

GRAMBLING STATE UNIVERSITY

ACADEMIC ADVISING MANUAL

August 2005

TABLE OF CONTENT

Grambling State University's Definition of Advising	4
Grambling State University's Goals of Academic Advising	5
Introduction	6
Characteristics of Advisors	6
Advisor Roles/Responsibilities	6
Advisee Roles/Responsibilities	7
Grambling State University's Academic Advising Model	7
Procedure for Assigning Advisees to Advisors	8
Advising of Student-Athletes	11
Transfer of Students from Office of Academic Support and Special Programs	12
Procedure for Changing Advisors	13
Change of Major	14
Enrollment in Developmental Courses	15
Academic Advising Plan	15
Curriculum Sheets	15
Academic Advising Contract	18
Record Sheet	19
Alternate PIN	19
Course Substitutions	20
Banner Web	20
Registration Holds	21
Satisfactory Academic Progress/Financial Aid	22

Admission Requirements for Professional Programs (Social Work, Nursing, and Education)	23
Transfer Credits	26
Correspondence Courses	26
Advanced Placement Program Credit	27
College Level Examination Program Credit	28
Credit For Military Service	29
Auditing Courses	30
Inter-Institutional Cooperative Program (ICP)	30
Undergraduate Taking Graduate Credit Course	32
Academic Probation	32
Academic Suspension	32
Academic Renewal	33
Rising Junior Examination	33
Graduation Requirements	34
Double Majors	37
Requirements for second undergraduate degree	37
Minors	37
Associate Degrees	37
Support Services	37
Academic Advising Evaluation	38

Grambling State University's Definition of Advising

Academic advising is a developmental process in which students are assisted and guided in clarifying their life/career goals and in developing educational plans for realizing those goals. It is a decision-making process that is ongoing, multi-faceted, and the responsibility of both student and advisor.

Grambling State University's Goals of Academic Advising

- Assist students in developing an educational plan that helps them achieve their life/career goals (e.g., chosen program(s) of study).
- Assist students in monitoring and evaluating their progress toward established goals.
- Assist students in obtaining services from other campus and/or community agencies when necessary.
- Facilitate and coordinate student communication with campus and community stakeholders through effective networking.

Introduction

Grambling State University (GSU) recognizes the important role advising plays in the academic success of students as well as in their growth and development as future leaders. As a result this manual was designed as a resource for the “Advisor”. All full-time faculty at GSU serve as advisors. The university offers Advisement Training for all new faculty and at specified times offers workshops for “seasoned faculty” that focus on issues related to advising. *GSU strives to maintain an advisor/advisee ratio of 1 to 30.* Several strategies can be used to deal with overloads, such as course load reductions (e.g., a maximum of 3 credit hours per year for 30 additional students); faculty assistance from other departments with low enrollments; student-peer advising; departmental/college group advising; and utilizing paraprofessionals for advising.

Characteristics of Advisors

Advisors must possess special traits in support of the advisement process. These traits include listening and communication skills as well as knowledge of academic policies. The following items are desired characteristics of advisors.

- Knowledge of academic policies and procedures
- Committed to serving as an Advisor
- Concerned and caring attitude
- Effective communication skills and active listening skills
- Adherence to high ethical and professional standards
- Demonstrate student-centered behavior

Advisor Roles/Responsibilities

The responsibilities of an advisor are not limited to assisting the student with selection of courses. The advisor must consider the “whole” person and encourage the student to think about “life after Grambling”. The following items are advisor roles and responsibilities.

- Help students define and develop educational and career goals
- Assist students in planning a program consistent with their abilities, interests and resources
- Assist students in monitoring progress toward educational/career goals
- Discuss linkages and relationships between instructional program, career and further educational pursuits, where

- appropriate
- Inform students of the nature of the advisor/student relationship
 - Obtain written administrative approval prior to making course substitutions
 - Refer students to other sources when educational, attitudinal, attendance, financial, employment, or other personal issues require the service of other professionals
 - Schedule and meet with each advisee at least twice in a semester
 - Interpret and provide rationale for academic policies, procedures, and requirements

Advisee Roles/Responsibilities

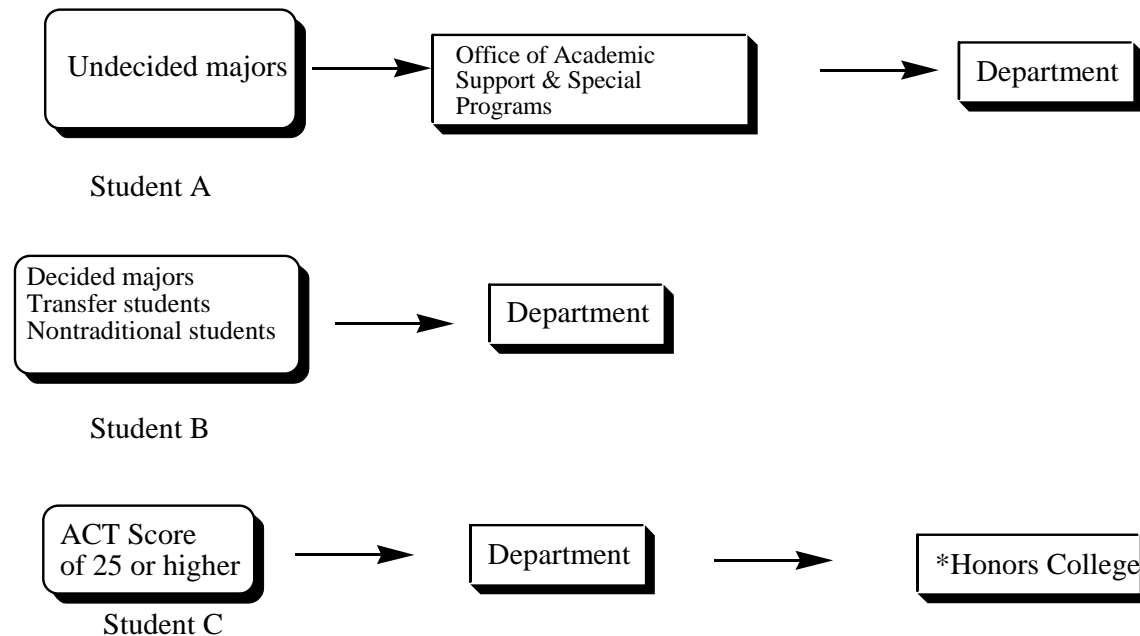
The advisee plays a critical role in the success of the Advisement Process. Advisors should make advisees aware of their responsibilities. Advisors are not required to “hunt” students down or force them to follow recommendations. The following items are advisee responsibilities.

- Meet with advisor at least twice in a semester
- Adhere to academic advising contract
- Demonstrate ownership in the advising process by obtaining knowledge about requirements and policies
- Consult with advisor before taking courses off-site or on-line courses
- Select major before the end of sophomore year
- Complete rising junior exam at the completion of 45 credit hours
- Maintain an updated curriculum sheet on file
- Consult with advisor about deficient grades
- Exhibit responsible behavior by; being an active listener, providing contact data to advisor, keeping scheduled appointments, and by being receptive to professional guidance
- Read & abide by rules and regulations listed in the catalog

Grambling State University’s Academic Advising Model

The Academic Advisement Model that GSU uses is a Split Model. Students who have selected a major are advised by their major department. Students who have not selected a major are advised by the Office of Academic Support and Special Programs. Students with ACT scores of 21 or higher may be co-advised by the major department and the Honors College, since the Honors College is an optional educational experience.

GSU Advising Model



Procedure for Assigning Advisees to Advisors

Each unit uses the following procedure for assigning advisees to advisors. This process is done prior to the arrival of the incoming freshman on campus. The name of the advisor and contact information are provided to the student prior to his/her arrival on campus.

1. Each unit will identify an individual (Coordinator of Advising) who will have the responsibility of assigning incoming students to an advisor. Note: In small departments (50 majors or less) the department head may serve as the Coordinator of Advising.
2. The Admissions Office will provide each Dean with a list of incoming students who have declared a major in their respective area. This list will be distributed at least three weeks prior to the start of each semester. (Updates to the list will be provided as needed).
3. The Coordinator of Advising will assign advisees to advisors. During this process strict attention will be paid to the University's established maximum advisor/advisee ratio. One of the following methods

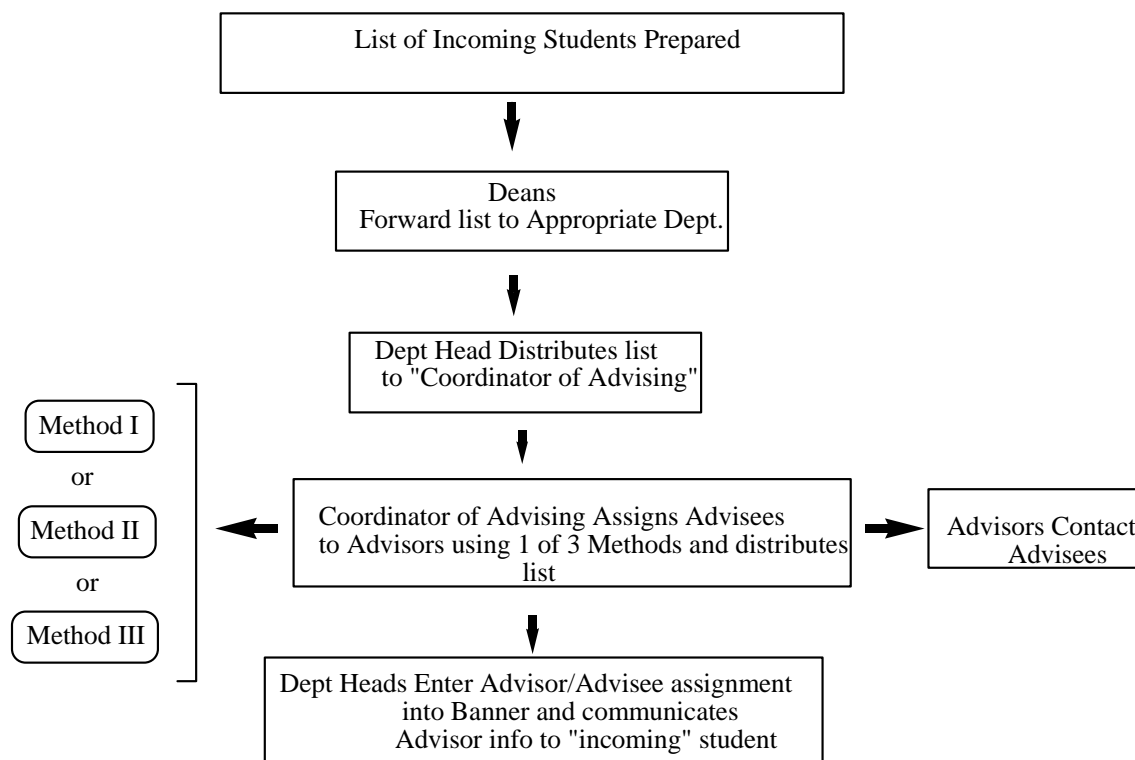
will be used by degree programs.

- Last Names: Each Advisor is assigned Advisees based upon the first letter of the last name of the student. For example, Advisor #1 is assigned advisees who have last names that begin with A-D. Advisor #2 is assigned advisees who have last names that begin with E-H, etc.
 - Rotating: Using the list of incoming freshmen and transfer students that is provided by Admissions, each advisor is assigned an advisee. The first student on the list is assigned to Advisor #1, the next student is assigned to Advisor #2, and the student that follows is assigned to Advisor #3. This process is repeated until all students on the list have been assigned an advisee. (This process is more suited for the smaller departments).
4. Dual Advisors have specific duties that relate to the advisement process. The Honors College advises the Advisee relative to Honor College activities. The academic department advises the student relative to degree program activities/matters.
 5. Students who are dual-advised will be made aware of the function/purpose of each Advisor by both Advisors.
 6. The Coordinator of Advising will generate a list that identifies the Advisor for each Advisee and share this information with the department head.
 7. The department head will enter advisor/advisee information into Banner.
 8. The Coordinator of Advising will give each advisor a list of advisees who have been assigned to him/her.
 9. The Coordinator or Department Head will contact incoming students making them aware of the name of their advisor and the office room number and telephone number for this individual three weeks prior to the start of the semester.
 10. After the fourteenth class day each Advisor will submit a list of the names of the students that were actually advised for that current semester (advisement could

have taken place during early registration) to the Coordinator of Advising.

11. The Coordinator of Advising will compare the list of advisees to students that were actually advised in an effort to determine if some students are not utilizing their advisors during the advisement process. The results of this comparison will be submitted to the Department Head and Dean.
12. In the event that it becomes necessary to assign a new advisor to a student, the Coordinator of Advising will be contacted by the assigned advisor and/or department head. Once a new advisor is assigned, this information will be given to the department head and entered into Banner.

DIAGRAM OF PROCEDURE FOR ASSIGNING ADVISEES TO ADVISORS



Method I - Advisees assigned to advisors according to first letter of last name.

Method II- Advisees assigned to advisors according to "Rotation".

Method III- Advisors assigned to advise certain majors. Advisees distributed among these Advisors according to alphabet of last name.

Note: Maximum Advisor/Advisee ratio established by the university is not exceeded.

Advising of Student Athletes

NCAA & Grambling State University Academic Eligibility

To remain eligible for intercollegiate athletics, student-athletes must meet Grambling State University, Southwestern Athletic Conference and NCAA academic standards. These requirements are listed below.

- After *Two* Semesters – 24 credit hours must be earned. Eighteen of these hours must be earned during the Fall and Spring semesters. The student must have at least a 1.8 cumulative GPA.
- After *Four* Semesters – 40% of the courses required in the degree program must be completed. The student must have at least a 1.9 cumulative GPA.
- After *Six* Semesters – 60% of the courses required in the degree program must be completed. The student must have at least a 2.0 cumulative GPA.
- After *Eight* Semesters – 80% of the courses required in the degree program must be completed. The student must have at least a 2.0 cumulative GPA.
- To be eligible for competition a student-athlete must have earned/passed 6 credit hours during the previous semester.
- The student-athlete must maintain a full-time load each semester.

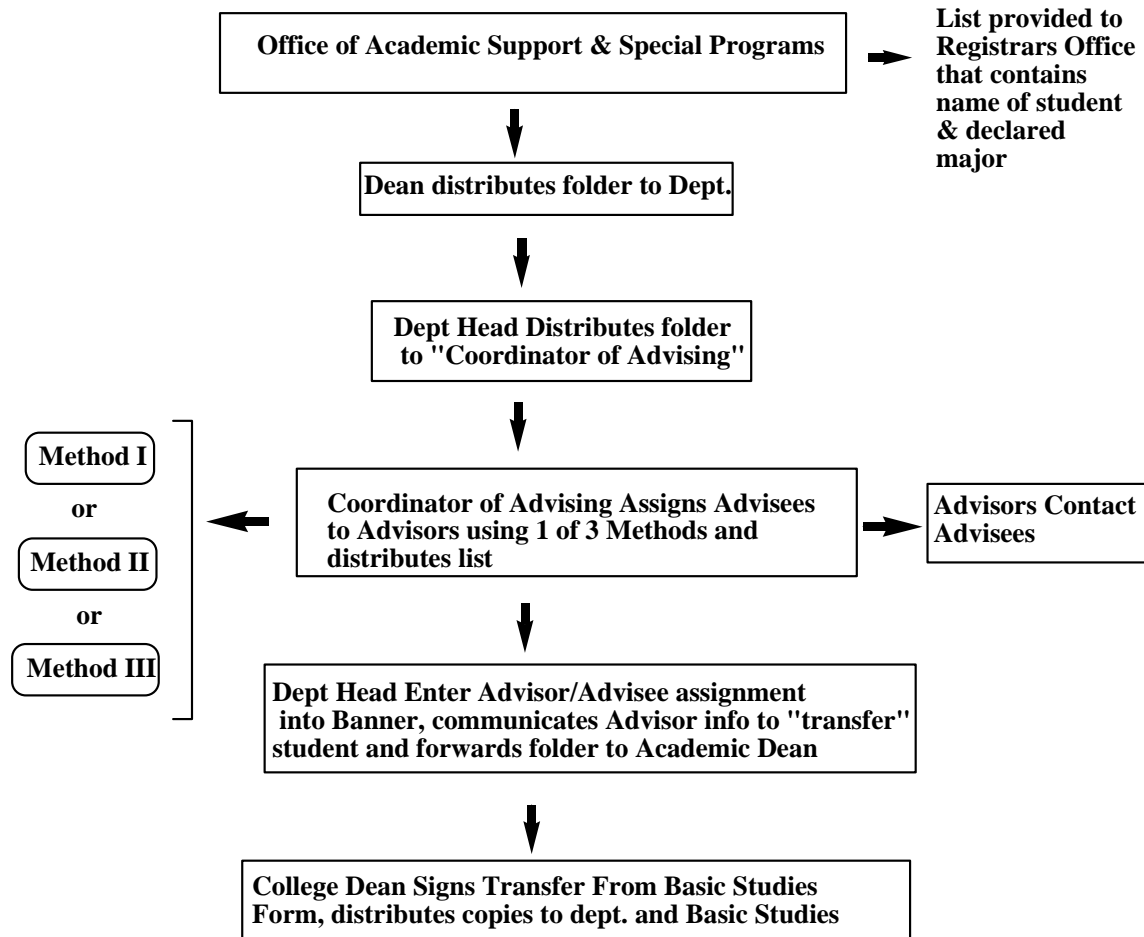
Advising of Student Athletes during First Year

Athletes should be advised to enroll in a minimum of 15 credit hours (excluding the Summer Session) in an effort to ensure that full-time status is maintained. The athlete should provide a copy of the pre-prepared class schedule to the Academic Enhancement Coordinator, who will pay special attention to NCAA/GSU Academic Eligibility Regulations.

Transfer of Students from Office of Academic Support and Special Programs

The Office of Academic Support and Special Programs forwards the folder of a student who has decided upon a major to the major department. The Department Head submits the folder to the “Coordinator of Advising” who in turn assigns an advisor to the advisee. The Department Head enters into Banner the Advisor/Advisee assignment. The Academic Dean signs the transfer form and distributes the copies. The department head and advisor contact the student for initial introductions.

**DIAGRAM OF PROCEDURE FOR TRANSFER OF STUDENTS FROM THE
OFFICE OF ACADEMIC SUPPORT AND SPECIAL PROGRAMS**



- Method I - Advisees assigned to advisors according to first letter of last name.
- Method II- Advisees assigned to advisors according to "Rotation".
- Method III- Advisors assigned to advise certain majors. Advisees distributed among these Advisors according to alphabet of last name.

Note: Maximum Advisor/Advisee ratio established by the university is not exceeded.

Procedure for Changing Advisors

Under rare circumstances it may become necessary for a student or advisor to make a request that a new advisor be assigned. To facilitate this change in advisor the student or the advisor must make this request in writing to the department head. The reason for the change must be clearly stated. Within one week of receiving the written request the

department head will refer the request to the Coordinator of Advising. The Coordinator of Advising will assign a new advisor or deny the request

Change of Major

A student changing his/her major must complete a “Major/Minor Declaration” Form. This form requires the student to obtain the signatures of the Dean and Department Head of their current major as well as the signatures of the Dean and Department Head of the new intended major. Once all signatures have been obtained the completed form must be taken to the Registrar’s Office for processing.

**GRAMBLING STATE UNIVERSITY
MAJOR/MINOR DECLARATION FORM**

Date _____

NOTICE: This slip must be presented to the Office of the Registrar within **48 hours** to be valid.

Name _____ is authorized to
Last First Middle Soc. Sec. No.

Change of Major

Change from: _____
Curriculum/Concentration Academic Dean’s Signature Department Head’s Signature

Change to: _____
Curriculum/Concentration Academic Dean’s Signature Department Head’s Signature

CODE: COLLEGE _____ MAJOR _____

Add 2nd Major

2nd Major: _____
Curriculum/Concentration Academic Dean’s Signature Department Head’s Signature

CODE: COLLEGE _____ MAJOR _____

Add/Change of Minor

Change from: _____
Curriculum/Concentration Academic Dean’s Signature Department Head’s Signature

Change to: _____
Curriculum/Concentration Academic Dean’s Signature Department Head’s Signature

CODE: COLLEGE _____ MINOR _____

Enrollment in Developmental Courses

All entering students with ACT scores/equivalent SAT scores of less than 16 in the subject area must be enrolled by their advisor into the appropriate developmental course. The following criteria must be adhered to.

Course Placement	Criteria Cut-off ACT Scores
Basic English 093	13-15
Basic Reading 095	13-15
Basic Math 097	0-12
Basic Math 098	13-15

Academic Advisement Plan

Each student will have an Academic Advisement Plan which will consist of the following elements:

1. A curriculum Sheet
2. Academic Advisement Contracts

An Academic Plan shall be maintained by the advisor for each advisee. Students shall be given copies of the curriculum sheet and the academic advisement contract each semester.

Curriculum Sheets

Each degree program has a curriculum sheet that outlines the courses that should be taken by academic year. The curriculum sheet also has space available for grades to be entered for each course taken, along with a space for the semester the course was taken. Most curriculum sheets also have an area devoted to course substitutions.

Grades that were earned for courses taken during a semester should be entered onto the curriculum sheet by the advisor or student (verified by the advisor at that time) at the beginning of the next semester. This updated curriculum sheet will allow both the student and advisor to easily see what remains to be taken in an effort to fulfill graduation course requirements. An updated copy of the curriculum sheet will be placed in the student's folder, which is maintained in the department.

SAMPLE CURRICULUM SHEET

Grambling State University
 CHEMISTRY DEPARTMENT
 Bachelor of Science
 PROFESSIONAL (Concentration)
 Designed using the ACS guidelines

Name: _____ Catalog: _____ Advisor: _____

Course Number	Course Name	Hrs.	Prerequisite (P) Co-requisite (C)	Grade	Semester / Yr & Faculty Approval
FRESHMAN YEAR					
CHEM 111	General Chemistry	3			
CHEM 113	General Chemistry Laboratory	1	CHEM 111 (C)		
CHEM 112	General Chemistry	3	CHEM 111 (P)		
CHEM 114	General Chemistry Laboratory	1	CHEM 112 (C)		
ENG 101	Freshman Composition I	3			
ENG 102	Freshman Composition II	3	ENG 101 (P)		
HED 100	First Aid	1			
HIST 202	Recent American History	3			
MATH 153	Calculus I	3			
MATH 154	Calculus II	3	MATH 153 (P)		
BIOL 113/115	Principles of Biology Lecture/Lab	4			
BIOL 114/116	Principles of Biology Lecture/Lab	4	BIOL 113 (P)		
FYE 101	Freshman Seminar	1			
FYE 102	Freshman Seminar	1	FYE 101 (P)		
	TOTAL	34			
SOPHOMORE YEAR					
CHEM 223	Organic Chemistry	3	CHEM 112 (P)		
CHEM 225	Organic Chemistry Laboratory	1	CHEM 223 (C)		
CHEM 224	Organic Chemistry	3	CHEM 223 (P)		
CHEM 226	Organic Chemistry Laboratory	1	CHEM 224 (C)		
CHEM 230	Quantitative Analysis Lecture	3	CHEM 112 (P)		
CHEM 232	Quantitative Analysis Laboratory	2	CHEM 230 (C)		
PE		1			
MATH 201	Calculus III	3	MATH 154 (P)		
PHYS 151	General Physics I	5			
PHYS 152	General Physics II	5	PHYS 151 (P)		
ENG 207	Introduction to Technical Writing	3			
GET 300	Rising Junior Exam	0			
CHEM 236	Practical Inorganic Chemistry	2	CHEM 112 (P)		
	TOTAL	32			

(cont'd on next page)

Course Number	Course Name	Hrs.	Prerequisites (P) Co-requisite (C)	Grade	Semester / Yr & Faculty Approval
JUNIOR YEAR					
CHEM 341	Physical Chemistry	3	CHEM 230/232 MATH 154 (P)		
CHEM 343	Physical Chemistry Laboratory	1	CHEM 341 (C)		
CHEM 342	Physical Chemistry	3	CHEM 341 (P)		
CHEM 344	Physical Chemistry Laboratory	1	CHEM 342 (C)		
MATH 403	Differential Equations	3	MATH 154 (P)		
Foreign Language		6			
ENG 200	World Literature	3			
ENG 213	Advanced Composition	3	ENG 102 (P)		
CS 108	Programming in Fortran	3			
ST 212	Fundamentals of Public Speaking	3			
CHEM 451	Seminar	1			
PS 201	American National Government	3			
	TOTAL	33			
SENIOR YEAR					
CHEM 430	Instrumental Analysis Lecture	2	CHEM 342 (P)		
CHEM 432	Instrumental Analysis Laboratory	2	CHEM 224/230 (P)		
CHEM 434	Inorganic Chemistry	3			
CHEM 450	Independent Study/Research	3	Faculty Approval		
ART Elective ART 210 or MUS 219	Introduction to the Fine & Performing Arts or Music Appreciation	3			
CHEM Elective		3			
ECON 201	Principles of Economics	3	MATH 131 or higher		
PSY 200	General Psychology	3			
PHYS 323	Advanced Lab	2			
	TOTAL	24			
	GRAND TOTAL	124			

*Pre-Calculus is not a required course. The student may go directly to MATH 153 if coming from a strong math background.

Recommended Chemistry Electives: CHEM 461, CHEM 470.

Approved Substitutions

Dean _____ Course _____ for _____ Course _____ Cred. Hr _____ Grade _____

____ for _____
 _____ for _____
 _____ for _____

Academic Advising Contracts

The Academic Advising Contract is a critical document. The student and the advisor will complete a contract prior to the beginning of the student registering for a given semester. This contract can serve as a legal document verifying what has been agreed upon between the advisee and the advisor. A dated original copy that contains the signature of the advisor and advisee must be kept in the student’s folder that is housed in the department. The contract contains contact information about the student, his/her course schedule for the semester and a notes section. The notes section of this document allows comments to be written by the advisor that are related to the advisement process. For example, a notation should be made in this section indicating a student refuses to take a course after being advised to do so. Once the contract is signed and dated by both the advisee and the advisor the student should receive a copy of the contract, along with an alternate pin number, which will allow the student to enter classes into Banner Web.

GSU ACADEMIC ADVISING CONTRACT

	<input style="width: 100%; height: 20px;" type="text"/> SEMESTER	<input style="width: 100%; height: 20px;" type="text"/> YEAR	
<i>Name:</i>	<input style="width: 100%; height: 20px;" type="text"/>	<i>ID #:</i>	<input style="width: 100%; height: 20px;" type="text"/>
<i>Local Address:</i>	<input style="width: 100%; height: 40px;" type="text"/>	<i>Permanent Address:</i>	<input style="width: 100%; height: 40px;" type="text"/>
<i>Telephone #:</i>	<input style="width: 100%; height: 20px;" type="text"/>	<i>Telephone #:</i>	<input style="width: 100%; height: 20px;" type="text"/>
<i>Classification:</i>	<input style="width: 100%; height: 20px;" type="text"/>	<i>Major:</i>	<input style="width: 100%; height: 20px;" type="text"/>

The student and the advisor should maintain a copy of this contract.

CRN (Optional)	SUBJECT COURSE	COURSE TITLE	CREDIT HOURS

Total Credit Hours:	<input type="text"/>
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Advisor Notes:

Student Signature	Date	Faculty Advisor Signature	Date
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Amendments to Contract: Any amendments to this contract must be signed by the student & the advisor.

I, _____, shall inform my advisor on any change to my course schedule within 24 hours of the change.

Record Sheet

The Record Sheet will be used to record the date and time, and subject of all meetings between the advisor and the student. The advisor must indicate on the Record Sheet any action that the student has been advised to undertake.

Advisor/Advisee Record Sheet

Advisee Name	Date	Time	Subject/Action	Advisee Signature
John Smith	6/29/05	3-4 p.m.	Career options/Apply for internship with IBM	
Jane Doe	6/29/05	4-4:30 p.m.	Course enrollment	
Henry Tate	6/29/05	4:30-5 p.m.	Course enrollment	

Alternate PIN

An Alternate PIN number is generated each semester for all students. This number changes each semester. It is given to the student after he/she has been advised and the academic advising contract has been completed. The advisor can access this PIN number by using Banner Web and entering the Faculty & Advisors menu. The alternate pin allows the student to enter his/her classes directly into Banner web from his/her student account. The student may also make adjustments to his/her schedule.

If an advisor chooses to allow the student to enter his or her own classes, the advisor must have met with the student, discussed/agreed upon course selections, and signed the academic contract. The Alternate PIN should not be given to a student who has not been advised by his/her designated advisor.

Course Substitutions

The advisor makes *recommendations* for course substitutions to the department head. Recommendations should be made as soon as possible. They must be made prior to a student taking a course. Substitutions are appropriate when the courses have *similar content* (80% or more of the content is the same). If the department head agrees with a recommendation, the recommendation is submitted to the Dean for his/her approval. Recommendations for course substitutions should be approved prior to registration and should not be entered on the curriculum sheet until the Dean has approved the request.

Banner Web

Prior to using Banner Web, an advisor must have an account. A Banner Web account request form can be obtained from Grambling's web page. Once the Information Technology Center receives the request, the advisor will be assigned a user ID and a PIN number.

From the Faculty & Advisors menu, the advisor can access Banner Web from Grambling's web page (www.gram.edu). Once on Banner Web, the advisor is allowed to do registration add/drops, view/print a student's transcript, view a student's grades and access the course catalog.

BANNER FACULTY & ADVISOR MENU

Faculty & Advisors Menu

Page 1 of 1

Grambling State University

Faculty & Advisors Menu

Term Selection
CRN Selection
Class Roster with Paid Indicator
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Mid Term Grades
Final Grades
Registration Overrides
Registration Add/Drop
Electronic Gradebook by Component
Student Menu
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours

RELEASE: 6.0

http://irc-tech-lab.gram.edu:7782/pls/gram/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu

3/4/2004

Registration Holds

A student's record may have several holds that may impede the registration process. When attempting to enter classes into Banner, the system will indicate that there is a "hold". Banner can be used to give the details of the hold.

- Students with immunization holds should be directed to the Foster Johnson Health Center, ext. 4251.
- Students with Delinquent Account Holds should be directed to Accounting.
- Students with an Academic Hold should be directed to the Dean of the College/School of that student's major program.

- Students with a Judicial Hold should be directed to the Director of Judicial Affairs at ext. 3169.

Satisfactory Academic Progress/Financial Aid

Students are required to pass a specified number of hours with a minimum required grade point average during an academic year for continued eligibility for Federal Financial Aid. The academic year is composed of the Fall and Spring semesters and, excluding holidays and scheduled breaks, is approximately thirty weeks in duration. Full time students classified as freshman (6-29 hours attempted) must earn at least 18 hours for the year and earn a minimum semester GPA of 1.50. Full-time students classified as sophomore (30-59 semester hours attempted) must earn at least 18 hours for the academic year and earn a minimum semester GPA of 1.75. A student classified as a junior (60 -89 semester hours attempted) must earn at least twenty-four hours in an academic year with a semester GPA of 2.00. Seniors (90 hours attempted and above) must earn twenty-four hours in an academic year with a minimum semester GPA of 2.0.

Incomplete (I) grades are counted as failing (F) grades until the course has been completed. Repeated courses are included in the cumulative hours pursued and all grades earned in courses taken are used in the calculation of the cumulative grade point average.

Students receiving financial aid and whose attempted number of hours are 150% or greater than the total number of hours required for the major will be notified by the Office of Financial Aid. The department head in the student's major area must complete a Satisfactory Academic Progress Form for those students.

For requirements for part-time students see the following chart.



Office of Financial Aid

Satisfactory Academic Progress:

(This policy also refers to transfer and former GSU students)

Satisfactory Academic Progress is defined as passing a required number of hours and achieving a required Grade Point Average (GPA) during any semester or academic year. The academic year is defined as a Fall and subsequent Spring semester. The Summer semester may be used to earn credits in an attempt to re-establish lost eligibility.

The Minimum Progress Standards Chart below outlines basic progress requirements.

Example: Full time students with 6-29 semester hours attempted (meaning dropped, earned or failed) must earn at least 9 hours per semester, or 18 hours for the year, and achieve a 1.50 minimum semester Grade Point Average.

Minimum Progress Standards

Semester Hours of Enrollment at Registration	Minimum Semester Hours Earned	Academic Year Hours Earned	Minimum GPA
Students with 6-29 semester hours attempted (Freshman):			
• Full-time Student (12 or more hours)	9	18	1.50
• Half-time Student (6-11 hours)	6	12	1.50
• Less than half-time Student	3	6	1.50
Students with 30-59 semester hours attempted (Sophomore):			
• Full-time Student (12 or more hours)	9	18	1.75
• Half-time Student (6-11 hours)	6	12	1.75
• Less than half-time Student	3	6	1.75
Students with 60-89 semester hours attempted (Junior):			
• Full-time Student (12 or more hours)	12	24	2.00
• Half-time Student (6-11 hours)	6	12	2.00
• Less than half-time Student	3	6	2.00
Students with 90 and above semester hours attempted (Senior):			
• Full-time Student (12 or more hours)	12	24	2.00
• Half-time Student (6-11 hours)	6	12	2.00
• Less than half-time Student	3	6	2.00
GRADUATE STUDENTS:			
• Full-time Student (12 or more hours)	9	15	3.00
• Half-time Student (6-11 hours)	6	12	3.00
• Less than half-time Student	3	6	3.00

Federal Student Aid will provide for a maximum of:

Associate Degree (2 years)	Based on 150% of 68 hours	102 Semester hours attempted
Four Year Degree (Bachelor's)	Based on 150% of 125 hours	188 Semester hours attempted
Master's Program	Based on 150% of 36 hours	54 Semester hours attempted

Links

About Financial Aid

Letter from the Director

Eligibility

Steps to Apply

Counseling

Fees & Tuition

Frequently Asked Questions

Information for Parents

Transfer Students

Satisfactory Academic Progress

Satisfactory Academic Progress Appeals

Student Loan Information

Grant Information

Scholarship Information

Student Joyment

Online Forms

<http://www.gram.edu/Departments/Financial%20Aid/sap.htm>

3/19/2004

Admission Requirements for Professional Programs (School of Social Work, School of Nursing, and College of Education)

School of Social Work

Freshmen majoring in Social Work whose composite score is 16 or higher, sophomores, juniors and seniors are advised by the program's faculty. To socialize freshmen into the social work culture, the School of Social Work reaches out to these students through the Social Work Student Organization, the annual orientation, and through other sponsored functions.

There are 43 hours in the professional foundation, which begins when a student has earned 64 credit hours. Courses in the professional foundation are sequenced and span four semesters. These courses can not be taken out of sequence. If a student does not enter the professional foundation after completing 64 hours, that student will be out of sequence and will not be allowed to enter the professional foundation until the following year. This will result in the student remaining at the university an additional year. All students who have declared Social Work as a major must have a social work faculty as their advisor upon completion of the fourth semester or 64 credit hours.

For admission into Social Work a student must have a GPA of at least a 2.3 and should have completed the courses that are outlined in the curriculum for the freshman and sophomore years. Once admitted, a student cannot enter the practicum in field education with a GPA below a 2.0.

School of Nursing

General Information

- Applicants seeking admission to the pre-nursing component must meet the same requirements as all students admitted to Grambling State University.
- Students who have been unsuccessful (i.e. received grades of D, or F) in a pre-requisite science lecture or laboratory course two times will not be eligible for admission to the professional nursing component.

Course Substitutions

- Nursing 201- No substitutions will be allowed for this required pre-nursing course.
- Students must have credit in all required laboratory courses.

Louisiana State Board of Nursing requires any student who answers yes to any of the following questions to submit information required by the Board directly to LSBN by the student for review and action sixty (60) days prior to anticipated enrollment in a clinical nursing course.

The following questions must be answered honestly and truthfully:

- Have you had, or do you now have pending, any disciplinary actions against you by a licensing or certifying board in any state?
- Have you ever been arrested, charged with, convicted of, pled guilty or no contest to, or adjudged a juvenile delinquent, for any criminal offense in any state? (Even though an arrest, conviction or pleas has been pardoned, expunged, dismissed, or your civil rights have been restored, you must answer “yes”. You may answer “no” if the juvenile offense has been expunged.)
- Within the last five (5) years, have you habitually used or been diagnosed as addicted to drugs or alcohol?
- Do you have any physical or mental impairment which may affect your ability to practice safely as a registered nurse?

Application to the Professional Component

1. Admission requirements and materials include:

- Eligible for or current enrollment at Grambling State University
- A notarized admissions application postmarked by April 1st for Fall admission or October 1st for Spring admission
- Official transcripts from all colleges and universities attended received in School of Nursing Office by April 1st for Fall Admission or October 1st for Spring

- Completion of all pre-nursing courses with a grade of “C” or above (The last grade earned will be the grade utilized)
 - A 2.75 minimum adjusted grade point average in required courses (48 hours) in the pre-nursing component of the nursing curriculum (The last grade earned will be the grade utilized)
 - A 2.75 for minimum adjusted grade point average is required science courses and mathematics course (23 hours) in the pre-nursing component of the nursing curriculum (The last grade earned will be the grade utilized)
 - Two failures (D or F) in any required science course will disqualify a student from admission
2. An admission application will not be reviewed if it is incomplete or received after the application deadline or if all required information is not received by deadline dates.
 3. Applicants will be notified of their admission status after all requested credentials and materials have been received and reviewed by School of Nursing Admissions and Academic Standards Committee. Student enrollment may be limited in proportion to faculty load and/or clinical facilities available.
 4. A student who has been denied admission to the professional program for any reason must RE-APPLY EACH SEMESTER to be reconsidered for enrollment.
 5. Applicant Ranking: All Applicants are reminded that completion of pre-nursing course requirements does not automatically assure admission to the professional nursing component. When the number of qualified applicants exceeds the number of openings in the professional component, a point system will be utilized to select students for admission.

The current curricula, educational plans, offerings, and requirements may be altered from time to time to carry out the purposes and objectives of the university. The provisions of the university catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the University, The University reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the University. The University further reserves the right (1) to involve students in experimentation designed to improve the curriculum and (2) to require a student to withdraw from the University for cause at any time.

College of Education

All students declaring Education as their major enter the College of Education via the CARE Center. Each student receives a PASS-PORT Account Number that is provided by the Assessment Coordinator for the College of Education. Elementary/Early Childhood Majors and Special Education Majors are assigned an Advisor by the Head of Teacher Education. Secondary Education Majors are dual advised by an Advisor in the content area and an appropriate representative in the College of Education. Kinesiology (Pedagogy)/Recreation majors are advised by the Department of Kinesiology, Sport and Leisure Studies.

Admission requirements to the College of Education are outlined below:

1. A completed Application for Admission, evidence of a 2.0 GPA and ACT/SAT scores are to be submitted to the NCATE/Certification Supervisor by the Advisor.
2. Upon request of the information specified in item 1, along with evidence of the completion of Core courses, the student's application portfolio will be evaluated for admission to the College of Education.
3. Transfer Students
 - 3.1 Students must complete appropriate application form that has been secured in the Office of Admissions.
 - 3.2 Students must have a 2.0 GPA on all grades earned.
 - 3.3 Students must bring a copy of their transcripts from previous institutions attended.
 - 3.4 Students transferring in with 30 hours or more will not be required to take FYE 101/102 - Freshman Seminar.

Transfer Credits

Transfer credits earned at another university can be accepted by GSU if that institution is regionally accredited. A grade of "D" is accepted for credit at GSU but may not necessarily be counted toward the degree requirement, depending on the program's guidelines. Students transferring in with 30 hours or more are not required to take FYE 101 and 102 - Freshman Seminar I and II.

The *Louisiana Board of Regents* has an Articulation System that facilitates transfer of credit among Louisiana universities. To access this Articulation Agreement and to determine which course at another Louisiana University is equivalent to a GSU course please log onto <http://appl008.lsu.edu/bor/articulation.nsf/homepage>. Once you log onto this site click on Transfer Equivalencies. Then click Matrix Category Search. Next select the home institution (Grambling State University), followed by transfer institution and matrix category. Then click process.

Correspondence Courses

Some students opt to take courses via Correspondence programs. These students should be reminded that the University that offers these programs must be regionally accredited for transfer of these credits to Grambling State University. If the "term" for the Correspondence Course is during one of GSU's semesters, this course will be counted as a part of the student's total course load. Course loads of 19-21 must be approved by the Department Head and Dean of the major.

Advanced Placement Program Credit

Grambling State University does not offer Advance Placement Exams but does accept passing scores. Beginning students may be awarded college credit in some subjects as a result of the scores earned on Advance Placement Exams. Annually during the month of May, Advanced Placement Examinations are provided to students (not provided by GSU) who are enrolled in Advanced Placement Programs. See the table below for a summary of the exams, the credit awarded by GSU, and the minimum required examination scores.

AP Examination	Minimum Score	Credit Hours	GSU Courses
Art History	3	6	Art 215, 216
Biology	3	4	Biol 103, 105 or Biol 113, 115
Calculus AB	3	3	Math 131 or 147
Calculus BC	3	6	Math 153, 154
Chemistry	3	6	Chem 105, 111
Computer Science A	3	3	CS 107
Computer Science AB	3	6	CS 110, 120
Economics Macro	3	3	Econ 201
Economics Micro	3	3	Econ 202
English Language and Composition	3	6	Eng 101, 102
English Literature and Composition	3	6	Eng 200,213
Environmental Science	3	4	Chem 101 or Biol 113,115 or Biol 103,105
European History	3	6	Hist 101,102
French Language	3	3	French 101
	4	6	French 101,102
	5	9	French 101,102,201
French Literature	N/A		
German Language	N/A		
Government & Politics: Comparative	N/A		
Government & Politics: United States	N/A		
Latin: Vergil	N/A		
Latin: Literature	N/A		
Music Theory	N/A		
Physics B	3	8	Phys 109,110,111,112
Physics C: Mechanics	3	5	Phys 151,151P,151L
Physics C: Electricity and Magnetism	3	5	Phys 152,152P,152L
Psychology	3	3	Psy 200
Spanish Language	3	3	Spanish 101
	4	6	Spanish 101,102
	5	9	Spanish 101,102,201
Spanish Literature	N/A		
Statistics	3	3	Stat 273
Studio Art Drawing	3	6	Art 101,102
U.S. History	3	6	Hist 201,202

College Level Examination Program (CLEP) Credit

A student at GSU may gain credit in a number of subjects with an appropriate score on a subject exam that is administered in the CLEP program. The exams are given on the campus of LA Tech in the Testing Center. Applications can be obtained in the Louisiana Tech Counseling Center. See the table below for a list of the CLEP subject Exams along with GSU's equivalent Course and passing score.

		Paper & Pencil Testing		Computer Based Testing	
CLEP Examinations	Grambling's Equivalent Course	Passing Score	Semester Hrs	Passing Score	Semester Hrs
Business					
Accounting, Prin of	ACCT 201/202 - Prin of Acct I & II	45	6	50	6
Business Law, Introductory	GB 301 - Business Law	51	3	50	3
Information Systems and Comp Applications	CIS 115 - Intro to Computer Software Appl	52	3	50	3
Management, Prin of	MAN 301 - Prin & Policies Management	46	3	50	3
Marketing, Principles of	MKT 301 - Prin of Marketing	50	3	50	3
Composition and Literature					
American Literature	ENG 203 and 204 - Intro to American Literature I & II	46	6	50	6
Analyzing & Interpreting Literature	NOT AVAILABLE				
English Composition, (with or without essay)	ENG 213 - Advanced Composition	420-500	3	50	3
English Literature	ENG 205 and 206 - Introduction to English Literature I & II	46	6	50	6
Freshman College Composition	ENG 101/102 - Freshman Comp I and II	44	6	50	6
Humanities	Hum 200, 201, 202, 301 or Hist 201	420-500	6	50	6
Foreign Languages					
French Lang, Level 1	FR 101/102 - Elementary French	42	6	50	6
French Lang, Level 2	FR 101/102/201/202 - Elementary/ Intermediate French	45	12	62	12
German Lang, Level 1	NOT AVAILABLE				
German Lang, Level 2	NOT AVAILABLE				
Spanish Lang, Level 1	SPAN 101/102- Elementary Spanish	45	6	50	6
Spanish Lang, Level 2	SPAN101/102/201/202 - Elementary/ Intermediate Spanish	50	12	66	12

History and Social Sciences					
American Government	PS 201 - American National Government	47	3	50	3
Educational Psy, Introduction to	ED 300 - Educational Psychology	47	3	50	3
History of the U.S. I: Early Colonizations to 1877	HIST 201 - American National Multicultural History to 1877	47	3	50	3
History of the U.S. II: 1865 to Present	HIST 202 - Recent American History	46	3	50	3
Human Growth & Development	ED 200 - Human Growth and Development	45	3	50	3
Macroeconomics, Principles of	ECON 201 - Macro Economics	44	3	50	3
Microeconomics, Principles of	ECON 202 - Micro Economics	41	3	50	3
Psychology, Introductory	PSY 200 - General Psychology	47	3	50	3
Social Sciences & Hist	Social Science Electives	420-500	6	50	6
Sociology, Introductory	SOC 201 - Introduction to Sociology	47	3	50	3
Western Civilization I: Ancient Near East to 1648	HIST 101- History of Western Civilization I	46	3	50	3
Western Civilization II: 1648 to the Present	HIST 102 -History of Civilization II	47	3	50	3
Science and Mathematics					
Biology	BIOL 103, 104 - General Biology Lecture	46	6	50	6
Calculus	MATH 153 - Calculus I	41	3	50	3
Chemistry	CHEM 111/112 General Chemistry	47	6	50	6
College Algebra	MATH 131 - College Algebra	46	3	50	3
College Algebra-Trig	NOT AVAILABLE				
College Mathematics	NOT AVAILABLE				
Natural Sciences	NOT AVAILABLE				
Trigonometry	MATH 148 - Pre Calculus II	50	3	50	3

Revised 10/14/04

Credit For Military Service

Veterans with a minimum of one year of military service can receive credit for six semester hours of health and physical education. The veteran must submit official copies of service records to the Registrar's Office during the first semester of attendance.

Auditing Courses

A student may audit a class for personal enrichment. No college credit is earned for audited courses and the same fee that is charged for taking the course for credit is assessed. A student may not take more than the maximum allowable hours in a semester. The maximum allowable hours includes the audited hours.

A student may not audit more than 4 credit hours (only one course) in any semester. A course audited cannot be used to fulfill graduation requirements. A student may, however, take a course for credit that was previously audited at a later date.

The procedure for registering for an “audited” course is as follows.

- Student must meet admission requirements.
- Student must receive written approval from the department in which the course is offered.
- Student must take “approval document” to the Registrar’s Office.
- Student must pay the audit fee along with fees for courses taken for credit.

Inter-Institutional Cooperative Program (ICP)

Grambling State University and Louisiana Tech University operate a cooperative program that is designed to facilitate free exchange of students between the two universities. Both GSU and LA Tech University have courses that cannot be taken via ICP. The Registrar’s office has a list of these courses. Listed below is the procedure that a student who wants to take a course via ICP must complete.

- An application for courses to be taken via ICP must be obtained from GSU’s Registrar’s Office.
- The Department Head and Dean of the Student’s major must approve the courses selected and sign the ICP application.
- The signed application should be returned to the Registrar’s Office.
- An ICP student will be charged tuition based on a full-time load (regardless of the actual course load).
- GSU students planning to graduate in the Spring or Summer Sessions should not enroll in courses via ICP that are needed to fulfill graduation requirements. The end of the semester for GSU and the end of the quarter for LaTech do not coincide.

Undergraduate Taking Graduate Credit Course

Candidates for graduation who have at least a “B” average may register for a graduate course if the criteria listed below are met.

- Student requires no more than nine semester hours during the Spring or Fall (six semester hours during the summer) Semester to complete graduation requirements for the baccalaureate degree.
- The total load (including graduate course) of the student does not exceed 15 semester hours during the Spring or Fall (ten semester hours for a summer session).
- Must obtain approval from the student’s department head, the college dean, the Dean of the Graduate School, and the head of the department offering the graduate course.

Academic Probation

A student is placed on academic probation when his/her cumulative average is at least ten quality points below a 2.0 average. Assuming that each semester after being placed on probation that the grades earned are at least 2.0, the student will remain on probation until a cumulative grade point average of 2.0 is achieved.

The following course load restrictions are placed on a student who is on probation.

- Student having a cumulative GPA of 1.5 or higher is limited to taking at most 15 semester hours during the Fall or Spring semester.
- Student having a cumulative GPA below 1.5 is limited to taking 12 semester hours during the Fall or Spring semester.
- Student having a cumulative GPA above 1.5 is limited to 8 or 9 semester hours during the summer session.
- Student having a cumulative GPA below 1.5 is limited to 6 semester hours during the summer session.

Academic Suspension

A student on academic probation is suspended from GSU at the end of any semester (including summer session) in which a grade point average of at least a 2.0 is not obtained. A first-time freshman who was admitted in good standing will not be suspended prior to the completion of two semesters of study.

Students who have been suspended may attend summer school without appeal. If the cumulative GPA is raised to at least a 2.0 the suspension is removed. If the cumulative GPA is not raised to at least a 2.0 the suspension remains in effect for the fall semester.

A student has the right to appeal a suspension when extenuating circumstances impacted the academic performance. Appeals must be made in writing to the academic dean of the student's major. Supporting documentation must be included with the written appeal.

Second or Subsequent Suspension

Students who have been suspended from the University a subsequent time at the end of the spring semester may attend summer school without appeal. Student must make an appeal for admission to any other semester. While on suspension the student must remain out of GSU or any other University within the University of Louisiana system for one calendar year.

Academic Renewal

Undergraduate students who have not been enrolled in any university for at least three calendar years prior to enrolling at GSU at the time of application for admission may file for academic renewal in the Registrar's Office. If Academic Renewal is granted no courses taken prior to enrolling at GSU may be used for graduation purposes or used to calculate the grade point average. These courses will however remain on the transcript.

Note: Academic renewal can only be granted once!

Rising Junior Examination

The Academic Profile is used as the "Rising Junior Examination". The test focuses on the academic skills developed through the general education courses. It does this by testing college-level reading, college-level writing, critical thinking, and mathematics within the context of the humanities, social sciences, and natural sciences.

Sophomores who have earned at least 45 semester hours of credit including the general education requirements should enroll in GET 300. A student must pass the exam as one requirement for graduation.

The Rising Junior Examination is administered once each semester (including summer). The official date is posted by the Registrar's Office published on the academic calendar website. Advisors and students can access the BANNER course schedule to obtain the specific time and place for the test administration.

Results of the examination are provided to academic deans, who in turn, will provide copies to departments. The departments will notify students of their results. If a student fails any skill dimension (s), departments must seek intervention for the student. After intervention, the student must retake the dimension (s) that he or she failed.

Graduation Requirements

A student eligible for graduation must meet the following requirements.

- File an application in the Dean's Office at the time of registration during the last semester in which the candidate is expected to complete degree requirements.
- Complete one of the undergraduate curricula.
- Have at least a 2.0 adjusted grade point average (Some degree programs require a higher adjusted GPA).
- Earn a passing score on the Rising Junior Exam.
- Earn the last thirty semester hours in residence (Exceptions to this regulation may be made at the Dean's discretion).
- Clear all financial obligations.
- Be present for commencement exercises (The academic dean can approve an absence).

APPLICATION FOR UNDERGRADUATE DEGREE

GRAMBLING STATE UNIVERSITY
GRAMBLING, LOUISIANA

APPLICATION FOR UNDERGRADUATE DEGREE

_____ Date

PLEASE PRINT OR TYPE NAME IN FULL. YOUR DIPLOMA WILL BE ORDERED AS YOUR NAME IS SPELLED ON THIS FORM. IF YOU HAVE AN UNUSUAL NAME TO PRONOUNCE, PLEASE SUBMIT A PRONUNCIATION GUIDE TO THE DEAN OF YOUR COLLEGE TO INSURE THAT YOUR NAME IS PRONOUNCED CORRECTLY AT COMMENCEMENT.

First	Middle	Last
Major: _____ Concentration: _____		
Minor: _____		

This application applies to this semester only. If you do not graduate, you **must reapply**.

I expect to complete the requirements for the degree of (Check one)

- Certificate
 A.A.
 A.S.
 B.A.
 B.S.
 B.S.N.
 B.P.A.

In the College/School of Business
 Education
 Liberal Arts
 Science & Technology
 Nursing
 Social Work
 at the end of the (Check one)
 Fall
 Spring
 Summer
 20__

Students who are currently enrolled in another college or university, please fill in the following:

College or University: _____

(A COMPLETE OFFICIAL TRANSCRIPT MUST BE IN THE REGISTRAR'S OFFICE AT THE SAME TIME GRADES ARE DUE.)

Date course will be completed _____

Courses for which registered: (Do not list courses for which registered at GSU)

Course No.	Description	Sem. Hrs. Credit
_____	_____	_____
_____	_____	_____

I certify that the degree, major, concentration, and minor shown above are listed as they appear in the _____ Grambling State University catalog, _____ Year under which the student is eligible to receive a degree. _____ hours are required for the degree.

Signature of Department Head _____ Date _____

Signature of Academic Dean _____ Date _____

Signature of Vice President for Academic Affairs _____ Date _____

I accept the responsibility for understanding and meeting all requirements for my degree.

Signature of Candidate

Social Security Number

LOCAL ADDRESS OF CANDIDATE:

Number and Street

City _____ State _____ Zip Code _____

HOME ADDRESS OF CANDIDATE:

Number and Street

City _____ State _____ Zip Code _____

Local Phone Number _____ Home Phone Number _____

WHITE - REGISTRAR'S OFFICE YELLOW - DEAN PINK - DEPARTMENT HEAD GOLD - STUDENT

GRADUATION CERTIFICATION FORM

**GRAMBLING STATE UNIVERSITY
GRAMBLING, LOUISIANA**

CERTIFICATION FOR GRADUATION

I hereby certify that _____
Name

Social Security Number _____, has completed all
requirements as outlined in the _____ GSU catalog for a
Year _____ Degree in

the College/School of _____
and is eligible for graduation _____
Graduation Date

MAJOR: _____

CONCENTRATION: _____

MINOR: _____

Signature of Department Head

Date

Signature of Dean

Date

Signature of Vice President/Academic Affairs

Date

WHITE - REGISTRAR'S OFFICE

YELLOW - DEAN

PINK - DEPARTMENT

Double Majors

Students declaring a double major must be advised by both “major” departments. An Advisor will be assigned by both areas and each area will maintain an academic folder for the student.

Requirements for a second undergraduate degree

A student earning a second bachelor degree must earn at least an additional thirty semester hours beyond the first degree and must satisfy all requirements for the second degree.

Minors

Students declaring minors must be advised by the area in which the minor is housed and must complete the Major/minor Declaration Form. The minor will appear on the transcript upon graduation if the minor has been indicated on the graduation application and proper documentation is attached. The department head of the area in which the minor is housed must write a memo indicating that the student has completed or is completing the requirements for a minor. The courses completed toward the minor must be listed in this memo. A copy of this memo must be attached to the graduation application as well as the graduation certification form.

Associate Degrees

A student may not receive an associate degree in a major after receiving a higher degree in that area. Students pursuing associate degrees cannot earn a minor.

Support Services

- *Student Intervention & Resource Center*- This unit offers counseling services to students and faculty. This unit also coordinates ADA services for students. The Coordinator of this service can be reached at 274-3762. The Student Intervention & Resource Center is located in the West-wing of the Foster-Johnson Health Center. (274-3338 or 274-3277)
- *Foster Johnson Health Center*- This unit offers medical services to students. It is located on the south side of campus between the University Police building and the Intramural Center. (274-2351)

- *Office of Retention*-This unit offers services that are designed to increase academic performance and ultimately retention. The Office of Retention is located in Grambling Hall, room 218. (274-6390 or 274-6225)

Academic Advising Evaluation

The academic advising evaluation form is one way of assessing advising. Advisees will evaluate their advisors towards the end of the fall semester. The results will be distributed to the Deans, who will in turn, distribute them to the advisors, via the department heads. An Academic Advising Annual Evaluation Form is included below.