

GRAMBLING STATE UNIVERSITY
UNDERGRADUATE
ACADEMIC ADVISING MANUAL



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ACADEMIC ADVISING PHILOSOPHY AND GOALS

Grambling State University (GSU) recognizes the important role advising plays in students' academic success and their growth and development as future leaders. As a result, this manual is designed as a resource to help facilitate the advising process.

Academic advising is a developmental process in which students are not just guided but also valued and integral to the process. It is a decision-making process that is ongoing, multi-faceted, and the responsibility of both student and advisor. Academic advising is more than simply selecting courses. It allows the academic advisor and advisee the opportunity to review academic programs, services, resources, and policies of the institution, leading to a successful path to completing degree requirements. The goals of academic advising are to:

- 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.

ADVISOR ROLES AND RESPONSIBILITIES

All full-time faculty at GSU serve as advisors. The University offers Advisement Training for faculty that focuses on updates and changes related to advising. Academic advisors play a critical role in the successful matriculation of students at the University. When students are properly advised, they can achieve greater retention and graduation rates through their commitment, listening and communication skills, and knowledge of academic policies.

Advisors must possess special traits to support the advisement process. These traits include:

- Knowledge of academic policies and procedures
- Commitment to serving as an advisor
- Concerned and caring attitude
- Effective communication skills and active listening skills
- Adherence to high ethical and professional standards
- A student-centered approach

The primary responsibility of an advisor is to provide a friendly, knowledgeable, and thoughtful experience for students during the selection of courses to meet short and long-term goals. As an extension of the teaching role, academic advisors must consider the

“whole” person by informing students of various support programs and services to help them navigate the collegial process. Hence, academic advisors should fulfill the following roles/responsibilities:

- follow the department's university-approved curriculum during the advisement process;
- help define and develop short and long-term educational and career goals;
- encourage students to monitor progress toward degree completion using Degree Works;
- assist students in planning a program consistent with their abilities, interests, and resources;
- provide information about the course delivery formats;
- discuss linkages and relationships between instructional programs, careers, and further educational pursuits, where appropriate;
- inform students of the nature of the advisor/student relationship;
- encourage students to contact them with problems and concerns;
- encourage students to obtain written administrative approval *before* making course substitutions;
- refer students to other sources when educational, attitudinal, attendance, financial, employment, or other personal issues require the service of other professionals;
- encourage self-reliance by helping advisees make informed and responsible decisions such as registering for a full-time load when they are having difficulty progressing or when they are working full-time; setting realistic goals, etc.;
- schedule and meet with each advisee at least once a semester; and
- interpret and provide rationale for academic policies, procedures, and requirements.

APPRECIATIVE ADVISING DEFINITION AND FRAMEWORK

To enhance and strengthen the advising process, academic advisors are encouraged to apply the Appreciative Advising Framework. According to Bloom, Hutson, and He (2008),

Appreciative Advising is the intentional, collaborative practice of asking open-ended questions that help students to optimize their educational experiences and achieve their dreams, goals, and potential. It is a student-centered approach based on a six-phase strategy: disarm, discover, dream, design, deliver, and don't settle. The theoretical framework of Appreciative Advising is based on social constructivism, positive psychology, and Appreciative Inquiry. (p. 83)

[Click here to view list of open-ended questions](#)

ADVISEE ROLES AND RESPONSIBILITIES

The advisee plays a critical role in the success of the Advisement Process. Advisors should make advisees aware that they must:

- follow the department's university-approved curriculum after advisement;
- meet with an advisor at least twice in a semester, preferably at the beginning of the semester and during early registration;
- adhere to the academic advising contract noted in Degree Works;
- monitor progress toward degree completion using Degree Works;
- demonstrate ownership in the advising process by obtaining knowledge about requirements and policies;
- consult with an advisor and receive approval before taking courses off-site or online courses;
- complete the rising junior exam after 45 credit hours;
- consult with an advisor about deficient grades (grades of D or F);
- follow the code of conduct, upholding the values of honesty and academic integrity;
- exhibit responsible behavior by being an active listener, providing contact information to the advisor, keeping scheduled appointments, and being receptive to professional guidance; and
- read and abide by the rules and regulations listed in the catalog.

PROCEDURE FOR ASSIGNING ADVISEES TO ADVISORS

Advising Freshmen. Grambling State University utilizes a Split Model for its Academic Advisement Model, where students who have chosen majors and undecided majors are advised by University College until they reach 29 credit hours. However, Nursing, Curriculum & Instruction, Computer Science, Engineering Technology, and Family and Consumer Science are advised by their academic departments. The name of the advisor and contact information are provided to the student prior to his/her arrival on campus. First-Year Experience Instructors are assigned advisees based on their academic major/college.

Once students have earned 30 credit hours or more, they are advised by their specific major programs. However, students who have ACT scores of 21 or higher have the opportunity to be co-advised by both the University College and the Honors College during their freshman year and then by their major department and the Honors College from their sophomore to senior years. This collaborative approach ensures that students receive comprehensive guidance and support throughout their academic journey at Grambling State University, tailored to their individual needs and goals.

Advising Sophomores, Juniors, Seniors, Dual-Enrollment and New Transfers. Each unit uses the following procedure for assigning advisees to advisors:

1. Each unit will identify an individual (Coordinator of Advising) who will have the responsibility of assigning students to an advisor. Note: In small departments (50 majors or fewer), the department head may serve as the Coordinator of Advising.
2. The Coordinator of Advising will assign advisees to advisors. Degree programs will use one of the following methods.
 - 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 new 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 advisor. (This process is more suited for the smaller departments).
3. Dual Advisors play a crucial role in the advisement process. The Honors College advises the Advisee on Honors College activities, while the academic department advises the student on degree program activities and matters. Each advisor's role is integral and valued in the student's academic journey.
4. Students who are dual-advised will be made aware of each advisor's function/purpose by both Advisors.
5. The Coordinator of Advising will generate a list that identifies the Advisor for each Advisee and share this information with the department head.
6. The Coordinator of Advising will email each advisor a list of advisees who have been assigned to him/her.
7. The Coordinator of Advising (or Department Head or Administrative Assistant) will proactively contact students before the semester, ensuring they are fully informed about their advisor's name, email address, office number, and telephone number. This communication process keeps students involved and informed about their academic support system.

Advising Students with Double Majors. Students declaring a double major must be advised by both “major” departments. An Advisor will be assigned by both areas.

Advising Students with 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, and/or a Minor Requirements Form must be completed by the department and submitted to the Registrar's Office 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 and/or Minor Requirements Form. A copy of this memo/Minor Requirements Form must be attached to the graduation application as well as the graduation certification form.

Advising Student-Athletes. Student-athletes have two academic advisors: one in the department where their major is housed and an Advisor in Athletics. It is important that both advisors work together to make sure degree requirements are met along with SWAC/NCAA requirements. Requirements dictated by SWAC/NCAA 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, with the exception of athletes who are candidates for graduation and require less than a full-time load to complete major curriculum requirements.

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-approved class schedule to their designated Athletic Academic Advisor, who will pay special attention to NCAA/GSU Academic Eligibility Regulations.

Student-athletes must receive additional permission from their academic athletic advisor before altering their class schedules or majors. Withdrawing from a course, altering class schedules, or changing a major at any point in a semester may result in student-athletes rendering themselves ineligible. *For additional academic eligibility status requirements, please contact the Athletic Academics Office.*

Advising Students Seeking a Second Undergraduate Degree. A student earning a second bachelor's degree must earn at least an additional thirty semester hours beyond the first degree and must satisfy all requirements for the second degree.

ACADEMIC REGULATIONS

Change Major or Minor. Students changing their major must complete a “Major/Minor Declaration” Form via DocuSign. This form requires students to obtain the signatures of the Department Head and Dean of their current major and their new intended major.

[Click here to access Major/Minor Declaration form](#)

Change Advisor. Under rare circumstances, a student or advisor may need to request that a new advisor be assigned. To facilitate this change in advisor, the student or 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.

Classification.

Freshmen: students who have not earned 30 credit hours.

Sophomores: students who have earned 30 credit hours, but not more than 59.

Juniors: students who have earned 60 credit hours, but not more than 89.

Seniors: students who have earned 90 credit hours.

Course Numbers.

Courses are numbered according to the following system: 000-098, developmental courses; 100-199, freshman; 200-299, sophomore; 300-399, junior, 400-499, senior; 500-599, first-year graduate; 600-699, second-year graduate, 700 and above, courses beyond the master’s level.

Grading System & Course Repeat Policy

[Click here to view the General Catalog](#)

ENROLLMENT INFORMATION

Degree Works is a comprehensive academic advising, transfer articulation, and degree audit solution that aligns students, advisors, and institutions to a common goal: helping students graduate on time. Degree Works will accurately map each student’s progress toward the selected degree, major, minor, concentration, and/or certificate. It provides a clear picture of the requirements for a degree as well as how academic history applies to those requirements. Students also have access to Degree Works and will be able to view their audit along with any notes entered by their advisor.

Degree Works is the online curriculum plan/sheet that automatically updates students’ progress when grades and withdrawals are posted in Banner Web each semester/session. It is recommended that the academic advising contract/plan for each semester/session is posted by the Academic Advisor in the Notes Section of the Degree Works profile. Contact the degree audit manager at degreeworks@gram.edu with any questions.

NOTE: Academic departments may require additional forms to complete the academic advising process.

[Click here to see benefits and features of Degree Works](#)

[Click here to request access to Degree Works](#)

[Click here to log in to Degree Works](#) (email credentials are required to log in)

username - student email without '@gsumail.gram.edu'

password - student email

Access DEGREE WORKS from the gram.edu homepage!

click here

then here

username - student email without '@gsumail.gram.edu'
password - student email password

Student Load. Undergraduate students are classified full-time if they schedule twelve (12) or more semester hours for credit. However, a normal load is eighteen (18) hours per semester. A student may take in excess of eighteen (18) hours but not more than twenty-one (21) hours provided that the student has a cumulative grade point average of at least 3.00 and the written approval of the appropriate college dean.

Six (6) semester hours constitute full-time status for a summer session. A student may take in excess of six (6) hours per summer session but not more than nine (9) hours, provided that the student has at least a 3.00 cumulative grade point average and the written approval of the appropriate college dean.

Students enrolled concurrently at Grambling State University and another college or University (including online courses) may receive credit for no more than the maximum allowable Grambling State University load for any given semester or summer term.

Developmental Course Enrollment. New students who are admitted with a cumulative high school grade point average of at least 3.00 are placed in college-level Math and English courses. No minimum ACT or SAT score is required when students' cumulative grade point average is 3.00 or higher. However, if students do not meet the minimum 3.00 grade point average requirement, they will be required to enroll in Developmental Courses when they do not meet the minimum score requirements on their ACT or SAT exams. For the ACT, students must have a composite score of at least 20, a math score of 19, or an English score of 18. Alternatively, for the SAT, students must have a total score of 1030, a reading score of 510, a math score of 510, or a writing and language score of 25. If students fail to meet the minimum score requirements in either English or Math, they are required to take specific co-requisite courses. These courses include English 096, which is a 1-hour course focused on Rhetoric and Composition Lab, as well as English 101, a 3-hour course called Freshman Composition I. Additionally, students are required to take Math 096, a 1-hour course called College Algebra Develop Lab, and Math 131, a 3-hour course titled College Algebra. These co-requisite courses aim to provide students with the necessary skills and knowledge to succeed in their academic pursuits.

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.

Course substitutions should be completed using the official course substitution form. The form is needed to ensure that substitutions are entered on the student's BANNER and Degree Works record by the Registrar's Office.

Transfer students must complete a course substitution form for each course taken at another university/college that has been approved as a substitution for the same/similar course at Grambling State University. All course substitution forms must be completed within the first semester of the student's enrollment.

[Click here for the Course Substitution Form](#)

Transfer Credits. GSU can accept transfer credits earned at another university if that institution is regionally accredited. Students transferring in with 30 hours or more are not required to take FYE 101 and 102—First Year Experience I and II.

The *Louisiana Board of Regents* has an Articulation System that facilitates the 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 <https://www.laregents.edu/articulationandtransfer/>

Auditing Courses. A student who wants to enroll in a college credit course for personal enrichment and who does not want to earn college credit may elect to audit the course. The decision should be made at the time of registration.

To audit a course, the student must receive the approval of the department in which the course is offered (bring approval to the Registrar's Office), pay the audit fee (same as the fee charged for credit), and complete the registration procedure. However, a student may not take more than the maximum allowable hours during any semester; this includes hours audited. Students who audit will not receive credit. Anyone who wishes to change registration from audit to credit or from credit to audit must make the change before or on the last day of registration. A student may audit no more than one course in any semester. A course audited cannot be used to fulfill graduation requirements. A course previously audited may be taken for credit by enrolling in the course.

COURSE WITHDRAWAL AND DROP POLICY

[Click here to view the General Catalog](#)

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 Web can be used to give the details of the hold and the locations to address the hold.

Immunization Holds: Consult the Foster Johnson Health Center, ext. 4251.

Delinquent Account Holds: Consult Student Accounts, ext. 2750.

Academic Hold: Consult the Dean of the College/School of that student's major program.

Judicial Hold: Consult the Director of Student Conduct, ext. 3169.

COURSE DELIVERY FORMATS

Face-to-Face (Traditional) Course. Classes hold all meetings in person on a physical, campus location during the published scheduled days and times; they may be web-enhanced through the utilization of Canvas.

Online Course. Classes are delivered 100% online with no prescheduled meeting days and times. Canvas, the university's LMS, will be utilized for course delivery. Online courses will be assessed a Distance Learning fee.

Blended (Hybrid) Course. Classes combine face-to-face classroom instruction (on the published scheduled days and times in a physical location on campus) with online learning and instruction as determined by the instructor. Canvas Learning Management

System (LMS) is used for online course delivery. Activities such as class discussions, homework assignments, and testing may be conducted online. On-campus visits may be required for an orientation meeting and testing. The dates and times of the face-to-face classroom meetings must be included in the course syllabus. Students are required to attend scheduled in-person class meetings, orientations, labs, and other in-person course requirements outlined by the instructor. Hybrid courses are designated as Distance in published campus materials and will be assessed a Distance Learning Fee.

Hyflex (Hybrid Flexible) Course. Courses are delivered in a classroom that is capable of live-streaming the lecture. Students who cannot physically attend the class on a specific day will still be able to participate in the lecture (including asking questions) with the students who are in the classroom.

ACADEMIC COLLEGES AND PROGRAMS

Grambling State University offers more than 43 undergraduate and graduate programs.

[Click here to view Academic Colleges, Majors and Curriculum Plans](#)

ADMISSION REQUIREMENTS FOR UNDERGRADUATE PROFESSIONAL PROGRAMS

College of Education

All students declaring Education as their major enter the College of Education via the CARE Center. All incoming majors are advised by the Director of the CARE Center. After completion of the sophomore year, candidates are assigned to an appropriate representative from the College of Education by the Director of the CARE Center. Secondary Education Majors are dual advised by an advisor in the content area and the Director of the CARE Center. 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 CARE Center Director by the candidate.
2. Upon receipt 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 an appropriate application 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 an official copy of their transcripts from previous institutions attended.

3.4 Students transferring in with 30 hours or more will not be required to take ED 111/112 - FYE for Education majors.

School of Nursing

Pre-nursing Component. Applicants seeking admission to the pre-nursing program must meet general admission requirements for admission to the University and an application must be submitted to the Office of Admissions. It is imperative that students meet with a pre-nursing advisor every semester to ensure that all requirements have been met.

Professional Component. Admission to the professional component is competitive and not automatic. It is dependent on students meeting all specified requirements and adhering to all guidelines as presented in the Bachelor of Science in Nursing (BSN) Student Handbook. Students who do not meet all pre-nursing requirements and who do not follow all guidelines as set forth in the BSN Student Handbook will be ineligible for the professional component.

The following requirements must be met to be eligible for the professional component:

1. Be admitted or currently enrolled at Grambling State University
2. Declare nursing as major.

Only one major (nursing) may be declared.

3. Submit a completed application packet by the submission deadline date.
4. Submit OFFICIAL transcripts from all colleges and universities attended to the School of Nursing and the University Registrar.
5. Complete all required pre-nursing courses with no grade lower than a "C."

The last grade earned in a course that is taken more than once will be used. The last grade earned in a science course that has not been taken more than two times will be used.

6. Earn a grade point average (GPA) of at least 2.8 on a 4.00 scale in all pre-nursing courses.
7. Earn a GPA of at least 2.8 on a 4.00 scale in all science pre-nursing courses, including NUR 225 Pathophysiology.

Science courses must be taken within the last five years preceding admission to be considered in the calculation of the Science GPA. Exception is given to applicants who have been awarded an Associate degree in Nursing and possess current, unencumbered registered nursing licensure. Exception is also given to applicants that possess a bachelor of science degree.

8. Not earned two failing grades (D or F) in the **same** required science course or failing grades in three required sciences courses

The School of Nursing does not recognize academic renewal, amnesty or bankruptcy. All previous grades are considered.

9. Earned a composite Score of 21 on the ACT or have completed a Baccalaureate Degree or higher
10. Complete a standardized nursing pre-admission exam and achieve at least the minimum required score.
 - a. May have only two attempts per spring semester.
 - b. Must achieve score within four attempts to be considered.
 - c. Entrance score is valid for one (1) calendar year.
11. Be in academic good standing and not on disciplinary probation.
12. Pass a drug screen and background check.
13. Complete the Louisiana State Board of Nursing Application to Enroll in a Clinical Nursing Course.
14. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form.
15. Be able to meet technical standards as listed in the BSN Student Handbook.

Once accepted into the professional component, all students will be assigned a dedicated nursing faculty advisor. The student must meet with advisors twice a semester, minimally, to ensure requirements are maintained.

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 other sponsored functions.

There are 52 hours in the professional foundation, which begins when a student has earned 62 credit hours. Courses in the professional foundation are sequenced and span four semesters. These courses cannot be taken out of sequence. If a student does not enter the professional foundation after completing 62 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 for 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 third semester or 45 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.

GRADUATE PROGRAMS

[Click here to view Graduate Programs](#)

ONLINE PROGRAMS

Online programs allow students to complete an academic degree program primarily or entirely using an online learning platform rather than attending classes in the traditional educational environment. While online courses can offer more flexibility, they require more self-discipline and independence than on-campus courses. Grambling State University uses the Canvas learning management system to deliver online instruction.

Technical requirements: Students must have a current email account, a computer (desktop or laptop), and access to the Internet. The Office of Distance Learning (ODL) provides access to deliver quality instruction through technology, which will give students (1) access to courses at the university from remote locations, (2) access to web-enhanced courses on campus, and (3) support to use and access electronic learning technology.

Grambling State University currently offers the following degree programs completely online:

- BA in History (Undergraduate)
- BS in Child Development and Early Literacy (Undergraduate)
- BGS - General Studies (Undergraduate)
- MA in Mass Communication (Graduate)
- MS – Criminal Justice Non-Thesis (Graduate)
- MS – Developmental Education (Graduate)
- PMC – Developmental Education (Graduate)
- Ed.D. – Developmental Education (Graduate)

BANNER WEB

Prior to using Banner Web, an advisor must have an account. Banner Web accounts are created by the Human Resources Department. Faculty members and advisors must complete the Banner Web Access for Faculty DocuSign form to get access to the Advisor's link. The Registrar's Office manages this form and will setup the access. The link to the DocuSign form is as follows:

[Click here for Banner Web Access for Faculty form](#)

Once on Banner Web, the advisor is allowed to complete registration add/drops, overrides, view/print a student's transcript, view a student's grades, and access the course catalog.

BANNER FACULTY & ADVISOR MENU

| |
|--|
| <u>Faculty & Advisors Menu</u> |
| <u>Term Selection</u> |
| <u>CRN Selection</u> |
| <u>Class Roster with Paid Indicator</u> |
| <u>Faculty Detail Schedule</u> |
| <u>Faculty Schedule by Day and Time</u> |
| <u>Detail Class List</u> |
| <u>Summary Class List</u> |
| <u>Detail Wait List</u> |
| <u>Summary Wait List</u> |
| <u>Mid Term Grades</u> |
| <u>Final Grades</u> |
| <u>Registration Overrides</u> |
| <u>Registration Add/Drop</u> |
| <u>Electronic Gradebook by Component</u> |
| <u>Faculty and Advisor Security Information</u> |
| <u>Student Menu</u> Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options. |
| <u>Advisor Menu</u> View a student's transcript; View a student's grades; Display your security setup. |
| <u>Active Assignments</u> |
| <u>Assignment History</u> |
| <u>Class Schedule</u> |
| <u>Course Catalog</u> |
| <u>Syllabus Information</u> |
| <u>Office Hours</u> |
| <u>Class Attendance</u> |
| <u>Course Evaluation Report</u> |
| <u>View Attendance Roster</u> |
| <u>Early Alert Form</u> |
| <u>Look up Classes</u> |
| <u>SAP Alert Form</u> |
| <u>Bookstore Adoption Portal</u> |

ASSESSMENT PROGRAMS FOR PRIOR LEARNING

Advanced Standing and Credit by Examination. The University awards course credit for selected introductory courses to a student who makes an acceptable score on an examination. These examinations include (1) Advanced Placement (AP) Examinations, which are a part of the Advanced Placement Program available in some secondary schools, (2) the College-Level Examination Program (CLEP), and (3) credit by departmental examination.

| AP EXAM | MINIMUM SCORE | GSU COURSE(S) | CREDIT HOURS |
|------------------------------------|---------------|---|--------------|
| Art 2D Design | 3 | ART 105 and/or ART 210 and/or THEA 100 <i>Students would have to test out of Drawing and Basic Design</i> | 3-9 |
| Art History | 3 | Art 215 | 3 |
| Biology | 3 | Biology 113, 115 | 4 |
| Calculus AB | 3 | Mathematics 153 | 3 |
| Calculus BC | 3 | Mathematics 153 | 3 |
| Chemistry | 3 | Chemistry 105,107 or 111, 113 | 4 |
| Computer Science A | 3 | Computer Science 107 | 3 |
| Computer Science AB | 3 | Computer Science 110 | 3 |
| Economics Macro | 3 | Economics 201 | 3 |
| Economics Micro | 3 | Economics 202 | 3 |
| English Language and Composition | 3 | English 101 | 3 |
| English Literature and Composition | 3 | English 200 | 3 |
| Environmental Science | 3 | Chemistry 101 | 3 |
| French Language | 3 | French 101 | 3 |
| Government & Politics US | 3 | Political Science 201 | 3 |
| Human Geography | 3 | Geography 201 | 3 |
| Physics B | 3 | Physics 109, 111 | 4 |
| Physics C: Mechanics | 3 | Physics 153, 153L | 4 |
| Physics C: Electricity & Magnetism | 3 | Physics 154, 153L | 4 |
| Psychology | 3 | Psychology 200 | 3 |
| Spanish Language | 3 | Spanish 101 | 3 |
| Statistics | 3 | Mathematics 273 | 3 |
| Studio Art Drawing | 3 | Art 101 | 3 |
| U.S. History | 3 | History 201 | 3 |
| World History | 3 | History 104 | 3 |

Advanced Placement Program Credit

Advanced Placement Program. The Advanced Placement Program allows beginning students to be awarded college credit in some subjects. These highly qualified students have taken college-level courses in conjunction with their high school programs. Annually, during the month of May, advanced placement examinations are provided to students involved in advanced placement courses. The following is a summary of courses for which credit is awarded by GSU along with the minimum examination scores.

College Level Examination Program (CLEP). A student at Grambling State University may gain credit in a number of subjects by scoring on a Subject Examination at or above the level recommended by the CLEP. The examinations are available on campus at the Center for Academic Assessment. Registration must be completed three weeks prior to a test date. Applications are available in the Center for Academic Assessment.

Scores are provided by the Educational Testing Service with the exception of the essay for English composition which is scored by Grambling State University's English Department. Students are graded on a pass/fail basis and must earn the minimum scores indicated for a passing grade. The grade is not computed in the student's cumulative grade point average nor does it replace an earned letter grade. Students may not attempt

credit by examination more than once for a given course. Credit by means of Subject CLEP Examinations is limited to 30 semester hours. Whether or not this credit is applicable to a student's program will be determined by the department responsible for the academic program. Information on the subject examinations currently available and approved by GSU can be obtained in the Office of the Registrar, the Center for Academic Assessment, and on the University website.

| College-Level Examination Program Credit | | | |
|---|--------------------------------|----------------------|------------------|
| CLEP Exams | GSU's Equivalent Course | Passing Score | Sem. Hrs. |
| Business | | | |
| Introductory Business Law | General Business 301 | 50 | 3 |
| Financial Accounting | Accounting 201/202 | 50 | 3 |
| Information Systems and Computer | Computer Information Systems | 50 | 3 |
| Principles of Management | Management 301 | 50 | 3 |
| Principles of Marketing | Marketing 301 | 50 | 3 |
| Composition and Literature | | | |
| American Literature | English 203/204 | 50 | 6 |
| College Composition Without Essay | English 213 | 50 | 3 |
| College Composition with Essay | English 213 | 50 | 6 |
| English Literature | English 200 | 50 | 3 |
| College Composition | English 101/102 | 50 | 6 |
| Humanities | HUM 200, 201, 202, or 301 | 50 | 6 |
| World Languages | | | |
| French Language, L1 | French 101/102 | 50 | 6 |
| French Language, L2 | French 101/102/201/ 202 | 59 | 12 |
| German Language, L1 | German 101/201 | 50 | 6 |
| German Language, L2 | German 102/202 | 50 | 12 |
| Spanish Language, L1 | Spanish 101/102 | 50 | 6 |
| Spanish Language, L2 | Spanish 101/102/201/ 202 | 63 | 12 |
| History and Social Sciences | | | |
| American Government | Political Science 201 | 50 | 3 |
| History of the U.S. I | History 201 | 50 | 3 |
| History of the U.S. II | History 202 | 50 | 3 |
| Human Growth and Development | Education 200 | 50 | 3 |
| Introduction to Educational Psychology | Education 300 | 50 | 3 |
| Introduction Psychology | Psychology 200 | 50 | 3 |
| Social Sciences and History | History 104 | 50 | 3 |
| Western Civilization I | History 101 | 50 | 3 |
| Western Civilization II | History 102 | 50 | 3 |
| Science and Mathematics | | | |
| Biology | Biology 103/104 | 50 | 6 |
| Calculus | Mathematics 153 | 50 | 3 |
| Chemistry | Chemistry 111/112 | 50 | 6 |
| College Algebra | Mathematics 147 | 50 | 3 |
| College Mathematics | Mathematics 131 | 50 | 3 |

| | | | |
|------------------|----------------------------------|----|---|
| Natural Sciences | Physical Science 105 and Biology | 50 | 6 |
| Precalculus | Mathematics 148 | 50 | 3 |

Credit by Departmental Examination. Several departments within the University prepare, administer, score, and award credit for their own examinations. These examinations benefit students who believe they have already attained the level of knowledge required in the course(s).

The procedure for registering for credit by examination is listed below:

- Students may register for credit by examination in any approved course, but only during regular registration periods. No examination can be given to a student who has not properly registered for the examination. Permission to take a credit examination in a given course will be denied to students who have previously attempted the course for credit, who have earned credit in a higher sequence course, or who have audited the course.
- Each credit examination must be approved in advance by the student's advisor, the head of the department in which the course is offered, and the dean of the college in which the department is located. Credit by examination should be approved only if a student has already gained a fundamental knowledge of the course.
- Permission to take a credit examination is granted only to students currently enrolled at Grambling State University.
- Credit for a course taken by examination can be awarded only if the student is officially registered for the course.
- If a student has registered in a course or failed a prior credit examination in the course, the student will not be permitted to take a credit by examination in the course. A credit examination, once failed, may not be repeated.
- No instructor should give a credit examination until the official application is completed by the student and approved by the proper officials.
- The maximum number of credits that can be awarded through credit by examination is 24 semester hours, with not more than six semester hours in any semester. This includes credit by examination earned by transfer students prior to being admitted to Grambling State.

Credit for Military Service and Advisement for Military Coursework. Veterans with a minimum of one year of military service may receive credit for six semester hours of health and physical activity courses. During the first semester of attendance, the veteran must submit official copies of service records to the Registrar's Office.

The Military Science Department cadre/instructors serve as primary faculty advisors for the Army Reserve Officer Training Program and secondary or general academic advisors for a Cadet's major department. The role of the military science instructor is to utilize the USACC Form 104R to provide a redundant tool for tracking the progression and ultimate graduation of a Cadet by, with, and through their major department. During the

registration period (before each term), the Cadet will complete the USACC form 104-R and review the plan with their primary faculty advisor. The advisor will then approve the program plan by signing the form and returning it to the Cadet/student. The Cadet will then return the form to their primary instructor in the military science department. The department will validate the form by ensuring that the Cadet has indeed met the requirements for the previous term(s) and is on track to graduate as agreed by the Cadet, primary faculty advisor, army instructor, and Professor of Military Science. This process will continue through the ultimate graduation and commission of the Cadet.

OTHER OPTIONS TO PURSUE COURSES

Inter-Institutional Cooperative Program (ICP). Grambling State University and Louisiana Tech University operate an Inter-Institutional Cooperative Program (ICP). This program makes it possible for students to enroll in courses at both schools. Faculty exchange between the two institutions is also a part of the program.

Application for courses to be taken on the cooperating campuses must be made at the institution where admission requirements have been met and degree programs are being pursued. Credits earned may apply toward a degree at the home institution. The student's dean or authorized representative must approve the course(s) selected and the course load. A copy of the student's transcript bearing the official seal will be furnished to his/her home institution.

An ICP student will be charged "full fees" at the home institution, regardless of course load. This will not require additional fees from the visiting institution.

Grambling State University students who are planning to graduate in the spring semester should NOT enroll in ICP courses; the grades will not be available by the graduation date.

Grambling students wishing to take a Louisiana Tech course should complete the DocuSign form by the Registrar's Office published deadlines. The link to the DocuSign form is as follows:

[Click here for ICP form](#)

StraighterLine

[Click here to view approved GSU courses](#)

Grambling Global Academy. Flexible, online program that helps students find success in their degree program.

[Click here to view eligibility requirements](#)

NOTE: Students are required to receive approval from their academic advisors prior to enrolling in courses at other colleges/universities and/or online while enrolled at the University. Students cannot exceed the University's maximum course load limits during any semester or summer session.

Undergraduate Taking Graduate Credit Course. Students classified as seniors who need 30 or fewer credit hours to complete baccalaureate degree requirements and have a grade point average of at least 3.20 may register for a graduate course. Approval must be obtained 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. Any graduate-level course taken to complete the requirements of an undergraduate course cannot be used toward the requirements of a subsequent graduate degree.

ACADEMIC STATUS POLICY

There are three categories of academic status for undergraduate students: academic good standing, academic probation and academic suspension.

Good Standing. A full-time student who maintains a cumulative grade point average of at least 2.0 is in good standing.

Academic Probation. An undergraduate student is placed on academic probation when his/her cumulative average is below a 2.0 average. Once on academic probation, a student will remain on probation (as long as each semester or summer session's average is at least 2.0) until the cumulative GPA of 2.0 or higher is achieved. Once a cumulative GPA of 2.0 or higher is achieved, a student will be placed in academic good standing.

Academic Suspension. A student on academic probation is suspended from Grambling State University at the end of any semester (including the summer session) in which a grade point average of at least 2.0 is not obtained. A first-time freshman, admitted in good standing, will not be suspended prior to the completion of two semesters of enrollment. Registration will be canceled for a student who registers and is then suspended.

A student suspended from the University for the first time at the end of the spring semester may attend the summer session without appeal. If the cumulative GPA is raised to 2.0 or higher, the student is placed in academic good standing and the suspension period is lifted. The student may then attend the fall semester without appeal. If the cumulative GPA is not raised to a 2.0 or higher in the summer session, the suspension for the fall semester will remain in effect. In this case, only one suspension is counted against the student.

A student has the right to appeal a suspension when extenuating circumstances impact the academic performance. Appeals must be made in writing to the academic dean or department head (as required by each academic college) of the student's major. Supporting documentation must be included with the written appeal.

Second or Subsequent Suspension. A student suspended from the University for a second or subsequent time at the end of the spring semester may also attend summer school without appeal. However, they 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.

Again, a student has the right to appeal a subsequent suspension when extenuating circumstances impact the academic performance. Appeals must be made in writing to the academic dean or department head (as required by each academic college) of the student’s major. Supporting documentation must be included with the written appeal.

Note: Students who need an academic appeal may also need to complete a financial aid appeal if they did not meet the standards for Satisfactory Academic Progress.

Readmission of Former GSU Students. A student who has not attended the university for one regular semester (for any reason, including academic suspension) must reapply for admission and meet the same requirements as a newly admitted transfer student.

Academic Renewal (Amnesty, Bankruptcy). Undergraduate students may, at the time of application for admission or readmission to the University, file for academic renewal in the Registrar’s Office if they have not been enrolled in any college or university for a period of three calendar years immediately preceding their enrollment at Grambling. No courses that have previously been taken, whether passed or failed, will be counted in the student’s grade point average or toward graduation. However, the courses and grades will remain on the student’s scholastic records and transcripts. The grade point average for determining graduation honors will include all grades on the undergraduate record. Students are cautioned that many undergraduate professional curricula and most graduate and professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission. Grambling State University may choose to accept or not accept, in transfer, academic renewal granted at another institution. Academic renewal can be granted only once, regardless of the institutions attended.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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.

| MAXIMUM TIME FRAME REQUIREMENT (QUANTITATIVE) | | |
|--|----------------------------|-------------------------------|
| Based On: | | Credits Hrs. Attempted |
| Associate Degree (2 years) | Based on 150% of 68 hrs | 102 Credit hrs |
| Four Year Degree (Bachelor’s) | Based on 150% of 125 hrs | 188 Credit hrs |
| 2 nd Bachelor’s Degree | Allowance of Additional 90 | 278 Credit hrs |

| | | |
|--------------------------|--------------------------------|---------------|
| | hours | |
| Master's Program | Based on 150% of 36 hrs | 54 Credit hrs |
| 2 nd Master's | Allowance of Additional 36 hrs | 90 Credit hrs |
| Ph. D. Program | Based on 150% of 60 hrs | 90 Credit hrs |

| QUALITATIVE STANDARDS | | |
|------------------------------|--|----------------------------|
| Students | Min. % Hrs. Earned Earned/Attempted | Min. Cumulative GPA |
| Undergraduate (4 YEARS) | 67% | 2.0 |
| Graduate | Masters 67% | 3.0 |
| | Doctorate 67% | 3.0 |

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 calculating the cumulative grade point average.

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

For a complete list of Satisfactory Academic Progress/Financial Aid policies and procedures, including financial aid suspension, appeals' procedures, regaining financial aid eligibility, financial aid probation, and other relevant considerations, visit the link below.

[Click here for Financial Aid Policies and Procedures](#)

RISING JUNIOR EXAMINATION

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

Sophomores who have earned between forty-five (45) and sixty (60) semester hours of credit, including the general education requirements, should enroll in GET 300. Developmental courses cannot count toward the 45 credit hours.

Students must enroll in GET 300 to take the Rising Junior Examination, which is administered each semester. The official dates are published.

GRADUATION REQUIREMENTS

A student eligible for graduation must meet the following requirements.

1. All students must complete the following:
 - a. course requirements.
 - b. degree requirements as specified by the academic department.
 - c. academic requirements in the General Education Program.
 - d. service-learning requirements – 160 hours (80 hours of service-learning activities and 80 hours of approved civic engagement activities or community service projects.)

[Click here for more information on Service-Learning](#)

- e. at least 120 credit hours of coursework contingent on the academic major.
 - f. achieve a passing score on exams required for the chosen major.
 - g. complete the Rising Junior Examination (GET 300).
 - h. earn a minimum adjusted grade point average of 2.00.
 - i. earn at least 25 percent of the required credit hours for graduation in residence. The residence requirement may only be waived by the college dean for the declared major.
2. To satisfy the grade point average requirement, an adjusted grade point average may be used for graduation purposes only. The adjusted GPA uses the last grades earned in courses that have been repeated. It is not included on the academic transcript.
3. To receive the baccalaureate degree at one of the University's commencement exercises, a student must take the following steps:
 - a. Clear all financial obligations to the University prior to commencement.
 - b. File an online application for graduation through BANNERWEB. The academic dean must recommend and certify each candidate for graduation.
4. The cumulative grade point average will be used to calculate graduation honors' designations.

STUDENT SUPPORT SERVICES AND RESOURCES

Athletics' Academic Enhancement Laboratory enhances student-athletes' academic success. Academic Enhancement Study Hall Sessions, including a mobile study hall, are offered. For additional information, call (318) 274-3181.

Call Me Mister Program was first started at Clemson University. The Call Me Mister Program increases the number of black male teachers across the map. This initiative provides mentorship, tutorial support, and opportunities to gain real-world classroom experiences. Contact Person: Dr. George Noflin at (318) 274-2270 or nofling@gram.edu.

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The Candle Lighting and Pinning Ceremony signifies the joint commitment between Grambling State University and students to ensure academic success. Contact Person: Ms. Britni Grayson at (318) 274-6423 or graysonb@gram.edu.

Career Closet provides *free* professional attire and accessories for students preparing for career fairs, interviews, conferences, presentations, and other professional occasions. events. It is located in the Lafayette Room (244) of the Favrot Student Union Building.

Center for Academic Excellence (CAE) provides academic opportunities for collaborative learning, critical thinking, student soft skills, coaching, curriculum development, and reform. The CAE supports the following programs: The Curriculum Resource Center, STEM (Data Analytics), and Apple C2. Contact Person: Ms. Cecilia Iwala, (318) 274-2313 or iwalac@gram.edu.

[Click here for more information on Center for Academic Excellence](#)

The Center for Career and Professional Development aids students through a comprehensive career and professional development journey. This involves enhancing career and professional skills such as CliftonStrengths, NACE competencies, labor market knowledge, personalized resumes, job-specific cover letters, professional headshots, LinkedIn profiles, interview preparation, and more. The office is located in Jacob T. Stewart, Suite 120. Please contact CCPD at careers@gram.edu to schedule appointments.

The College of Business Professional Development Center (PDC) provides assistance with resume and cover letter writing, interviewing skills, elevator pitch development, and professional branding for business students. The Center is located in Jacob T. Stewart, Room 222. Contact Person: Ms. Susan Wiley at (318) 274-3843 or wileysb@gram.edu.

Earl Lester Cole Honors College provides students who display a noble character, show high academic excellence, and desire to join a stimulating intellectual community of scholars an opportunity for membership. Students must have at least a 3.5 GPA. Contact Person: Dr. Ellen Smiley at (318) 274-2286 or smileye@gram.edu.

First-Year Experience targets students' first-year experience, implementing programs designed to support their successful transition into the university. Academic advisement/counseling and seminar-based instruction are offered to guide the student through the first year of college. Contact Person: Mr. Milton Jackson at (318) 274-2742 or jacksonmil@gram.edu.

Foster-Johnson Health Center offers medical services to students. It is located on the southeast side of campus next to the Intramural Center. Contact Person: Ms. Patrice Lewis-Outley at (318) 274-2351 or outleyp@gram.edu.

Living Learning Community (LLC) is a cohort of on-campus students who live and learn together. Students and staff engage in activities designed to promote student success. For more information, call (318) 274-2504 or gsuhousing@gram.edu.

Louisiana Alliance for Minority Participation (LS-LAMP) is open to Science/Engineering Technology majors who maintain a GPA of 2.50 or higher. The LS LAMP program offers a textbook award, tutorial services, mentoring, and research opportunities. Contact Person: Dr. Waneene Dorsey at (318) 274-2399 or dorseyw@gram.edu.

Male Initiative Program - This program specifically targets the success of first-year male students. It offers specialized workshops/seminars and mentoring. The program is located in Brown Hall, Room 109. Contact Person: Ms. Ebony Peterson at (318) 274-2095 or petersone@gram.edu.

Office of Retention targets freshman and sophomore students. Services provided include an Early Alert Program, Peer Tutoring, and Academic Success Workshops. The office also provides academic support services including academic coaching/recovery and study skills sessions. The office is located in Brown Hall, Room 109. Contact Person: Ms. Ebony Peterson at (318) 274-2095 or petersone@gram.edu.

President's Student Leadership Initiative engages students who have a 3.0 GPA or higher and with community service opportunities and leadership development. Contact Person: Dr. Sarah Dennis at (318) 274-2702 or denniss@gram.edu.

Student Counseling and Wellness Resource Center (SCWRC) offers a range of services to students who may need assistance balancing the challenges of college life, including individual counseling as well as coordinates disability services (ADA) for students. With student documentation, the office provides appropriate academic adjustments and accommodations to comply with ADA guidelines. For more information about services offered, ADA guidelines, and accommodating students with disabilities, please contact the Coordinator of Disability Services at (318) 274-3277 or (318) 274-3338.

[Click here for more information on Accessibility Accommodation Services](#)

Teacher Education Student Success Initiative provides support for the preparation of PRAXIS Exams through the Freshman Orientation Course, individual and group tutorials, study materials, and the PRAXIS laboratory. Contact Person: Ms. Leatai Smith, (318) 274-2184 or smithl@gram.edu.

University Library and Digital Learning Commons provide access to digital academic resources, research support, and information literacy instruction. Librarians are available to assist students and faculty with enriching materials to support classroom and lifelong learning. Contact Person: Dean Adrienne Webber at (318) 274-7374 or webbera@gram.edu.