidence of proper registration. A student desiring to change from one college to another after registration has been completed must have the consent of both college deans concerned.

### Changing Majors

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A student desiring to change from one college to another after registration has been completed must have the consent of both college deans concerned.

### Cross-Enrollment Agreements between UNO and Southern University in New Orleans, Delgado Community College, and Elaine P. Nunez Community College

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Through separate formal agreements between UNO and Southern University in New Orleans and Delgado and Elaine P. Nunez Community Colleges, UNO students may register for a limited number of classes at each of these institutions when they register at UNO. Students should contact the office of their dean or the Registrar for information regarding the procedures to be followed in this process.

### Concurrent Registration

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

## Change of Address

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At the time of registration, a student is required to verify his/her current mailing address. If there has been an address change, the new address must be submitted in writing to the Registrar's Office on the address change form.

The University will consider all correspondence mailed to a student at the address currently on file to have been received unless it is returned to the sender.

## Credits and Semester Hours

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The value of each course of instruction and the amount of work required for graduation are stated in terms of semester hours. A semester hour of credit represents one hour of classwork, or two or more hours of laboratory or recitation work per week for a semester (more per week during the shorter summer session).

## Enrollment Classification

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### Full-time Students

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Those undergraduates enrolled for twelve or more hours, or those graduate students enrolled for nine or more hours of resident credit in a regular semester, or (for both undergraduate and graduate students) six or more hours of resident credit during the summer session are classified as full-time.

A candidate for graduation may request to be classified as a full-time student in the semester or summer session during which he or she is scheduled to complete the requirements for a degree, even though the number of hours scheduled is less than that ordinarily required for classification as a full-time student. A student thus classified full-time is required to pay the fees appropriate to the full-time classification.

### Part-time Students

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Students who do not qualify as full-time students as defined in the paragraph above are part-time students. A part-time student is subject to all University rules concerning registration, attendance, scholarship, and conduct.

## Auditors

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Regularly enrolled students at UNO may be admitted to classes as auditors by obtaining written permission from the chair of the department in which the course is taught and the dean of the college in which they are enrolled. Others must obtain official admission to the University in addition to obtaining permission as indicated. The fee for auditing a course is the same as for enrolling for credit. Auditing fees are not refundable.

Auditors will not receive university credit, and will not be permitted to take an advanced standing examination on audited work. Upon certification by the faculty member in charge of the course that the student did not actually attend, notation that the student audited the course will be stricken from the record without right to a refund of fees.

Students may not change from audit to credit after the last day to add a course. With permission of their dean, they may change from credit to audit within the first 15 class days of the semester (7 class days in the summer).

## Schedule Changes

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### Adding Courses for Credit

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Courses may be added for credit only during the first week of classes in the fall and spring semesters and the first three days of classes in the summer session.

### Dropping Courses

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Courses dropped through the 14th class day will not be entered on a student's record. A grade of W will be entered for each course dropped after the 14th class day through the end of the first 43 class days. See the Summer Class Schedule Bulletin for summer session drop dates. After that date a student may not drop a course. Exceptions must be authorized by the student's dean and will be granted only under the most extenuating circumstances. **Unsatisfactory academic performance in itself is not an extenuating circumstance.** See the University Calendar for exact dates.

A student may be dropped, at the discretion of the dean of the college, from any course in which the student is ineligible.

### Changing Sections

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Section changes, if permitted, are subject to the same time limitations as the adding of courses.

## Attendance Regulations

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Students are expected to attend all classes regularly and punctually. A student who is not present when attendance is checked in a class is considered absent.

1. A student must attend all classes in any course for which he or she is registered. All unexcused absences in such a course are counted against a student's attendance record.
2. Any student registered in a college may, at the discretion of the dean, be placed on attendance probation. The dean is further authorized to drop from the rolls of the University any student who violates this attendance probation.
3. A student placed on academic probation is automatically placed on attendance probation.
4. A student on academic or attendance probation is expected to attend all classes and an absence from any class may be reported to the appropriate administrator.
5. Each instructor shall report all cases of absence from class which, in the opinion of the instructor, jeopardize the student's chances of satisfactorily completing the course.
6. A student dropped from the University for violation of attendance probation will not be eligible to re-enter the University until the expiration of the next regular semester, at which time he or she may be readmitted upon the approval of the dean.

## Withdrawal from the University

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Students may resign from the University by completing a resignation form obtained from the College or Registrar's Office and returned to the Bursar's Office. If the resignation is recorded during the first 14 class days of a regular semester, the courses will not be listed on the student's official record. If the resignation occurs after the 14th class day, but no later than the 43rd class day, the grade of W will be recorded in each course. See the Summer Class Schedule Bulletin for summer session resignation dates. After that date a student may not resign from the University. Exceptions must be authorized by the student's dean and will be granted only under the most extenuating circumstances. **Unsatisfactory academic performance in itself is not an extenuating circumstance.**

## Final Examinations

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Final examinations are required and shall be held at the end of each semester or summer session in accordance with the schedule issued by the Office of Academic Affairs. When final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the appropriate dean and the Office of Academic Affairs.

## Grade Reports

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The University reports grades at mid-semester for all freshmen and at the end of each semester for all students. Only the grades reported at the end of the semester (final grades) are used in the computation of the student's grade-point average. Mid-semester grades are simply an indication of the student's progress and are not calculated in the summer session.

The University does not mail final grade reports. Students may access final grades through the Telephone On-line Processing System (TOPS) or Web-STAR. Mid-semester grades are available to freshmen for several weeks after the mid-semester examination period through TOPS or Web-STAR.

## Grade Appeal Policy

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The course final grade appeal policy provides the student with a safeguard against receiving an unfair final grade in a course, while at the same time respecting the academic freedom of the instructor which is vital to the integrity of the teaching process at the University of New Orleans. The course final-grade appeal process strives to resolve a dispute between student and instructor in the assignment of a course final grade at the collegial level. The intent is never to embarrass or disgrace students or instructors, nor to assess penalty or retribution on any party when mistakes are discovered, but instead to provide a neutral forum for the discussion of differences of opinion. Every student has the right to have a request for consideration of his or her final grade reviewed by the chair of the department and a departmental Grade Appeal Committee. The course final-grade appeal is confined to charges of unfair action against an individual student and may not involve a challenge of an instructor's class grading standard. It is incumbent on the student to substantiate the claim that his/her final grade in the course represents unfair treatment, compared to the standard applied to the remainder of the class. Only the final grade in a course may be appealed.

## Credit for Repeated Courses

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When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines acceptability the course for degree credit. A student who has earned a C or better in a course may not repeat that course unless 1) the catalog description indicates that the course may be repeated for credit, or 2) the student's dean gives prior approval for some special reason. If a course is failed at UNO, it must be repeated at UNO with a satisfactory grade in order to constitute degree credit.

## Transcript of Record

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The official permanent academic records for all UNO students are in the custody of the Office of the Registrar. Release of these records is protected by the "Family Educational Rights and Privacy Act." Transcripts of the academic record may be secured by the individual personally, or will be released on the student's written authorization. Transcripts cannot be issued until the student or former student has

settled all financial obligations to the University and has submitted all required transcripts from other colleges attended. A fee of \$5 will be charged for each copy of the transcript. Transcript processing requires a minimum of three working days.

## Eligibility to Represent the University

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No student will be permitted to represent the University in inter-collegiate athletics unless he or she is classified as a full-time student. Students may participate in dramatic, literary, musical, or other organizations (including Student Government) as members, substitutes, or officers so long as they are enrolled for at least six semester hours unless otherwise indicated by a particular unit or organization.

## The Student Identification Card

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The Media Resources Office issues to each student a permanent identification card, including a photograph, and a student number. This card will be used for the entire duration of the student's enrollment at the University. The card is required for borrowing library books, cashing personal checks, admission to athletic and social events, selling used textbooks, Testing Services, meal plans, and other official purposes. Fraudulent use of the ID card will result in disciplinary action. The card is issued to the individual student and must not be loaned to another person for any reason. Any University official having just cause has the right to request that a student show the identification card for identification purposes. Upon such a request by a University official, the student is required to comply.

ID cards are made during registration and on a continuous basis thereafter. Check with Media Resources for location.

## Family Educational Rights and Privacy Act

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Annually, UNO informs students of the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). This Act, with which the institution complies fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

University policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: Admissions, Chancellor's Office, Academic Affairs, Office of Business Affairs, Student Affairs, Student Personnel Records, each college/school/division/dean's office, and each academic department office.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the University Registrar.

## University Discipline

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The University expects of its students a high degree of honor in all phases of college life. It is the responsibility of all students to familiarize themselves with the rules and regulations governing student conduct as published whether in print or on the web, in the UNO Student Handbook and other official publications.

The authority structure for administering the judicial code is the Chancellor, through the Dean of Student Life to the Assistant Dean for Judicial and Student Assistance. Please refer to the section on Judicial and Student Assistance in this catalog and to the UNO Student Handbook for more details.

## Statute of Limitations

In the absence of any designated time limits in documents on policies or procedures, the University imposes a time limit of two years for the initiation of any request for an exception to its rules or regulations.

## UNDERGRADUATE REGULATIONS

### Classification

Classification of undergraduate students is made in the Office of the Registrar based on the number of credits and quality points earned, and is revised, as may be necessary, at the beginning of each semester.

The rules governing the classification of undergraduate students are:

Sophomores: Students having at least 30 hours of credit.

Juniors: Students having at least 60 semester hours of credit.

Seniors: Students having at least 90 semester hours.

### Maximum and Minimum Work

The normal freshman schedule in a regular semester should range between 12 and 15 hours. A student whose record shows poor preparation for college work (placement in English below 1157 or Developmental Math) must not be registered for more than 15 hours and may be advised to limit the academic load to fewer than 15 hours. Students on scholastic probation are limited to 13 semester hours in a regular semester and seven hours in a summer session.

The number of semester hours of work required for the completion of each year of the curricula of the colleges or schools is established by the particular college or school. Students may be permitted to register for more than 19 semester hours of work provided they have maintained an overall 3.0 (B) average and have not fallen below a grade of C in any subject during the preceding semester; but in no case will any student be permitted to register for more than 21 semester hours of degree credit.

A student who for any reason is unable to manage the full work prescribed in his or her curriculum may be permitted by the dean of the college to register for a lesser number of semester hours, but no student will be considered full-time who is registered for fewer than 12 semester hours of work (six hours in the summer session). A student doing unsatisfactory work because of an overly burdensome schedule may be required by the dean of the college to drop one or more courses, provided such action does not reduce the student's academic load below full-time status.

In the summer session, six semester hours is the minimum full-time load, and the maximum load permitted is 12 semester hours.

### Non-native Speakers of English

All applicants who are from countries other than the United Kingdom, Australia, Canada (except Quebec), New Zealand, Ireland, and certain Caribbean Islands, must submit scores from the Test of English as a Foreign Language (TOEFL). The minimum required score for Graduate School admission is 550 composite and 55 listening comprehension on the paper test and 213 composite and 21 listening comprehension on the computer test. Please note that some graduate departments require a higher TOEFL score. For undergraduate applicants, the minimum required scores are 500/50 (paper test) or 173/16 (computer test).

Non-native speakers of English who are admitted to UNO and

whose score on the English part of the ACT is 18 or below, or who have not taken the ACT must take the English as a Second Language (ESL) Placement Test. On the basis of these test results, students will be placed in the intensive ESL program (English 0182, 0184, 0186) or in one of the other English composition courses (English 0187, 0188, 0189, 0150, 1157). A student placed in English 0182 may not take any other credit course. A student placed in English 0184 may take an additional course in another subject, and a student placed in English 0186 may take one or two courses in additional subjects. These restrictions apply whether or not the student enrolls in the intensive ESL courses.

International students considering attending the University of New Orleans should know about the Intensive English Language Program (IELP). This excellent non-credit program will help students sharpen their English language skills, as well as teach them about American culture so that they feel comfortable and prepared for their courses. The IELP staff assists students in the UNO application process. An added benefit of studying in the IELP is that the students do not need to take the TOEFL to be considered for admission to UNO.

### General Degree Requirements

To become eligible for a baccalaureate degree from UNO, a student must:

1. complete the following courses:

- English — English 1157, and 1158 or 1159, with a grade of C or better. A passing grade in the English 1158 Proficiency Exam is required for all degrees.
- Literature — six hours of the study of literature.
- Mathematics — six hours at or above the 1000 level. Each student must pass a Math Placement Test in lieu of ACT/SAT.
- Science — 11 hours, including eight hours of one science (two of them laboratory) and three hours of another. One of the sciences must be Biology and the other one must be Chemistry, Geology, or Physics.
- Humanities and Arts — six hours; to include three hours to be taken from the departments of Drama and Communications, English<sup>1</sup>, and three hours to be taken from the departments of Fine Arts, Foreign Languages (above the level of 1001 or 1011), Music, or Philosophy and three hours to be taken from the departments of Fine Arts, Music, or dance or theater-related Drama and Communications courses.
- Social Sciences — six hours from Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, or Urban Studies.<sup>2</sup>

NOTE: At least six of the hours in Arts, Humanities, and Social Sciences must be courses at or above the 2000 level.

- Computer Literacy — Each student should develop a reasonable competence in those computing techniques most relevant to his/her major program.

This requirement may be fulfilled by one of the following:

- Successful completion of Computer Science 1000 or other computer science courses of three credits or more.
- Advanced standing credit for Computer Science 1000, earned by successful completion of an examination administered by the Department of Computer Science.
- Successful completion of a course or series of courses, within the student's major department, which has been approved by the University Courses and Curricula Committee as fulfilling the computer literacy requirement.
- Oral Competency — Each student should demonstrate competence in the techniques of oral communication relevant to his/her major program.

This requirement may be fulfilled by one of the following:

- (1) Successful completion of an approved course in the student's major department or college that requires a demonstration of oral competence as a condition of receiving a passing grade in the course.
- (2) Demonstration of oral competence in an approved course in the student's major department or college that does not require oral competence as a condition of receiving a passing grade. If a student demonstrates oral competency in such a course, an entry shall be made on his/her transcript that oral competency has been demonstrated regardless of the final grade in the course.

If a student fails to demonstrate oral competency in the approved course(s) offered by a student's major department or college, the student may take an approved course outside his/her major college as a means of meeting the general degree requirement for oral competency.

2. earn a minimum of 120 semester hours<sup>3</sup> and
3. achieve a quality point ratio of 2.0 or better in:
  - a. all work attempted,
  - b. all work taken at UNO,
  - c. the college of the major,
  - d. the major subject, and
  - e. the semesters containing the last 60 hours of courses (excluding credit earned through Advanced Standing Examinations, Advanced Placement, Armed Services courses, correspondence courses, etc.) offered for the degree.

Since each curriculum has requirements in addition to those listed above, students should consult the appropriate section of this catalog to determine such additional requirements and restrictions as may apply to the particular degree program.

All students, including transfer students, must pass the University Proficiency Exam in composition; it is administered twice each regular semester by the Department of English and as the final examination in English 1158. A transfer student who presents credit in English 1158 from another university must validate that credit by passing the examination within the first two regular semesters of attendance at UNO and may take the examination no more than twice. Failure to pass the exam means that the student forfeits the transfer credit in English 1158 and must enroll in English 1158 in their next regular semester.<sup>4</sup>

<sup>1</sup>Any literature course in English or Foreign Languages used to fulfill the literature requirement listed in (b) above shall not count toward the Humanities requirement.

<sup>2</sup>Other subjects under the Social Sciences in Areas of Concentration may not count for this General Degree Requirement.

<sup>3</sup>No more than one-half the semester hours required for the completion of a degree program (usually 64 credits) may be transferred from a junior college.

<sup>4</sup>Enrollment in classifications which do not lead to a degree from UNO will not be counted toward those two semesters. Such classifications currently include AUD, CHAR, EX, MCAH, MCAN, MCBN, MCDS, METR, and MS.

<sup>5</sup>Writing, linguistics, and grammar studies are not considered literature.

## Graduation Requirements

Generally, a student must meet all the requirements for a degree outlined in one catalog. The student may elect any catalog in force during his or her enrollment at the University, provided enrollment is continuous. A student who breaks enrollment (either voluntarily or by compulsion) for five calendar years may not elect a catalog earlier than the one in force at the time of re-entry. Under no circumstances may a catalog more than 10 years old be used.

In some instances, program or college graduation requirements may be imposed that are not included in the catalog under which the student has chosen to graduate. These additional or different

requirements are well publicized by the colleges involved.

There are several requirements which must be completed by all students prior to graduation. The student must:

1. complete all academic requirements for a degree. This includes both the general degree requirements and the particular program of study in which the student is enrolled.
2. ascertain, through the college of the major, that his or her academic record is accurate and complete. This should be done not later than one semester prior to graduation.
3. submit an application to the Registrar's Office for the degree during the registration period of the last semester in residence. The student will be required to make this formal application and state the exact name to appear on the diploma.
4. pay the diploma fee at the last registration. A student who has previously paid a diploma fee, but who failed to graduate at the time expected, must pay an additional \$5 to cover the cost of printing a new diploma.
5. have all financial indebtedness to the University cleared prior to graduation.
6. exit interview for financial aid.

A student who does not follow and complete the above requirements and procedures will not be allowed to graduate.

## Requirements for Second or Subsequent Baccalaureate Degrees

Students who hold a baccalaureate degree from UNO or any other accredited institution may earn a **second baccalaureate degree** provided that they:

1. complete a minimum of 30 semester hours in addition to the requirements for the first degree or, for UNO degree holders, a minimum of 158 semester hours (which are applicable to the degree) including those earned for the first degree.
2. complete all general degree requirements and subject requirements for the second degree.
3. meet all quality point average and grade requirements applicable to the second degree.

Students who wish to earn **two baccalaureates** at UNO simultaneously may do so, provided that they:

1. complete all requirements for both degrees.
2. earn a minimum of 158 semester hours applicable to a degree.
3. meet all quality point average and grade requirements applicable to both degrees. (including at least a 2.0 average in the semesters including the last 90 hours offered for the degrees.)
4. develop degree plans with both colleges if the two degrees being sought are in different colleges.

Students who wish to earn **two majors simultaneously** in one college at UNO may do so, provided that they:

1. complete all requirements for each major.
2. meet all quality point average and grade requirements applicable to each major.
3. complete requirements for both majors before receiving the baccalaureate degree. (Any student who receives a baccalaureate degree after completing the requirements for only one major must comply with the guidelines for a second baccalaureate degree outlined above.)
4. complete either a B.A. or a B.S. with a double major. (There is no double major with a B.A. and a B.S.)

Baccalaureate degrees subsequent to the second degree may be earned by satisfying an additional set of requirements such as those outlined in the first paragraph of this section.

NOTE: In determining eligibility for degrees with honors, all grades earned by the student are used.

## Residence Requirements

A transfer student who enters with advanced standing from another university and becomes a candidate for a bachelor's degree at UNO must fulfill a minimum residence requirement of two semesters (or four summer sessions) at UNO and must earn at least 30 semester hours of credit. For all students, the last 30 hours of coursework must be taken in residence while enrolled in the college from which the degree is to be earned.

## Areas of Concentration

The University recognizes four general areas of concentration. These areas, with the specific subjects falling under each one, are:

<b>Humanities</b>	<b>Sciences</b>
Communications	Biological Sciences
Drama	Chemistry
English	Computer Science
Fine Arts	Engineering
Foreign Language	Environmental Science and Policy
Journalism	Geology and Geophysics
Music	Mathematics
Philosophy	Physics
<b>Social Sciences</b>	<b>Business Administration</b>
Anthropology	Accounting
Economics	Economics
Education	Finance
Geography	Hotel, Restaurant and Tourism Administration
History	Management
Paralegal Studies	Marketing
Political Science	
Psychology	
Sociology	
Women's Studies	
Urban Studies	

The above areas of concentration are referred to in specific curricula listed elsewhere in this catalog. Arts & Sciences (A&S) courses may count toward humanities or social sciences general degree requirements for graduation credit. Social Sciences in Paralegal Studies (SOSC/PL) cannot be used to fulfill general degree social sciences requirements.

## Degrees with Honors

Baccalaureate degrees are awarded with honors on the basis of two criteria, the curriculum undertaken and grade-point average.

**UNIVERSITY HONORS** This distinction is earned by students who are admitted to and complete the requirements of the University Honors Program. Through special sections of regular courses, specially organized interdisciplinary courses, and independent study and research, members of the Honors Program acquire an undergraduate education that testifies to their superior academic ability and the extensive educational resources of UNO.

To graduate with University Honors, students in the Honors Program must: earn 30 semester hours of honors credit; concurrently enroll in and complete Arts and Sciences 1119 and either English 1159 or English 2151; complete a Senior Honors Thesis; and attain a 3.25 grade-point average in all coursework attempted and a 3.5 grade-point average in all courses in the major. Students who wish to participate in the Honors Program should contact the Director of the University Honors Program.

**DEPARTMENTAL HONORS** Some subject areas offer programs

which lead to the bachelor's degree with honors in the particular subject. Requirements include a 3.25 grade-point average in all coursework attempted and a 3.5 grade-point average in all courses in the major; completion of specified courses in the major; and completion of a Senior Honors Thesis. Details for each major are discussed in the Major Programs section of the catalog. Students wishing to earn departmental honors should contact the Director of the University Honors Program.

**HONORS DEGREES** Baccalaureate degrees are awarded summa cum laude to students whose grade-point averages fall within the range of 3.960 to 4.000, magna cum laude to students whose grade-point averages fall within the range of 3.860 to 3.959, and cum laude to students whose grade-point averages fall within the range of 3.760 to 3.859.

The grade computation is based on all graded courses. Transfer students' overall average as well as their UNO average must meet the above grade-point average requirements. Suspended grades and grades deleted by "Scholastic Amnesty" will be used in computing honors.

**COLLEGE HONORS** College honors are awarded each semester with the publication of the Dean's List for each division, college, or school. To be included on the Dean's List, a student must have: 1) earned at least a 3.5 grade-point average for that semester while attempting 12 or more semester hours of work; or 2) earned at least a 3.5 grade-point average for that semester and completed a total of at least 60 semester hours of credit with an overall grade-point average of 3.5 or better.

## Advanced Standing Examinations

Students of superior ability and preparation and students who have already gained fundamental knowledge of subjects offered at the University may be permitted to take Advanced Standing Examinations in specific courses which, if passed with satisfactory grades, will enable the student to receive degree credit. Advanced Standing Examinations are also referred to as credit examinations.

Requests for permission to utilize such examinations are initiated in the office of the dean of the college, school, or division in which the student is enrolled, and permission may be given subject to the following conditions:

1. Credit by Advanced Standing Examinations cannot be used to reduce the University's minimum residence requirement.
2. The student must have been admitted to the University and must be in good standing. If the examinations are taken while the student is not enrolled in the University, credit will be granted when he or she is registered for resident study.
3. In requesting authorization to take an Advanced Standing Examination, the student must obtain permission from the chair of the department offering the course and the dean of the college in which the course is taught. After such permission is granted and the fee, if any, is paid, the University Registrar will issue an official permit.
4. A student may not take an Advanced Standing Examination in a course which he or she has audited, nor in which a grade has been earned. A student may take an Advanced Standing Examination in a given course only once.

The administration of the examinations is also subject to the following regulations:

1. The examination must ordinarily be taken and the grade submitted within 30 days of the date of initiation of the request.
2. If a grade of C or higher is earned on the examination, a mark of P and regular credit in the course is entered on the student's record. If a grade lower than C is earned, only the fact that the examination has been attempted will be recorded; credit will not be allowed. Credit earned through Advanced Standing Examinations will not be used in computing the student's grade point average.

3. Advanced Standing Examinations are given free of charge to the student planning to enroll at UNO as a freshman, and until the final date for dropping courses without receiving grades of the first regular semester in which he or she is enrolled either part-time or full-time as a first-year student. All other students must pay a fee of \$20 per course.

A special program is conducted during the spring of each year in which prospective freshmen who meet certain minimum ACT score qualifications come to the campus and take Advanced Standing Examinations in one or more subjects. There is no fee for these exams, and credits earned will be entered on the student's record after official enrollment at UNO.

## **CEEB Advanced Placement Examinations**

Advanced placement and credit will be granted in appropriate subjects to students who have taken the Advanced Placement Examinations of the College Entrance Examination Board. When the student has achieved a grade of four or five on the advanced placement examination, credit will be granted; when the grade is three, the decision regarding credit will be referred to the judgment of the individual department.

Questions concerning the recording of these grades should be directed to the Office of Admissions.

## **Other Advanced Credit**

Advanced credit may be awarded for certain subject examinations completed through the College Level Examination Program (CLEP) and for non-collegiate courses recommended for credit by the National Guide to Credit Recommendations for Non-Collegiate Courses. Credit so earned may or may not be applicable to the student's degree program; final determination will be made by the student's dean. Prospective students desiring detailed information on these programs are advised to write to the Office of Admissions requesting a brochure on advanced placement and credit.

## **Advanced Placement Credit for Courses Bypassed**

### **New Freshmen**

In some departments, initial placement in sequential courses is based upon level of achievement from earlier training, as measured by scores on American College Testing program or departmental tests. Students who first entered the University after June 1967, and secured placement in this way above the normal beginning level, may petition for credit in the courses bypassed. No credit is allowed for remedial courses bypassed.

### **Other UNO Students**

In some departments, students who do exceptionally well in a sequential course at a given level may be permitted by the department to enroll in a course in that sequence other than the next one. Students who received advanced placement in this manner after August 1976 may petition for credit in the courses bypassed. No credit is allowed for remedial courses bypassed.

### **Validation of Advanced Placement**

The validity of placement must be established by passing the next course in the sequence with a C or better grade (on the first attempt). Detailed information may be secured at the office of the college or division in which the student is enrolled.

## **Credit Limitation**

Credit from all forms of advanced standing examinations (including those of the College Entrance Examination Board and the College Level Examination Program) and from bypass credit cannot exceed 30 hours. This credit cannot be used to reduce the University's minimum residence requirement.

## **Credit for Correspondence and Extension Work**

Each college fixes the amount of degree credit it will accept in correspondence or extension courses offered through the Continuing Education Division of Louisiana State University or through accredited extension divisions of other universities. In no case will a college accept more than 30 hours of work in this category and in all such work presented for degree credit the same requirements as to grades and quality points must be met.

## **Credit for Armed Services Courses**

Many military educational programs are not directly usable in university degree programs because the focus is too narrow and pragmatic. On the other hand, some service schools provide instruction which may be equated with university work.

When the student presents the Office of Admissions with an official record of completion of a course at a service school, a notation will be made on the student's evaluation sheet in accordance with the recommendation of the Guide to the Evaluation of Educational Experiences in the Armed Services prepared by the American Council on Education.

Credit for such courses may or may not be applicable toward the student's degree program; this will be determined by the student's dean.

Credit for ROTC or Health and Physical Education courses on the basis of service time will not be granted.

USAFI General Educational Development (GED) first- and second-year general tests will not be accepted.

## **Credit for Experiential Learning**

The University does not evaluate experiential learning portfolios. However, for non-traditional educational programs, credit may be awarded on the basis of the successful completion of an appropriate advanced standing examination. Discretion for giving such an examination belongs to the individual academic department. In addition, formal education programs sponsored by non-collegiate organizations (business, industry, government, voluntary, and professional agencies) may be awarded credit if recommended by the American Council on Education.

## **Credit Limitation**

Combined credit from advanced standing examinations, bypassed credit, armed services credit, correspondence/extension, and American Council on Education recommended credit work can not exceed 32 hours.

## **Undergraduate Grading System**

- A The grade of A has a value of four quality points per semester hour and is given for work of the highest degree of excellence.
- B The grade of B has a value of three quality points per semester hour and is given for work of a high degree of excellence.
- C The grade of C has a value of two quality points per semester

hour and is given for satisfactory work.

- D The grade of D has a value of one quality point per semester hour and is given for passing but marginal work.
- F The grade of F does not earn quality points. This grade is given for work failed. A student who receives this grade in a course must repeat the course at UNO in order to receive credit for it.
- P The grade of P means passing and is assigned for satisfactory work taken by advanced standing examination, for satisfactory completion of certain non-credit courses or courses numbered below 1000, and for satisfactory completion of courses taken on a pass-fail basis. This grade does not carry quality points and is not used in computing the official grade average of a student.
- U The grade of U means unsatisfactory and is assigned for unsatisfactory completion of courses numbered below 1000. Credit hours for which a grade of U is recorded are not used in calculating the student's average.
- W The grade of W means withdrawal. This grade is given when a student drops a course or resigns from the University during the "W grade" period. Credit hours for which a grade of W is recorded are not used in calculating the student's average.
- I The grade of I means incomplete and is given for work which is of passing quality but which, because of circumstances beyond the student's control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. A grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the catalog) of the next regular Fall or Spring semester.

## Suspension of a Grade

Under certain conditions, when a course has been repeated, UNO permits a student to request that a first grade of D or F in a course be suspended and only the second grade be used in calculating the grade point average. Some of the limitations are:

1. Course to be suspended is numbered below 3000.
2. Course to be suspended has not been suspended before.
3. The total number of hours suspended to date, including the hours to be suspended, does not exceed nine hours.
4. The repetition of the course to be suspended occurred before the student reached junior standing.
5. The student does not complete, prior to repeating the course, two or more higher-numbered courses for which the course is a prerequisite.
6. The student is eligible to enroll at UNO.
7. Both enrollments in the course are at UNO.

The official academic record (transcript) will indicate this suspension and will show in the academic summary a grade-point average calculated on the basis of the total number of hours attempted and a grade-point average calculated on the basis of suspended grades.

Class rankings, graduation honors, and eligibility for UNO academic honors programs are determined on the basis of the grade-point average for all credits attempted including those suspended.

The suspension of credit is an internal policy of the University of New Orleans and may not be recognized by other universities.

## Maintenance of Academic Standing

### General

Scholastic regulations embody the academic standards of a university. The application of the following regulations is directed toward upholding the standards of this University—specifically, to impose the requirement of satisfactory academic progress. Continuation of students who have demonstrated a lack of the necessary ability, preparation, industry, or maturity to make such progress and to ben-

efit from a program of university study is inconsistent with the purposes and responsibilities of the University.

The academic regulations, beginning with the section entitled Scholastic Requirements, set forth the conditions for good standing, probation, and exclusion. These regulations are intended to be consistent with the following objectives:

1. To indicate to the student, at an early date and with regularity, that achievement below the standards required for graduation is regarded as unsatisfactory.
2. To allow the first-time freshman the opportunity to remain a student until he or she has attempted two enrollments.
3. To give the student who performs poorly a warning which may prompt him or her to seek timely help from instructors, counselors or other appropriate sources.
4. To provide the student whose record shows that ultimate success in the University is in doubt with a trial period to prove that he or she is able to make reasonable academic progress.
5. To prevent the student who lacks the required motivation or maturity from building a deficiency of quality points so great that it cannot later be overcome.
6. To state the standards and the consequent results of inadequate scholastic performance clearly enough that students, parents, faculty, and administrators can know the academic action (if any) which would follow from a particular academic record.

## Definitions

**CUMULATIVE AVERAGE** A student's cumulative grade-point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. (See Grading System in this chapter for the quality points assigned to each final grade.)

**GOOD STANDING** It is expected that all undergraduate students should maintain a cumulative grade-point average of at least 2.0 (C) on all college work attempted and on all work attempted at UNO. The University will, however, certify a student to be in good standing as long as that student has a grade-point average that does not result in a scholastic drop.

## Scholastic Requirements

1. A student will be placed on academic probation whenever the cumulative or UNO quality points are 10 or more below a C average; that is, the total number of hours attempted at UNO or elsewhere, multiplied by two, exceeds quality points earned at UNO or elsewhere by 10 or more.
2. A student on academic probation will be dropped from the University at the conclusion of any semester (summer included) in which he or she fails to earn a grade-point average of 2.0.
3. Once on scholastic probation, a student will remain on probation until an overall grade-point average of 2.0 or higher is achieved at UNO and on all college work attempted.
4. Regardless of a student's overall average, if he or she fails to earn a 2.0 average in each of two consecutive semesters (or one semester and a summer session), ineligibility to continue in a college or a particular curriculum may result, at the discretion of the dean of the college. The student may still be admissible to another college of the University.

## Provisions for Students

### Dropped from the Rolls of the University

1. A student who is dropped for the first time for academic reasons is eligible for immediate readmission for the next regular semester through the New Vision Program. Otherwise, the student may not be considered for readmission until he or she has been out of the University for one regular semester.

2. A student who has been dropped twice for academic reasons must remain out of the University for at least one calendar year. The student may then apply for readmission. Readmission may be delayed or denied at the discretion of the dean of the student's college. This application must be made not less than 30 days before the first day of classes of the semester of re-entry.
3. A student who has been dropped for scholastic and/or disciplinary reasons may not obtain credit toward a degree in this University with credits earned at another institution during the period of ineligibility to register in the University.
4. A student who has been readmitted after having been dropped for academic reasons will be on scholastic probation when he or she returns.

### **Academic Review Board/Admissions Committee**

Each college has an academic review board/admissions committee to assist the dean in considering special cases. A student who has been dropped from the rolls for the second or subsequent time, but who believes there are very strong reasons why an exception to the rules for readmission should be made in his or her case, may appeal (in writing) to the Academic Review Board/Admissions Committee of the college, citing the extenuating circumstances. Such letters must be submitted promptly to the college office, but no later than one week prior to the first day of classes in order to be considered for that semester. Special circumstances must be properly explained and documented.

A student who is returned to the rolls of the University upon recommendation of an academic review board may not obtain credit toward a degree at UNO with credits earned at another institution during the period when the student would otherwise have been ineligible to register at UNO.

### **Readmission after Academic Suspension**

A student who has been dropped from the rolls of the University for the first time will not be permitted to register in the University until the expiration of one full semester unless readmitted through the New Vision Program. After the expiration of the one semester the student may be readmitted upon the approval of the dean of the college or school in which he or she wishes to register. Applications for re-entry must be filed at least 30 days before the beginning of the semester to provide adequate time for review.

A student who has been dropped from the University for the second time for failure to meet academic requirements may not apply to re-enter until the expiration of one calendar year following the date of the second dismissal, at which time he or she may be allowed to register upon the approval of the dean of the college or school he or she wishes to enter. Such readmission is generally a last chance admission, and the University is especially concerned to make certain the student is ready to measure up to the serious responsibility to be faced. Failure will probably mean the end of hopes for a college education. In every instance the dean must be convinced by evidence rather than verbal assurances that the cause of previous failure has been removed and the prospect for recovery is good.

It must be remembered that it is far more difficult to overcome the effects of a bad academic record than to maintain a good record in the first place. Only when the student's state of mind and personal circumstances are right for making the massive effort can success be expected. In some cases the record will be clear that the student's abilities lie in some other direction, and that only frustration and further failure would result from read-

mission. It is the responsibility of the dean to determine when, if at all, readmission should be granted. He or she may be aided in this by the advice of a faculty screening committee. At any rate, ample time for deliberation is necessary. Such applications must be made well ahead of the proposed re-entry, never less than 30 days prior to the date that classes begin.

## **GRADUATE REGULATIONS**

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Failure of students to acquaint themselves fully with the organization and regulations of the University and Graduate School may lead to complications for which the student must assume full responsibility.

### **Requirements**

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Graduate degrees are not conferred merely upon the basis of number of courses passed or on length of time spent in residence, but rather upon the basis of the quality and scope of a candidate's knowledge and power of investigation. Requirements listed below must be interpreted with the understanding that the Graduate School prescribes only minimum standards. Individual departments, rather than the Graduate School, gain or lose reputation and standing according to the excellence of training given to their graduate students and for that reason are permitted to demand performance well in excess of the basic Graduate School requirements. A successful graduate student must possess the maturity and determination to satisfy intellectual curiosity. As a rule, students who have made averages lower than B in the major fields as undergraduates are not encouraged to proceed with graduate work.

Meeting specific requirements for admission to, or retention in, the Graduate School does not guarantee admission or permission to enter whatever course or curriculum a student desires to take. The University is not prepared to offer a variety of programs sufficient to meet the demands of all prospective students, nor has it the resources to instruct all who desire to enter. It is forced to concentrate its energies upon students who offer the greatest promise of development in the particular fields in which it is prepared to give training.

### **Departmental Requirements**

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In matters dealing with courses and curricula the Graduate School prescribes certain standards which it enforces. These may be regarded only as minimum requirements. Individual departments commonly set their own standards at higher levels. Graduate students must assume full responsibility for acquaintance with both general regulations and specific requirements of departments in which they pursue major and minor work.

### **Candidacy for a Degree**

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Admission to the Graduate School does not imply admission to candidacy for a degree. Only as a result of one or more semesters of superior work and departmental approval does a student qualify to apply for candidacy for a degree. Students on probation may not apply for candidacy.

### **Degrees for Faculty and Staff**

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The Graduate School will not award the doctoral degree to full-time faculty of UNO above the rank of instructor or to other employees who in the opinion of the Graduate Council are of equivalent status; nor will it permit such persons to register for credit toward a UNO doctorate.

## Maximum and Minimum Course Loads

The normal full-time course load for a graduate student is nine semester hours for the fall and spring semesters and six semester hours for the summer semester. Greater loads must have department and graduate school approval. Students on graduate assistantships are expected to be enrolled full time.

## Work by Undergraduates

A UNO undergraduate student who lacks not more than six semester hours for the bachelor's degree may be permitted, after scheduling all required work for the degree, to register for graduate credit in courses numbered below 6000. This privilege applies only during the final semester of undergraduate work and is extended only to students who have maintained an average of B or better during the preceding year at the University. It is extended only upon recommendation of the dean of the student's college and approval of the Dean of the Graduate School. This approval must be obtained prior to the start of the semester involved. The courses for graduate credit must also be approved by the professor under whom the student intends to do major work as a graduate student. The total amount of work, graduate and undergraduate, for which a student covered by this provision may register may not exceed 15 semester hours.

## Auditors

A student may be admitted to classes as an auditor by obtaining admission to the Graduate School in the regular fashion and by receiving the written permission of the instructor of the course. Auditors will not receive university credit, nor will they be permitted to take a credit examination on work audited.

Students may not change from audit to credit after the last day to add a course. With permission of the instructor, they may change from credit to audit within the first 15 class days of the semester (7 class days in the summer).

## Examinations

A student must be enrolled in the University to receive credit in any examination in course work or to satisfy other requirements for advanced degrees. A student may meet this requirement by registering for Examination Only and paying a fee of \$15 at registration. Registration for Examination Only (that is, registration in 7040) is allowed for only one semester.

## Multi-Campus Registration

Students enrolled in graduate programs at UNO who wish to take courses at other LSU System institutions should inquire at the Graduate School for the procedure to be followed.

## Failure to Drop or Resign as Prescribed

Once enrolled in a course, there is a prescribed procedure for either dropping or resigning. It is the student's responsibility to follow the required procedures and to meet the deadlines in this catalog for dropping courses and resigning from the University. Failure to comply usually results in a grade of F. Forms and information are available at the Graduate School.

## Correspondence Study

No graduate credit is allowed for work done by correspondence study.

## Transfer and Extension Credit

A total of 12 hours of extension and transfer credit may be used in a master's degree program, if approved by the department and the Dean of the Graduate School, and if the candidate has completed at least nine hours of graduate residence at UNO with an overall B average. Transfer credit is approved only for coursework taken as a graduate student; no work graded lower than a B can be transferred. Transfer credit offered toward a degree is subject to the same time limits as coursework taken at UNO.

## Graduate Grading System

Grades in the Graduate School have these meanings:

- A has a value of four quality points per semester hour and indicates superior work.
- B has a value of three quality points per semester hour and indicates satisfactory work.
- C has a value of two quality points per semester hour and is below the expected level of performance. In some departments a course with a C grade may be accepted toward a degree, but, strictly speaking, this grade represents work below the standard expected of a graduate student and should be construed as a warning that further work in the subject may be unwise.
- D has a value of one quality point and indicates unsatisfactory work by the student. A course with a D grade may not be accepted toward a degree.
- F has no quality point value and indicates grossly unsatisfactory work by the student.
- I indicates that the student has done satisfactory work in the course, but because of circumstances beyond the student's control he or she has been unable to finish all requirements. An incomplete is not to be given to enable a student to do additional work to bring up a deficient grade. An I grade in a graduate course will be valid until the last day for turning in grades during the next semester of enrollment. A grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the catalog) of the next regular Fall or Spring semester. Before the expiration of time period, one of two developments must take place: 1) the student must receive a standard grade; or 2) the student, by means of a petition which has been endorsed by the faculty member concerned, has received the Graduate Dean's approval for an extension of time. The petition must state the reason for the request and the length of time needed. If neither of these things is done, the grade of I will automatically revert to an F grade, as the I will if no grade is turned in within the extension period.
- S is a grade given for satisfactory work in certain seminar and research courses, as well as in thesis (7000) and dissertation (7050) progression. If petitioned by the teacher or major professor within 45 calendar days after the last day for submitting final grades, a grade of S may be changed to a regular letter grade.
- U is a grade given for unsatisfactory work in certain seminar and research courses, as well as in thesis (7000) and dissertation (7050) progression. A grade of U serves notice of serious and immediate concern with regard to the student's advancement in the degree program. If petitioned by the teacher or major professor within 45 calendar days after the last day for submitting final grades, a grade of U may be changed to a regular letter grade.
- W means withdrawal. This grade is given when a student drops a course or resigns from the University before the appropriate deadline (see calendar). Credit hours for which a grade of W is recorded

are not used in calculating the student's average. Nondegree undergraduate courses (essentially remedial courses) taken by graduate students may, with prior written approval by the student's department, be treated as pass/fail.

## Grade Appeal Policy

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The course final-grade appeal policy provides the student with a safeguard against receiving an unfair final grade in a course, while at the same time respecting the academic freedom of the instructor which is vital to the integrity of the teaching process at the University of New Orleans. The course final-grade appeal process strives to resolve a dispute between student and instructor in the assignment of a course final grade at the collegial level. The intent is never to embarrass or disgrace students or instructors, nor to assess penalty or retribution on any party when mistakes are discovered, but instead to provide a neutral forum for the discussion of differences of opinion. Every student has the right to have a request for consideration of his or her final grade reviewed by the chair of the department and a departmental Grade Appeal Committee. The course final-grade appeal is confined to charges of unfair action against an individual student and may not involve a challenge of an instructor's class grading standard. It is incumbent on the student to substantiate the claim that his/her final grade in the course represents unfair treatment, compared to the standard applied to the remainder of the class. Only the final grade in a course may be appealed.

## Academic Performance Standards

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A graduate student who fails to maintain a satisfactory academic record will be refused permission to register for further graduate work. A cumulative grade-point average of 3.0 is considered by the Graduate School to be a minimum standard of academic performance. Failure to hold a cumulative 3.0 average on graduate course work will be regarded as sufficient reason for placement of the student on academic probation and for denial of a graduate assistantship. If admitted on probation, a student must make a 3.0 grade-point average in each semester in which the first nine hours of graduate work is completed or the student will be dismissed from the Graduate School. (For these purposes, the summer session is regarded as a regular semester.) Failure to meet specific academic performance standards established by the department may also result in the imposition of academic action against the student.

A graduate student who is dropped (or resigns) from the University may be ineligible for readmission for one or more semesters, depending on the academic standing at the conclusion of the last semester attended. (See also the catalog provision on Failure to Drop or Resign as Prescribed.)

## Academic Requirements for a Degree

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To receive a graduate degree, the Graduate School requires that the student have a minimum cumulative grade-point average of 3.0 on all graduate course work, as well as all course work applied specifically to the degree. A grade of D or F in any course may not be used to satisfy degree requirements. A student may not graduate during a semester in which academic probation is imposed. (See also the sections on Graduate Grading System and Academic Performance Required.)

## Application for Degree (Diploma)

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It is the responsibility of every graduate student to submit an application for degree to the Registrar's Office during the registration period of the last semester in residence. The student will be required to make this formal application and state the exact name to appear on the diploma. In addition, the student must pay the diploma fee at this last registration. A student who has previously paid a diploma fee, but who failed to graduate at the time expected, must reapply and pay a fee to cover the cost of printing a new diploma. A student must have all financial indebtedness to the University cleared prior to graduation.