

ACADEMIC GUIDELINES

Academic Policies:

LTC Region 4 uses the instructional policies as approved by Louisiana Technical College. Information provided below is based upon these policies.

Academic Diplomas, Certificates, Technical Competency Area Completions and Acknowledgements of Completion

Diplomas are issued to students who have completed the general and program-specific requirements for Board-of-Regents-approved, two-year Associate of Applied Science (AAS) degree programs. Technical Diplomas (TD) are issued to students who have completed the technical program-specific requirements for Board-of-Regents approved diploma programs. Certificates of Technical Studies (CTS) are issued to students who have completed the general and program-specific requirements for Board-of-Regents-approved, one year Certificate programs. These requirements are contained in the curriculum in effect when the student enrolls, changes majors, or graduates.

The campus Office of Student Affairs will verify students' completion of program requirements and will maintain the official records of all degrees and certificates awarded for that campus. Campus graduation checklists will be submitted to and verified by the regional registrar.

Acknowledgements of Completion

Acknowledgements of completion will be issued to students who have completed College-approved programs that have not been sanctioned by the Board of Regents.

Acknowledgements Based on Credit Course Work

Any acknowledgement of the completion of a credit course or group of courses constituting mastery of a Technical Competency Area (TCA) will be verified by the campus Office of Student Affairs before the acknowledgement is issued. Such acknowledgements will be signed by the Campus Administrator and will be printed with the signature of the Regional Director. Appropriate documentation of program completion will be maintained in the student's permanent academic record. These students may apply for and participate in graduation ceremonies.

Acknowledgements of Completion of Programs Offered in Cooperation with Other Agencies

Acknowledgements of the completion of programs offered in cooperation with external agencies will clearly indicate the name of both the outside agency and Louisiana Technical College; the number of semester hours of credit course work; and the number of clock hours of non-credit instruction included in the program if needed. Titles of the programs will be descriptive, and will not be the same as Board of Regents approved degree or certificate programs and may not have the same title.

These acknowledgements of completion will be signed by the Instructor and the Campus Administrator. The campus Office of Student Affairs will be provided with a list of students who have completed programs and verification that each student has completed the requirements for the program. These acknowledgements will be maintained in the student's permanent academic record.

Acknowledgements Based on Non-credit Course Work

Acknowledgements of completion of non-credit courses and programs will clearly indicate the clock hours of participation and the number of Continuing Education Units (CEUs) awarded, if applicable. Such acknowledgements will be signed by the instructor and the Campus Administrator.

The campus Office of Student Affairs will be provided with a list of students who have completed programs each semester. Titles of the programs will be descriptive, and will not be the same as Board of Regents approved programs. Acknowledgements will be maintained in the student's permanent academic record.

Other Acknowledgments and Awards

Individual regions, programs, and organizations may produce and distribute acknowledgements of completion, honor awards, attendance awards, scholarship acknowledgments, acknowledgements of appreciation, etc. However, the College seal, Presidents signature, official paper, and the term "certificate," may not be used. Such acknowledgements and awards should be approved through the Campus Administrator prior to their distribution.

Curriculum Requirements (Catalog Option)

A student must meet the curriculum requirements of the current catalog in effect at the time of entry. If a student changes his/her major or withdraws (drops out) from college in any regular semester (disrupting continuity of studies), he/she must reenter college under the current curriculum for that program. The student must then fulfill the requirements of the current catalog. Previous credits earned will be subject to review and evaluation by the appropriate academic advisor and by the LTC Region 4 Associate Dean of Academic and Student Affairs.

Classification of Students

Classification is based on the number of credit hours earned by the student.

1. Freshman: An undergraduate student who has earned 29 or less semester credit hours
2. Sophomore: An undergraduate student who has earned 30 or more semester credit hours
3. Non-Degree Student: A student who is taking courses, but not working toward a credential

Acceptance of Transfer Credits

From a Louisiana Technical College campus to another Louisiana Technical College campus: All campuses within Louisiana Technical College utilize a common curriculum for academic credit. Satisfactorily completed coursework (Grade of "C" or higher) taken at a Louisiana Technical College campus may be accepted as transfer credit at another campus of the LTC, depending upon a student's break in enrollment and/or changes in curriculum or major. Credits previously earned will be evaluated by the student's program advisor and/or instructor and by the LTC Region 4 Associate Dean of Academic and Student Affairs.

College residency requires that transfer students successfully complete a minimum of one course at the LTC campus from which the credential will be awarded.

From Another Postsecondary Educational Institution to Louisiana Technical College:

Coursework taken at an institution accredited by COE or a regionally accredited postsecondary educational institution outside of Louisiana Technical College will be evaluated by college personnel for transfer credit. Only grades of "C" or higher may be accepted for transfer credit. Note: Practical Nursing program courses must have a grade of 80% or higher to be considered for transfer credit.

Credit will not be granted for courses that are defined as pre-college level by the institution where they were earned. Such courses will be noted for academic advising purposes and will show transferred hours as "0".

College residency requires that transfer students successfully complete a minimum of 25% of course requirements at LTC prior to being awarded a credential.

Procedures for Requesting Transfer Credit towards a Credential:

Students must initiate the request for evaluation of transfer credit by completing a "Transcript Evaluation Request" form IS100.45 and by having official college transcripts mailed to the LTC campus of enrollment. Students must also provide copies of course descriptions/course syllabi of courses for which credit was previously earned to enable examination and comparison of course content of the requested transfer course to the college's current course content. This process should be completed prior to enrolling in an LTC course in which credential credit is being requested. Program Academic Advisors will review the Transcript Evaluation Request and documentation.

Academic advisors will submit appropriate Course Substitutions, along with the Transcript Evaluation Request, to the LTC Region 4 Associate Dean of Academic and Student Affairs for final approvals. As transcript evaluation may be a lengthy process, it is recommended that requests for transfer of credits be submitted at least two (2) months prior to the beginning of a semester in which the student wishes to enroll and receive transfer credit.

Earning Non-Traditional Credit

Louisiana Technical College (LTC) awards credit for non-traditional learning based on results of national tests such as CLEP, AP, DANTES, and other extra-institutional examination programs; the institution's faculty-developed credit by examinations; credit for past learning and/or life experiences; military and industry-based training, and others as approved by the LTC Region 4 Associate Dean of Academic and Student Affairs. Applications for non-traditional credit will be reviewed on an individual basis.

A student may use a maximum of 30 non-traditional credit hours toward an associate degree or technical diploma and a maximum of 12 non-traditional credit hours toward a Certificate of Technical Studies.

Students may be assessed a fee for the administration of examinations and for the evaluation of credentials when non-traditional credit is requested.

Students must be enrolled in at least 6 credit hours at the campus from which they are requesting non-traditional credit, and may only request credit for courses that are offered by the home campus.

A grade of "P" on a student's transcript indicates that non-traditional credit is awarded.

A student requesting college credit through a portfolio review must schedule the program area's 3-credit hour Special Projects course. Guidance in the development of the portfolio will be provided by a program instructor. This enrollment does not guarantee that credit will be awarded.

For an approved Louisiana Board of Regents credential, no more than 50 percent of the required credit hours will be accepted through transfer and non-traditional credit options combined.

All fees must be paid prior to a portfolio evaluation/testing administration and issuance of non-traditional credits.

Non Traditional Credit Options

Credit Equivalency for Training - Credit earned cumulatively by successfully completing a specific series of training modules.

Military Credit - Credit granted for training received in the military is based on the students DD214 or 295 and evaluation of credits based on recommendations of the American Council on Education (ACE) Guide. When students complete basic and advanced training of at least 120 days in Armed Forces training school, they are eligible for five credits.

Portfolio Evaluation - A documented collection of learning that may include samples of actual work, which is submitted for evaluation by the student. The faculty will determine if the goals and objectives of specific courses have been fulfilled.

CLEP- College Level Examination Program for credit in a number of courses. Students may earn credit hours as indicated but no grades.

DANTES – Defense Activity for Non-Traditional Education Support examination.

Proficiency Examinations – Faculty Developed Credit by Examinations that measure the level of competency in the goals and objectives of a specific LTC course.

Louisiana Technical College permits students to take credit examinations in order to “test out” or “challenge” specific courses. An applicant/student cannot challenge a course in which he/she is currently or was previously enrolled.

Application for credit examinations must be initiated by the student and submitted to the department head in sufficient time to allow for test administration and scoring prior to the next semester’s registration period.

When applying for a credit-by-examination, the applicant must provide evidence of his/her probability of success on the exam. Examples of documentation include college credit previously earned in the subject area, work experience with the identified course objectives, industry certification, etc. Documentation will be maintained in the student’s academic record.

Credit is awarded only for examination performance of “80 %” quality or better. Upon successful completion of the credit examination, a grade of “P” will be recorded on the student’s permanent transcript. Quality points will not be awarded.

If the applicant or student does not receive credit through examination, he/she may register and schedule the course. At the time of registration, the student is responsible for all tuition and fees associated with the course.

Students may not retake credit examinations they have failed. Students who have been suspended are not eligible for credit examinations.

Procedures for Credit By Examination

1. The applicant for credit-by-examination must make an appointment with the course instructor to provide appropriate evidence of probability of success on a credit by exam.
2. If the instructor approves the course challenge, he/she will provide the student with a copy of a completed “Credit by Examination” Course Challenge Form and sets a date for testing.
3. The applicant must submit this form when making payment of the \$15 non-refundable credit-by-examination fee for which a receipt will be provided.
4. On test date, the applicant provides the instructor with the form and receipt showing payment of the course challenge. The instructor then allows the student to complete the approved Credit by Examination activities/test(s).
5. The instructor scores the activities/test(s) and completes the “Credit by Examination” form. A **“P”** is assigned as the grade which indicates the student successfully challenged the course. An **“F”** is assigned as the grade which indicates failure to successfully challenge the course.
6. Two copies are made of the completed Credit by Examination form. One copy is given to the student and one to the student’s advisor. The **instructor** who administered the test must provide the **original** to the campus Student Affairs Office to enable data entry and filing in the student’s permanent record. Only grades of “P” are entered on the student’s transcript.

Secondary to Postsecondary Articulated Credit: Applicants who have taken specific courses while in high school that meet the requirements of an articulation agreement between this college and the high school attended will receive LTC non-traditional credit for those courses when enrolling in LTC within the first year of high school graduation. The LTC Region 4 Intent to Articulate form must be completed prior to registration and submitted to the campus Office of Student Affairs for processing/approval. Once approved, a grade of “P” will be issued and appear on the LTC transcript for articulated credit.

College Attendance:

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially withdraw, may receive a grade of “F” for all coursework missed that may result in a punitive final grade.

This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. The attendance policy for each class must be included in the course syllabi.

Attendance will be tracked and maintained for various reporting purposes. An instructor may drop a student for excessive absences if the student misses 10% of the class.

Note: Only absences which are considered an emergency due to personal illness, jury duty, court summons, and death in the immediate family and other critical situations beyond the student's control will be excused, allowing students to make up missed class work. Official documentation of absences must be submitted by the student upon returning to class. Course work missed due to an unexcused absence cannot be made up.

VA Students Attendance Policy

There are no excused absences for VA students as far as the Veterans Administration is concerned. Thus, when a VA student exceeds the attendance policy, whether he/she had a legitimate excuse or not, this absence is counted against the student by the VA. When a VA student is dismissed for attendance reasons, the VA is notified within 30 days of the last date of attendance. However, the college will honor the legitimate excuse of a VA student as it does for all other students for making up class work missed.

Grading Scale

Louisiana Technical College (LTC) has established a grading scale describing the letter grade that is associated with the percentage grade. The student's transcript will include the letter grade only, not the percentage grade.

The grading scale at Louisiana Technical College for all programs, except those regulated by a licensing board, is listed below.

A = 90% - 100%

B = 80% -89%

C = 70% -79%

D = 60% -69%

F = 59% - Below

The LTC grading scale for programs regulated by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) is:

A = 94% – 100%

B = 88% – 93%

C = 80% – 87%

D= 70% – 79%

F = 69% – Below

Grade Symbols and Designations

- A Represents exceptionally high achievement. It is valued at four grade points for each credit.
- B Represents high achievement. It is valued at three grade points for each credit hour.
- C Represents satisfactory achievement. It is valued at two grade points for each.
- D Represents the minimum achievement for credit for elective courses that are not a part of the student's major. It is valued at one grade point for each credit hour.
- F Failure - Represents an unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours. The student who receives a grade of ("F") in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation. Credit may only be obtained by repeating the course.
- AU Audit - Represents a course that is not taken for credit. Students who audit a course must be admitted to the college and officially enrolled in the course. Any change in status from audit to credit or credit to audit must be completed prior to the last day for adding classes. An audited class may be taken for credit during another semester. An Audit carries no value in computing the grade point average.
- P Non Traditional Credit – Represents credit given for successfully challenging a course, military course credits, prior learning experiences, etc. Non-traditional credits carry no value in computing the grade point average.
- I Incomplete – Represents incomplete coursework. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall inform the student what work is necessary and the deadline to complete such work. The deadline must be no later than the first day of mid-term exams of the next semester. Students do not re-enroll or pay tuition for an Incomplete class. The grade of ("I") has no value in computing the grade point average, but is counted in hours attempted.
- R Repeat – Represents a course that is being repeated. The Symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average. The term grade point average is not affected with Repeat grades. Repeat grades do not change a prior term's GPA.
- S Satisfactory - Represents a satisfactory grade. It has no value in computing the grade point average.
- U Unsatisfactory - Represents an unsatisfactory grade. It has no value in computing the grade point average.
- W Withdraw - Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official drop date and will receive a grade of ("W"). The course and grade of ("W") will be posted to the student's permanent record, but will not be included in the calculation of the semester/session or cumulative grade point averages. Students are cautioned that withdrawal from a course or courses may impact their financial aid and other (e.g. insurance coverage) status. Official drop date for atypical course schedules will be calculated at 75% of the course length.

LTC Grade Point Average

A grade point average (GPA) is obtained by dividing the total quality points earned by the total credit hours attempted. The GPA must be calculated to the third decimal place.

$$\frac{\text{Total quality points earned}}{\text{Total credit hours attempted}} = \text{GPA (x.xxx)}$$

The term GPA is based on the earned quality points and the credit hours attempted for the semester/session only.

The cumulative GPA is based on the total earned quality points and the total credit hours attempted. Grades of I, W, R, S, P, AU, and U, will not be calculated in the grade point average.

Types of GPA

1. LTC Cumulative GPA – Calculate GPA formula using all LTC credits (excluding all quality points and credit hours exempted through academic amnesty).
2. Graduation Cumulative GPA – Calculate GPA formula using those credits applicable to curriculum requirements only.
3. Higher Education GPA – Calculate GPA formula using all credit hours attempted from higher education institutions excluding all quality points and credit hours exempted through academic amnesty and/or repeated course (up to a maximum of 15 hours).
4. Adjusted Cumulative GPA – This GPA is adjusted to exclude those quality hours and grades which have been removed from the calculation of a student's grade point average through a repeat/delete policy (up to a maximum of 15 credit hours) and/or Academic Amnesty. This adjusted cumulative grade point average will include grades earned at the home institution and is used to determine a student's academic status.

Definitions associated with GPA

- **Quality Hours:** Quality hours are those credit hours for which a student registers and receives a grade of A – F. Credit courses for which a student receives a grade of “P,” and “S” are included in earned hours, but not quality hours. Courses for which students register, but later withdraw with a grade of “W” are included in attempted hours, but not quality hours.
- **Cumulative Quality Hours:** Cumulative quality hours are all hours for which a student has registered and has received a final grade of A – F at the college as well as all quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of F).
- **Adjusted Quality Hours:** Adjusted quality hours are those credit hours for which a student registers and receives a grade of A – F at the home institution, excluding those credit hours removed from the calculation of the student's grade point average through a repeat/delete policy and/or those credit hours removed through Academic Amnesty.

Academic Status Categories:

1. Good Academic Standing. A student who has a cumulative grade point average of 2.0 (C) or higher on all course work completed at Louisiana Technical College is considered to be in good academic standing. A 2.0 average occurs when the number of quality points is twice the number of quality hours attempted.
2. Academic Probation. No student will be placed on probation before he/she has attempted 15 credit hours. A student will be placed on academic probation whenever the Louisiana Technical College cumulative average is below a 2.0 (A=4.0). Once on probation, a student will remain on probation (as long as each semester average is at least a 2.0) until the Louisiana Technical College cumulative grade point average of 2.0 or higher is achieved.
3. Academic Suspension. No student will be suspended prior to attempting 24-semester hours enrollment. A student on academic probation will be suspended from the institution for one semester at the conclusion of any semester or summer session in which he/she fails to earn a semester grade point average of 2.0. A student who is suspended at the end of the fall semester must remain out of school for the spring semester. A student who is suspended at the end of the spring semester may attend the summer session. If the student raises his/her LTC

cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, or if the student does not attend the summer session, the student is suspended for the fall semester.

A student may appeal to attend the College during his/her suspension semester. The appeal must be in writing to the Academic Appeals Committee on the student's home campus.

At the discretion of the program advisor, a student may enroll, during his/her suspension semester(s), in developmental courses (courses number below 100). All students who are so allowed to register must be advised by a developmental studies instructor and are restricted to skill remediation. Registration in college credit courses is not allowed, but students may audit credit courses with approval of the program advisor. Under this program, the student may enroll in a maximum of 9 credit hours per semester. A student reenters the College on academic probation after being suspended academically. A student who is allowed to enroll during his/her suspension semester is also placed on academic probation.

A student who has been placed on academic suspension and achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until he/she achieves an LTC cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the cumulative 2.0 grade point average is achieved will result in another one semester suspension.

Academic Status of Students in Specific Majors

Faculty in a given major may, with the approval of the academic administration of the College, establish and publish higher academic standards for admission, continuation and/or reentry to the major.

Academic Status of Transfer Students

A student who is on probation and who has an adjusted cumulative grade point average below 2.0 at his/her previous institution will enter LTC on probation. At the end of his/her first semester at LTC, he/she will be suspended if he/she does not achieve a 2.0 grade point average for the semester. He/she will be placed in good academic standing if his/her semester average is 2.0 or higher. His/her academic status at the end of each subsequent semester of attendance at LTC will be based on his/her LTC cumulative/semester average only.

A student who has been academically suspended/dismissed from an institution may petition, in writing, the Admission Standards Committee for permission to enroll at LTC during his/her period of suspension. Credit earned while on suspension/dismissal may or may not be accepted toward a degree, diploma, or certificate as per Academic Status Policy IS1930.102.

Change of Major/Transferring Programs within the College

Students wishing to change their major program of study must do the following:

1. Complete a Request for Program Change form (IS100.55)
2. Submit the form to the program advisor for approval
3. Meet with and submit the advisor-approved form to the Office of Student Affairs
 - Discuss admission requirements for the program
 - Complete an admission application for the new program
 - Meet with Financial Aid, if applicable
4. When notified, meet with the academic advisor for the new program
5. Schedule, Register, and make tuition/fee payments for the new semester.

Academic Renewal

At least three years must elapse between the end of the semester in which the student was last registered for credit at

any college or university and being enrolled at the LTC in order to be considered for academic renewal.

The student must submit an application for academic renewal along with official transcripts from all institutions of higher education attended to the campus Student Affairs Office before the last day of classes his/her first semester of enrollment. The application shall include evidence that conditions have changed and that there is reasonable expectation of satisfactory performance.

The application will be evaluated by the academic appeals committee and approved only for those that convincingly demonstrate potential for success. Applying does not ensure approval.

No prior academic credit carries forward as part of a student's degree program. However, the prior record remains a part of the student's overall academic record.

If granted, the date of academic renewal is entered upon the LTC transcript along with a statement prohibiting use of previously earned credits and quality points to (1) meet degree requirements, (2) Computer the GPA leading toward undergraduate certificates or degrees, OR (3) Determine graduation status.

Upon being granted academic renewal, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned and no prior suspensions.

The student demonstrating competence in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of "C" or higher were earned.

LTC does accept, in transfer, an academic renewal granted at another institution. However, academic renewal may be granted to a person only once, regardless of the institutions attended.

Students must be aware that many transfer institutions may compute the undergraduate GPA on all hours attempted when considering application for admission.

Developmental Education Requirements

The primary purpose of developmental education is to prepare students for success in their career preparation courses. The secondary purpose is to prepare students for university admission requirements.

Students seeking an Associate of Applied Science (AAS), Technical Diploma (TD), or Certificate of Technical Studies (CTS) are required to take a placement exam, unless exempted by policy (See Placement Exam Policy IS 1930.173). This test measures academic proficiency in mathematics, reading, and English/writing. Students accepted for program admission in a CTS or higher exit level program who do not meet the program specific placement exam scores are required to enroll in developmental education. Once enrolled in a developmental education course, students must be referred by the Developmental Education Instructor in order to schedule a retest in any discipline.

Three areas of developmental education are offered for enrollment: Developmental Reading, Developmental English/Writing, and Developmental Mathematics. There are three levels in each developmental education area: 0090, 0091, and 0092. Placement exam scores determine course level needed by students. Each developmental education course is three (3) institutional credit hours and 60 clock hours.

Students who progress in their developmental course but do not earn a passing grade (A,B, or C) will receive a "D" or "F" and must re-enroll in the course the following semester and pay all tuition and applicable fees.

Students seeking a credential will continue to enroll in developmental education each semester until they accomplish one of the following: 1) master the competencies for the developmental education course as specified in the course syllabi; 2) retake the placement exam and reach required placement scores, or 3) successfully complete all course work required for the credential.

AAS students in Developmental Education: To be eligible to enroll in a general education course of the AAS program, students must 1) master the competencies for developmental education course(s) as specified in the course syllabi; or 2) retake the placement exam and reach the AAS required placement score for the specific discipline.

Dropping/Adding Courses

Students are allowed to drop/add courses within the first 2 days of each semester. There is no academic penalty for course changing during this time. Students will be assessed additional tuition/fees, if applicable. Classes dropped outside of the Drop-Add period carry various institutional penalties.

To add classes after the official drop/add period, students must have administrative approval. Administrative adding of classes are handled by the campus Office of Student Affairs.

Students who enroll in compressed courses are encouraged to enroll in all courses at the beginning of the semester in order to maximize federal financial aid benefits and minimize tuition costs.

Course additions for students in competency based programs will be allowed on a case by case basis and will be considered the exception rather than the rule. Course additions will be considered only if all of the following conditions are met:

1. The student has successfully completed (Grade of “C” or better) all other previously scheduled courses for the semester.
2. The Academic Advisor recommends the course addition and submits appropriate forms to initiate the course add.
 - a. The course abbr./number and section appears on the Program Master Schedule of Classes and has a class start date **after** the 14th or 7th enrollment census date.
 - b. The number of clock hours required for the course must be accounted for in the scheduled dates and times, with an end date that does not exceed the semester end date.
3. The student officially registers and pays all applicable tuition/fees. Note: If a student is on Financial Aid, the Financial Aid Officer must approve the course addition. Courses can only be added if the course addition will not affect the student’s status for financial aid or other purposes.

All “adding”/ “dropping” of courses must be processed through the campus Office of Student Affairs Office in order for students to obtain credit. A Change in Course Load form can be obtained from that office. The completed form is returned to Student Affairs for distribution to the appropriate department/personnel.

Full-Time Enrollment

A full-time student is defined as one who is taking at least 12 semester hours, or the equivalent of scheduled coursework, during a regular semester or at least six semester hours during a summer session. Full-time status for Title IV Determination is 12 credit hours in Fall or Spring semester and 7 credit hours for a 9 week summer session. Audited courses are not counted as credit courses for enrollment reporting or verification and are not eligible for financial aid.

Student Withdrawal from Classes and/or from College

Withdrawal (Student-Course) – an action whereby a student formally “drops” a course (or courses) from his/her schedule of classes (or from the college) after the official enrollment period by using the institution’s approved procedures and timetable.

It is the student’s responsibility to withdraw from classes **and/or** from the College. To initiate these actions, use Form. IS100.48 *Student Change in Course Load*. or Form IS100.47 *Student Withdrawal from College*. These forms are available from the campus Office of Student Affairs.

To withdraw from classes **and/or** the college after the drop/add period, a student must:

- Complete a copy of the **appropriate** Withdrawal Form
- Sign and date the form

- Have the form signed by the Department Head or Instructor
- Have the form signed by the Financial Aid Officer, if applicable
- Submit the completed form to the campus Office of Student Affairs

Note: A student is not officially withdrawn from a course or the college until the request is received in the campus Office of Student Records.

The deadline date for withdrawal is posted on the Academic Calendar. Students who officially withdraw from Louisiana Technical College **on or before** the last date to withdraw will receive a grade of (“W”) in each enrolled course. The course and grade of “W” will be posted to the student’s permanent record, but will not be included in the calculation of the semester/session or cumulative grade point average.

Withdrawal from the College may impact financial aid and other areas of status (e.g. insurance coverage). Withdrawing and/or being dropped from a course or from college after the refund period will not reduce the student’s financial obligation to the college and may affect eligibility for continued financial aid. Students not completing 67% of courses scheduled in a semester will be required to pay back Pell Grant funds received.

Students who stop attending but do not complete and submit appropriate withdrawal forms may remain on class rolls and be assigned a grade of “F” by the instructor. Additionally, students who stop attending a course or who withdraw from college **after** the official withdraw date (posted on the academic calendar) will receive an “F” grade for the course(s). This “F” grade will be calculated in the student’s GPA.

Reinstatement

In order for a student to be reinstated into a course, the instructor and Campus Administrator or designee must agree that the student has an acceptable excuse for missing or dropping/withdrawing from the class and that the student has a reasonable chance of passing the course.

A student may be administratively reinstated if dropped by the college in error.

Courses in Sequence

Prerequisite courses must be successfully completed prior to scheduling subsequent courses in the sequence. Students should take courses in the semester in which they are recommended, except in cases where the academic advisor has justified why a course taken out of sequence is necessary.

Grade Changes

After a faculty member has submitted a grade roster for a class, changes of grades can be completed only through the submission of a Grade Change Request, form IS100.18.

Grades changes may be initiated by an instructor only to:

1. Correct a computational or transcription error on the part of the instructor
2. Change an “I” grade to a final grade after the student has completed the “I” contract or in cases where the student has documented that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an “I” contract.

Instructors may not change a student’s grade based on extra work done by the student after the semester ended or based on work submitted after the published deadline (unless, as indicated above, some legitimate reason existed for the student’s failure to notify the instructor in a timely fashion).

Repeating Courses

Grades earned in repeated courses will replace original grades; however, both grades will be shown on the transcript with a notation of (R) placed by course which has been repeated. This policy applies only to courses taken at this institution. Grades earned at another institution cannot be negated by grades earned in equivalent courses at this college.

An unadjusted GPA (cumulative) will be used for the purpose of awarding campus awards and honors, if the award/honor is based on a student's GPA.

Course Substitutions/Course Waivers

Course substitutions and waivers should be based on extenuating circumstances. *The request for course substitution/course waiver is initiated by college personnel rather than by the student.* These must be approved by the LTC Region 4 Associate Dean of Academic and Student Affairs.

The Course Substitution/Course Waiver form IS100.6 and supporting documentation must be included in the student's permanent record. The documentation is used as part of the student's graduation requirement checklist.

The substitution/waiver must in no way negatively impact the competencies that a student must have to complete a credential.

If the substitution/waiver is a college-wide initiative, it must also be approved by the LCTCS Vice President of Career and Technical Education.

Re-entering College

Students who are dropped or who withdraw from the college should immediately submit another admission application in the campus Office of Student Affairs if they want their names placed on the waiting list for future enrollment. Students with a break in enrollment must pay the required \$5 application fee.

Students with a regular semester break in enrollment will be readmitted under the curriculum in effect at the time of re-enrollment. To be eligible for unconditional readmission, student must have earned at least a 2.000 cumulative grade point average on all work attempted, both at LTC and at all other colleges and universities. Otherwise applicants will be readmitted under probation.

Graduation & Graduation Requirements

Traditionally, LTC Region 4 has held campus commencement exercises during the summer months.

Students must apply for graduation by completing and submitting the appropriate form at least one semester prior to completing degree/diploma requirements. The application deadline will be determined by the campus and/or region. A graduation fee of \$25 will be charged each student who submits an application. Late applications will be charged an additional \$25 fee. High school students may receive post secondary credentials (TD, CTS, and TCA) prior to high school completion/graduation.

It is the responsibility of the student to make sure all the requirements for graduation have been met. It is recommended the student meet with his/her department advisor to discuss graduation requirements.

The program advisor and campus Office of Student Affairs office will complete a degree audit of all graduation requirements for each student. The regional registrar will certify candidates for graduation. All approved course substitution request forms, transfer credit evaluations, and official transfer transcripts must be on file in the campus Office of Student Affairs before a student can be certified as a candidate for graduation. To qualify for graduation, a student must:

- Meet the specific program requirements outlined in the curriculum the student is following at the time of graduation.
- Earn at least a 2.0 ("C") grade point average on all work attempted at Louisiana Technical College (excluding grades for courses deleted through academic renewal or repeat/delete).
- Earn at least a 2.0 ("C") in each course required to earn the credential.

- Complete 12 of the final 15 hours (excluding hours gained through non-traditional credit) required in the credential in residence at Louisiana Technical College.
- Earn at least 25 percent of the hours needed for the certificate/degree in residence at Louisiana Technical College, of which 9 must be in the major field of study.
- Earn no more than a total of 30 non-traditional credit hours toward an Associate Degree or Technical Diploma and no more than 12 non-traditional credits toward a Certificate of Technical Studies.
- If a program requires a course but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being followed is mandatory.
- Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.

Honors will be awarded based on cumulative Grade Point Average. At least 50% of required credits must be completed at Louisiana Technical College in order for a student to be eligible for honors. The required GPA's are: Honors Graduate: 3.00 - 3.49 and Graduation with Distinction: 3.50 - 4.00

Academic Requirements for Pell Grant Participants

GPA Requirements:

A student's cumulative GPA will be checked prior to any requests for payment or distribution of financial aid after the student is enrolled. The student's academic progress is verified by the department head or program instructor. Any student not maintaining satisfactory progress (cumulative 2.0 GPA) will have their financial aid suspended until satisfactory progress is acquired.

Maximum Time Frame:

Students on Pell Grants will have one and one half the normal length of time in which to complete their program of study. Lack of progress due to extenuating circumstances, such as sickness, natural disasters, etc., will be evaluated on a case-by-case basis.

Procedure for Appeal

A student making unsatisfactory progress due to extenuating circumstances must submit a written appeal to the dean of the college within one week of receiving grades. Extenuating circumstances will be evaluated on a case-by-case basis. Extenuating circumstances are situations beyond the student's control (i.e., illness, accident, trauma, etc.). Documentation must accompany the student's appeal. The college's dean will make a decision within two weeks. Financial aid will be reinstated if an appeal is won.

Student Records

A student record file is kept on each student at the college. This file consists of entry and termination dates, courses the student has taken, grades, placement exam scores, and student schedules, copies of letters requested by the student to verify enrollment, subpoenas, placement, and follow-up information.

These records are confidential. Students who wish to see their file may do so under the supervision of a college counselor. Information in student files will not be released to anyone without written permission of the student or parental permission in case of a minor student. Students must sign a release upon enrolling that allows the college to provide prospective employers with information from the student's file, or to provide transcripts to other educational institutions to which the student is requesting enrollment. Every three to five years student records are purged and only pertinent information is transferred to electronic medium for the college's permanent student files.

Transcripts

Transcripts are issued to students upon written request for a fee of \$5.00 per transcript. At the time of graduation, students are issued an official transcript at no charge.

Justification of Records

All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students should also notify the campus Office of Student Affairs if personal information changes during their enrollment. Falsification of student records may result in dismissal from college.

Medical student records are supplied to the State Licensing Boards. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the college dean and/or the licensing boards.