

Things to discuss at Chairpersons and Faculty Meeting

- I. If students do not meet the requirements for an *overload*, please do not sign the form recommending them to the dean. See memorandum dated January 29, 1996 for criteria sent to chairpersons.
- II. ***Cross-Registration*** - If courses are offered on the Baton Rouge campus, please do not recommend that students take courses at another institution. Only under severe circumstances will we consider approval. For example: because a student's work schedule being from 8:00 a.m. to 5:00 p.m., etc. is not a valid reason. We have some chairpersons recommending students for the reason mention above. ***Please do not recommend.***
- III. ***Advisement*** - Advise your students to follow the balance sheet approved by the *Dean* in your department. Students transferring from another college or school should be made aware of the College of Sciences degree requirements. In addition, General Education requirements should be discussed with students. See memorandum dated October 18, 1999.
- IV. ***Applications for Graduation*** - Applications for graduation for ***SPRING 2011*** are past due. The final date is ***JANUARY 18, 2011*** for students who did not graduate FALL 2010. ***Once a student submit an application for graduation, THEY CANNOT CHANGE CATALOG AT THE END OF THE SEMESTER ONCE THEY FOUND OUT THEY DO NOT MEET REQUIREMENTS FOR GRADUATION.***
- V. Community Volunteerism - Community Volunteerism ***can be used as a free elective and will meet Community Volunteerism requirements.***
- VI. ***Substitution of Courses*** - The Vice Chancellor and Registrar are requesting that course substitution forms should accompany the application for graduation. However, chairpersons, advisors and students should not assume that substitutions would be approved automatically.
- VII. *****Office Hours*** - Office Hours- Several students have complained about not getting in touch with their Instructors. Therefore, we are requesting that all faculty members in the College of Sciences post at least a minimum of (7) seven hours per week to be available to students.
- VIII. ***500- level courses may not be used for undergraduate degree credit. See memo dated July 27, 1994 and for other important reminders.***

***** A maximum of (2) substitutions will be allowed for graduation if approved by the Dean.***

COLLEGE OF SCIENCES
P. O. Box 9696
(225) 771-5170
Fax: (225) 771-2013

January 29, 2004

To: College of Sciences Chairs

From: Robert H. Miller, Jr.
Dean of Sciences



Re: Independent-Study Courses

By way of this communication, I am stating that the College of Sciences will no longer accept any independent-study courses from any institution to fulfill any requirements for graduation. This rule applies to all future course articulations by the College after January 29, 2004, and all future advising of any student by any advisor in the College after January 29, 2004. In short, in the future, advisors in the College can save themselves some time by simply telling their advisees that all independent-study courses taken at another institution count as no degree credit in the College of Sciences at SUBR. An independent-study course taken at SUBR to satisfy the requisite for some other required course in the student's curriculum must be pre-approved by the Office of the Dean of the College of Sciences before the student enrolls in the course.

Please be absolutely sure that each member of your faculty gets a copy of this communication, and emphatically direct your faculty advisors to adhere to the instruction of this communication.

xc: Academic Affairs

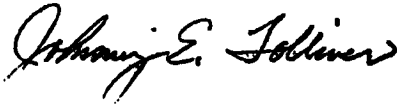


Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

MEMORANDUM

TO: SUBR Students, Faculty, Department Chairs, Deans and Vice Chancellors

FROM: Dr. Johnny E. Tolliver
Vice Chancellor 

SUBJECT: New Academic Policies

DATE: September 19, 2006

Attached are academic polices recently approved by the academic council. Please retain a copy for your files and disseminate them widely. The policies will appear in SUBR's *2006-2008 University Catalog*.

Thank you.

Enclosure

PLEASE DISSEMINATE WIDELY



Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

Repeat/Delete Policy

Students may repeat a course that he/she has failed or for which a higher grade is desired by completing a Repeat/Delete Form in the Office of the Registrar by the 14th class day. Students may repeat the same course a maximum of three (3) times, and the grade that will be calculated in the student's grade point average will be the higher or highest grade earned. **Students may not fail a course at Southern and execute the Repeat/Delete Form for a course taken at another institution.** *The effective date for this policy is Maymester 2006.*

Administrative Withdrawal

In case students leave the University without officially withdrawing through the Office of the Registrar and have documented extenuating circumstances (such as but not limited to serious illness or military deployment), then they may request in writing an administrative withdrawal. Their request, with documentation, should come to the Vice Chancellor for Academic Affairs, who, if he/she approves the request, will submit a signed withdrawal form and documentation to the Office of the Registrar. *The effective date of this policy is Spring 2006.*

Addendum to Course Substitution

Students may not substitute a course for a required major course that the student has failed here at Southern. *The effective date of this policy is Spring 2006.*



Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

**Academic Policy on English Composition 110/111
and the Writing Proficiency Examination
as Related to Transfer from University College
to Degree-Granting Colleges and Schools**

Completion of English 110 and English 111 with a grade of "C" or better and the Writing Proficiency Examination with a "P" will be a prerequisite for transfer to any major college.

- ◆ Concurrent enrollment in the Writing Proficiency Examination with English 111 will be mandatory.
- ◆ The Writing Proficiency Examination will continue to be a zero-credit, Pass/Fail listing and thus passing it will not be directly contingent upon passing English 111. However, a student who fails either English 111 or the Writing Proficiency Examination must re-register for the requisite course each subsequent semester until he/she completes the requirement.
- ◆ Since acceptance and transfer into a degree-granting college will be a prerequisite to enrolling for sophomore-level and above courses in a major program of that college, of necessity there will be provision for appropriately-documented special circumstances. For example, with written permission of the Dean of the University College and the respective college/school Dean, a non-transferred student may be enrolled in sophomore-level courses in a college/school if he/she is retaking English 111 and/or the Writing Proficiency Examination as a sophomore.
- ◆ To encourage students in their positive progress toward completion of the English 111 and Writing Proficiency Examination requirements, after having been advised and registered for English 111/Writing Proficiency Examination, a student must obtain the written permission of the appropriate advisor and Dean to drop or withdraw from those courses.

Approved by Academic Council, June 21, 2006



Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

Writing Proficiency Examination Addendum

Southern University accepts and articulates satisfactory completion of a Writing Proficiency Examination from other regionally accredited, degree-granting colleges and universities as fulfilling its writing proficiency requirement. Appropriate documentation will be required to effect such articulation, in the form of one or more of the following, as applicable:

- * A passing grade (P or P/F or C and above for letter grade) for a Writing Proficiency Examination recorded on an official transcript.
- * A course/examination description and copy of the writing proficiency requirement policy statement from the other institution.
- * When such as examination at another institution is not separately registered, but given as part of another course, taken from a standardized test or otherwise not listed or readily identifiable on a transcript, an official letter of certification and explanation from a Registrar, Vice Chancellor for Academic Affairs or other appropriate administrator will be required.



Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

Phone: (225) 771-2360
Fax: (225) 771-2018

**Academic Policy on Automatic Transfer of Students
from University College to Degree-Granting Colleges and Schools**

1. In order to ensure timely completion of general education requirements, transfer to a specific degree-granting college or school will become a prerequisite to enrollment for sophomore-level and above major courses in any curriculum of that college/school.
2. Students in University College who have earned 30+ semester credit hours and have met the requisite eligibility requirements will be transferred automatically to their intended major college/school, subsequent to appropriate notification.
3. The School of Nursing and any other academic unit with officially-approved professional accreditation or licensure-related admissions policies and procedures will continue to operate under those guidelines and will be exempted from this automatic transfer process.

Approved by Academic Council, June 21, 2006

**DEVELOPMENTAL
OR
REMEDIAL
COURSES**

CAN NOT

BE COUNTED

AS

DEGREE

CREDITS

COLLEGE OF SCIENCES

**APPLICATIONS FOR GRADUATION
FOR SPRING 2011**

**PAST DUE
NONE ACCEPTED AFTER
JANUARY 18, 2011**

**APPLICATIONS FOR GRADUATION
FOR SUMMER AND FALL 2011**

DUE

JANUARY 25, 2011

CRITICAL THINKING
ANALYTICAL REASONING
205

IS NOT
ACCEPTED
AS AN
ENGLISH
NOR AS A
HUMANITIES
REQUIREMENT

ALL
TRANSFER
STUDENTS
MUST HAVE THEIR
COURSES
ARTICULATED
PRIOR TO
ADMISSION TO
THE
COLLEGE OF
SCIENCES

**STUDENTS
MUST RECEIVE
PRIOR
APPROVAL
FROM THE DEAN
BEFORE TAKING
COURSES FROM
ANOTHER
UNIVERSITY.**

**OTHERWISE, COURSES
MAY NOT BE ACCEPTED!**

**STUDENTS
MUST
REGISTER
FOR THE
WRITING
PROFICIENCY
EXAM
JUST AS ANY
OTHER COURSE**