



TM

MCNEESE STATE
UNIVERSITY





McNeese State University™
Office of Admissions & Recruiting

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General Information

McNEESE FACTS

Location	Lake Charles, Louisiana (SMSA pop. 175,000)
Founded	September 1939
Enrollment	8,810
Campus	121-acre main campus, 503-acre McNeese Farm, a 65-acre athletic complex, Louisiana Environmental Research Center, Burton Complex and nearly 1,600-acres of donated farm property used for research and farming.
Mascot	Cowboys (Rowdy)
School Colors	Blue and Gold

McNeese State University is located in Lake Charles, one of the fastest growing areas in Louisiana and home to 72,000 people. Lake Charles lies along the I-10 corridor with easy road trips to New Orleans' famous French Quarter, Lafayette, the heart of Cajun country, and Houston, Texas, with its extravagant Galleria of shopping.

Our warm, Southwest Louisiana hospitality will make you feel right at home while you explore our diverse offerings. These include the area's Cajun culture and delicious food, live music at area nightspots, a variety of outdoor activities, numerous entertainment opportunities both on and off campus, as well as festivals like Mardi Gras and the Contraband Days Pirate Festival.

McNeese's campus has a 121-acre main campus, 503-acre McNeese Farm, a 65-acre athletic complex, Louisiana Environmental Research Center, Burton Complex and nearly 1,600-acres of donated farm property used for research and farming.

McNeese is a member of the University of Louisiana System, one of the largest public higher education systems in the United States. The system includes nine universities, which serve more than 94,000 students and employ almost 9,000 faculty and staff.

Purpose/Mission

McNeese State University, a selective admissions institution, provides education, research, and service that support core values of academic excellence, student success, fiscal responsibility, and university-community alliances. The University's fundamental educational mission is to offer associate, baccalaureate, and specific graduate curricula distinguished by academic excellence. The University engages in collaborative ventures to benefit industry and to enhance economic development and cultural growth in this region and beyond.

The foundation for student success begins with faculty commitment to excellence in teaching, research, and creative and scholarly activity. At McNeese State University, a member of the University of Louisiana System, students cultivate skills for critical thinking and effective expression and gain an understanding of the global community. The learning and social environment integrates discipline-specific knowledge with the values of lifelong learning, ethical responsibility, and civic engagement.

Core Values

The core values of McNeese State University are:

- Academic Excellence
- Student Success
- Fiscal Responsibility
- University-Community Alliances

Accreditation

McNeese State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, P-404.679.4500, www.sacscoc.org, to award associate, bachelor, master, and specialist degrees. A comprehensive list of other agencies included in the Board of Regents General Policy on Program Accreditation that have accredited or approved McNeese academic programs follows:

- AACSB International - The Association to Advance Collegiate Schools of Business International, 7777 South Harbor Island Blvd., Suite 750, Tampa, FL 33602-5730, P- 813-769-6500, www.aacsb.edu/.
- AAFCS - American Association of Family and Consumer Sciences, 400 N. Columbus St., Suite 202, Alexandria, VA 22314, P- 703-706-4600, www.aafcs.org.
- ACS - American Chemical Society, 1155 Sixteenth St. NW, Washington, DC 20036, P- 800-227-5558, www.acs.org.
- CADE - Commission on Accreditation for Dietetics Education, American Dietetic Association, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, P- 800-877-1600, www.eatright.org.
- CAC/ABET Inc. - Computing Accreditation Commission of the Accreditation Board of Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, P- 410-347.7700, www.abet.org.
- CCNE- Commission on Collegiate Nursing Education for American Association of Colleges of Nursing, One Dupont Circle, NW, Suite 530, Washington, DC 20036, P- 202-463-6930, www.aacn.nche.edu/index.htm
- EAC/ABET Inc. - Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, P- 410-347-7700, www.abet.org.
- JRCERT - Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, P- 312-704-5300, www.jrcert.org.
- NAACLS - National Accrediting Agency for Clinical Laboratory Sciences, 8410 W. Bryn Mawr Ave., Suite 670, Chicago, IL 60631, P- 773-714-8880, www.naacls.org.
- NASAD- National Association of Schools of Art and Design, 11250 Roger Bacon Dr., Suite 21, Reston, VA 20190, P- 703-437-0700, <http://nasad.arts-accredit.org/>.
- NASM - National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, P-703-437-0700, <http://nasm.arts-accredit.org>.
- NCATE - National Council for Accreditation of Teacher Education, 2010 Massachusetts Ave. NW, Suite 500, Washington, DC 20036, P- 202-466-7496, www.ncate.org.

- NLNAC - National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, P- 404-975-5020, www.nlnac.org.
- TAC/ABET Inc. - Technology Accreditation Commission of the Accreditation Board of Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, P- 410-347-7700, www.abet.org.

Other agencies that have approved or certified programs include:

- AAHPERD/NASPE - American Alliance for Health, Physical Education, Recreation and Dance/National Association for Sport and Physical Education
- ACEI - Association for Childhood Education International
- CEC - Council for Exceptional Children
- ISTE - International Society for Technology Education
- BESE - Louisiana Board of Elementary and Secondary Education
- ELCC - Educational Leaders Constituency Consortium
- LSBN - Louisiana State Board of Nursing
- NAEYC - National Association for the Education of Young Children
- NCAA - National Collegiate Athletic Association
- NCTE - National Council of Teachers of English
- NCTM - National Council of Teachers of Mathematics
- NSTA - National Science Teachers Association
- OAKE - Organization of American Kodály Educators

Family Educational Rights and Privacy Act

The University complies with the federal Family Educational Rights and Privacy Act (FERPA). Questions regarding FERPA may be referred to the Office of the Registrar.

Notification of Rights

FERPA affords students (and the parents of dependent students, as defined in Section 152 of the Internal Revenue Code) certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student believes is inaccurate or misleading, and specify how and why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the governing or management board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Institutional Disclosure and Reporting Requirements

Federal law requires all public universities to provide students with information concerning graduation rates, security policies and crime statistics and athletic program participation rates and financial data.

The annual report on Completion and Graduation Rates is available and can be reviewed in the Office of Institutional Research.

Security policies and crime statistics are available on the MCNEESE website at <http://www.mcneese.edu/police/crime-statistics> and at <http://www.mcneese.edu/policy/>.

Athletics program participation rates and financial data are available each year by October 15, and the report is placed on reserve in Frazar Memorial Library.

Policy for Review of Complaints

McNeese State University recognizes the value of information provided by students, employees, and others in assessing the institution's performance. This Policy for Review of Complaints is for the purpose of addressing significant violation of the institution's standards, policies, and procedures and is not a forum for addressing grievances. The University has established grievance procedures for students and employees and expects individuals to attempt to resolve grievance issues through procedures established according to the situation.

Complaints must be submitted in writing by the complainant and addressed directly to the appropriate vice president at McNeese State University. The University will address complaints that are in writing and signed. The University will not act on complaints submitted on behalf of another individual, anonymously submitted, or complaints which are forwarded to the University. Contact the Office of Institutional Effectiveness for a detailed list of procedures for filing a complaint.

Electronic Learning

The Burton Business Center, Kaufman Hall, and Farrar Hall house electronic learning laboratories which connect with other university campuses in Louisiana through fully interactive compressed video technology. Classes can originate at any campus and be attended by students on any other campus.

Students can also attend various off-campus locations. Students can communicate with each other and the instructor using two-way audio and video. Web-based instructional initiatives are offered on a departmental basis through McNeese's Blackboard Server.

These electronic learning technologies enhance the educational opportunities available to McNeese and other Louisiana students. For more information contact McNeese Electronic Learning.

University-Wide Honors Seminar

The aim of the University-Wide Honors Seminar is to give students of superior abilities a chance to broaden their intellectual and cultural awareness by working with a select group of students and professors in a two-semester (six hours credit) course; the particular emphasis of the University-Wide Honors Seminar is the interrelationship of the arts, humanities and sciences as creative forces of twenty-first century life. It is open to any student enrolled in a two-year or four-year program. Applicants must have a grade point average of 3.5 or better and must have completed 30 semester hours of class work. Credit earned may be applied toward any degree offered by the University. To apply, students should contact their department head or the program coordinator.

Alumni Affairs

The McNeese State University Alumni Association is housed in the 5,700 square foot Stream Alumni Center located at 600 E. McNeese Street. The purpose of the organization is to promote McNeese and to stimulate and nurture alumni interest in the University. Founded in 1947 and incorporated in 1960, the McNeese Alumni Association maintains contact with over 36,000 graduates.

Each graduate is a member of the Alumni Association and receives an annual newsletter. Those alumni who contribute to the Alumni Annual Fund each year are considered "active alumni" and are entitled to vote, hold office, and receive additional newsletters and invitations to alumni events.

The Annual Fund helps sponsor scholarships, student recruitment, recognition of excellence, reunions, alumni chapters, and the Student Alumni Association. These donations also support various university programs for which state funding is unavailable.

To become an active member of the Alumni Association or receive more information about events and chapters in your area, call 1-800-475-ALUM or 337-475-5232 or visit online at www.McNeeseAlumni.com.

Athletics

The athletic program fields teams in the NCAA for both men and women. The University is also a member of the prestigious Southland Conference, and competes for championships in football, basketball, indoor track, cross country, outdoor track, baseball and golf for the men and cross country, indoor track, outdoor track, tennis, golf, volleyball, basketball, softball and soccer for the women.

The primary purpose of the athletic program is to provide opportunities for student-athletes to achieve personal growth and development through a combination of intercollegiate athletic competition and academics. The program offers student-athletes the opportunity to realize educational goals and to benefit from athletic competition on a national level.

The Athletics Department holds the philosophy that the athlete's most important tasks are pursuit of personal growth through academic work and team experiences and development of a sense of ethical responsibility. The department recognizes that its primary commitment is education of the student-athlete and, to this end, extends academic assistance. Under the auspices of the University, the Athletics Department offers grants-in-aid to qualifying student-athletes, enabling them to pursue both academic and athletic goals.

The Athletics Department provides the guidance necessary for an exemplary and competitive athletics program that is beneficial to students, faculty and staff, administration, alumni, and community. All activities, operations, and decisions of the Athletics Department are guided by principles of equal opportunity and nondiscrimination.

Enrollment Information Center

The Enrollment Information Center houses staffs from the Office of Admissions and Recruiting who are responsible for coordination of all recruiting events on campus. All prospective students interested in McNeese are served by the center, which provides McNeese admission information packets as well as other university information. Campus tours are given by appointment with one of the Admissions Counselors who will tailor the tour to meet the student's needs. College Day/Night events, Literary Rally, Play Rally and Speech Rally are coordinated and staffed by recruiting personnel.

Freshman Foundations and Students in Transition

The mission of the Office of Freshman Foundations and Students in Transition is to promote the educational and personal success of all students who are in their first year at McNeese. One of the primary functions of the office is to facilitate the offering of Freshman Foundations (FFND 101). The Freshman Foundations course is taught through the academic college in which a student is pursuing a major and offers students information in three basic areas related to success at McNeese. One, the student is introduced to the writing culture on campus, the *Write to Excellence* initiative, the Write to Excellence Center, and the campus-wide scoring guide or rubric used to grade writing. Two, basic college success skills such as how to budget time, improve study habits, and utilize campus resources effectively are discussed. Three, the specific expectations of the student's major are explored in the last part of the course. Every first-time freshman is required to enroll in an appropriate section of FFND 101 during the first semester at McNeese. For more information, contact the director at (337) 562-4207.

Write to Excellence Center

The Write to Excellence Center (WTE Center), located in Drew Hall 234, is a vital part of the new Quality Enhancement Plan (QEP) writing-across-the-curriculum initiative. Open approximately 45 hours a week, the WTE Center offers feedback on written work for all McNeese students, faculty, and staff. The WTE Center's mission is to facilitate academic success by aiding all students in becoming better writers. Collaboration is the key to successful writing of all kinds, and trained tutors will work with students to assist them in thinking critically about their own writing. While tutors will not correct errors or write papers, they will offer suggestions on how to make writing stronger. All students from first-year students to graduate students are invited to visit the Write to Excellence Center.

Special topic workshops related to writing will be offered on Friday afternoons. Any student may attend and participate in these workshops conducted by faculty from a variety of disciplines and by professionals from the local community.

First-year students writing academic essays for the first time are strongly encouraged to work with WTE Center tutors. Developmental writers will fulfill their writing lab requirements in the WTE Center.

Hours of operation will be posted at the WTE Center. For additional information, call the WTE Center Director at 562-4206.

Office of Equal Opportunity

The Office of Equal Opportunity ensures that all students, faculty, and staff have an equal opportunity to participate in all aspects of University life. McNeese State University does not discriminate with regard to race, color, sex, national origin, sexual orientation, religion, disability, veteran status, ethnicity, or age in employment or the provision of services.

The Chief Diversity Officer is the University's ADA Coordinator, Title IX Coordinator, and Equal Opportunity Officer, and investigates complaints of discrimination, including sexual harassment. The Office prepares the Affirmative Action Plan for Employment and manages the hiring process, diversity training programs, the applicant tracking system, and assists the University administration on matters relating to institutional compliance. The Office implements and manages compliance with and promotes programs and activities to support the Americans with Disabilities Act As Amended and the Affirmative Action Program.

The Office is committed to diversity, interculturalism, and equity by providing information, services, programs and activities, and training and development opportunities for faculty, staff, and students. Individually and in collaboration with other divisions and departments and community partners, the Division develops and implements training programs and activities to promote a welcoming, nurturing, and equally beneficial campus environment to students, faculty, staff, and visitors.

The Office supports the University's commitment to student success, academic excellence, University/community alliances, cultural growth, and the cultivation of student skills for critical thinking, effective expression, and understanding of the global community.

Non-Discrimination and Diversity Awareness Policy

McNeese State University does not discriminate with regard to ethnicity, race, color, national origin, sexual orientation, religion, disability, veteran status, age, or sex in admission to or employment or participation in its education programs, services, and activities. The University has adopted The Diversity Awareness Policy to provide for prompt and equitable resolution of discrimination complaints. The Policy describes the grievance

procedure for individuals who may have experienced discrimination. The Policy further defines racial discrimination, sexual harassment/ discrimination, gender discrimination, sexual orientation discrimination, age discrimination, and discrimination against individuals with disabilities. The grievance procedures for individuals with disabilities confirms the University's commitment to providing accessibility to its programs, services, and activities for individuals with disabilities who are otherwise qualified and entitled to an accommodation.

Accessible Participation Policy

McNeese State University, a member of the University of Louisiana System, is an Affirmative Action/Equal Employment Opportunity/Americans with Disabilities Act As Amended employer committed to excellence through diversity. McNeese State University is committed to providing students, employees, and visitors with disabilities the opportunity to participate in the university's academic programs and other activities through its McNeese State University Accessible Participation Policy by providing academic adjustments, reasonable accommodations, and accommodations to assure access to University programs, services, and activities.

Individuals who believe they may have experienced discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal written complaint may discuss their concerns confidentially and informally with the Chief Diversity Officer and ADA Coordinator.

INVENTORY OF DEGREE PROGRAMS

(Subject to change)

General and Basic Studies		
General Studies		A.G.S.
General Studies		B.G.S
College of Business		
Accounting		B.S.
Business Administration		M.B.A.
Finance -Economics -Financial Analysis		B.S.
General Business Administration -Construction Management -Entrepreneurship		B.S.
Management -Entrepreneurship -Human Resource Management		B.S.
Marketing		B.S.

Burton College of Education		
Athletic Training		B.S.
Counseling-Grades K-12		G.C.
Curriculum and Instruction		M.Ed.
Early Childhood Education-Grades PK-3		B.S.
Early Childhood Education-Grades PK-3		P.B.C.
Educational Diagnostician		G.C.
Educational Leadership		M.Ed.
Educational Technology Leadership		M.Ed.
Elementary Education-Grades 1-5		B.S.
Elementary Education-Grades 1-5		M.A.T.
Elementary Education-Grades 1-5		P.B.C.
Health and Physical Education-Grades K-12		B.S.
Health and Human Performance, General -Exercise Science -Health Promotion -Sport Management		B.S.
Health and Human Performance		M.S.
Instructional Technology		M.S.
Middle School Education-Grades 4-8		P.B.C.
Multiple Levels-Grades K-12		P.B.C.
Psychology		B.S.
Psychology		M.A.
Reading Specialist		G.C.
School Counseling		M.Ed.
School Librarian		P.B.C.
Secondary Education and Teaching, Business Education-Grades 6-12		B.S.
Secondary Education-Grades 6-12		M.A.T.
Secondary Education-Grades 6-12		P.B.C.
Special Education		M.Ed.
Special Education-Early Intervention: Birth-5		P.B.C.
Special Education Mild/Moderate for Elementary Education-Grades 1-5		P.B.C.
Special Education Mild/Moderate for Secondary Education-Grades 6-12		P.B.C.
Special Education Mild/Moderate for Elementary Education-Grades 1-5		M.A.T.
College of Engineering & Engineering Technology		
Engineering -Chemical -Civil -Electrical -Mechanical		B.S.
Engineering		M. Eng.
Engineering Technology -Electronics -Instrumentation -Process Plant		A.S.
Engineering Technology -Electronics		B.S.

-Instrumentation -Process Plant/Management Pathway -Process Plant/Technical Pathway		
Pump Reliability		G.C.
Pump Reliability	P.B.C.	
College of Liberal Arts		
Art -Advertising Design, Ceramics, Drawing, Painting, Photography, Printmaking -Art Education-Grades K-12		B.A.
Creative Writing		M.F.A.
Criminal Justice -Terrorism, Preparedness, and Security		B.S.
English -Comparative Literature -Writing -English Education-Grades 6-12		B.A.
English		M.A.
Foreign Languages -Comparative Literature -French -Foreign Languages Education-Grades 6-12 -Latin Spanish		B.A.
Government -Terrorism, Preparedness, and Security		B.A.
History -Southeastern American Indian Studies -Social Studies Education-Grades 6-12		B.A.
Liberal Studies -Humanities -Philosophy -Pre-Law -Geography -Women and Gender Studies -Louisiana Studies -Religious Studies -Southeastern American Indian Studies -Theatre Arts		B.A.
Mass Communication -Communication Studies -Mass Communication -Journalism -Public Relations -Media Production		B.S.
Music Education-Kodály Studies		P.B.C.
Music -Band/Orchestral Instrument -Jazz/Commercial Music		B.M.

-Piano -Voice -Music Education Instrumental/Voice-Grades K-12		
Paralegal Studies		A.A.
Sociology -Terrorism, Preparedness, and Security		B.A.
College of Nursing		
Nursing		A.S.N.
Nursing		B.S.N.
Nursing		M.S.N.
College of Science		
Agricultural Sciences -Agribusiness -Animal Science -Equine Science -General Agriculture -Pre-Veterinary Medicine -Agricultural Education-Grades 6-12		B.S.
Biological Science -Molecular Biology -Premedicine or Predentistry -Biology Education-Grades 6-12		B.S.
Chemistry -Biochemistry -Premedicine -Forensics -Chemistry Education-Grades 6-12		B.S.
Clinical Laboratory Science		B.S.
Computer Information Technology		A.S.
Computer Science -Statistical Computing		B.S.
Environmental and Chemical Sciences		M.S.
Mathematical Sciences		M.S.
Mathematical Sciences -Mathematics -Mathematics Education-Grades 6-12 -Mathematical Physics -Statistics		B.S.
Natural Resource Conservation Management - Environmental Science Education-Grades 6-12		B.S.
Nutrition and Food Sciences -Dietetics -Food Technology -Nutritional Sciences		B.S.
Radiologic Sciences		B.S.

Academic Regulations

Student Rights and Responsibilities

McNeese State University conducts the tasks of education, research and service on the fundamental assumption that every student who enrolls at the University has a right to a student-centered learning environment that fosters academic excellence and personal success.

Students positively contribute to this environment by maintaining high standards of integrity and ethical honor in all academic work and personal conduct, familiarizing themselves with and adhering to all policies and regulations of the University, promptly fulfilling all academic, contractual, and financial obligations, and actively participating in University life.

Student Rights

Specific rights the University seeks to provide students include:

- The right to a student-centered education in an environment that promotes academic and personal success.
- The right of due process and provision for appeal in judicial proceedings for violations of the University's Code of Student Conduct and Academic Integrity Policy (Code of Student Conduct; Academic Integrity Policy).
- The right to appeal any sanction of suspension or dismissal from the University lasting more than one year to the University of Louisiana System Board of Supervisors (UL System Board of Supervisors Rules).
- The right to prevent disclosure of personal 'directory' information by providing written notification to the Registrar (Confidentiality of Student Records, Family Educational Rights and Privacy Act).
- The right to inspect and review education records and request corrections of records believed to be inaccurate or misleading (Family Educational Rights and Privacy Act).
- The right to make written complaint of discrimination by a member of the University faculty or staff or a recognized student organization (Diversity Awareness Policy).
- The right to confidentially discuss concerns regarding possible acts of discrimination with the Chief Diversity Officer, Dean of Student Services, or member of the Counseling Center staff (Non-Discrimination Policy).
- The right of student representation on search committees considering candidates for employment at the level of dean or vice president (Policy and Procedures for Appointing Hiring Committees for Position of Dean or Vice- President).
- The right to file a written complaint, through an appropriate vice president of the University, and to receive a written response to the complaint, within prescribed time limits (Faculty Handbook, Section 107, Policy for Review of Complaints).
- The right of access to certain information technology tools and resources needed to fulfill course requirements while enrolled (Policy for Use of Information Technology Resources).
- The right to organize interest groups, social and academic fraternities and sororities, and other organizations in order to strengthen the quality of campus life, provide leadership opportunities, and promote involvement in co-curricular learning (Student Organization Handbook).
- The right of use of certain campus facilities while conducting legitimate business of a recognized student organization (Policy for Use of Campus Facilities).

- The right to place certain printed material (papers, signs, posters, and banners) at designated locations on the campus (Policy on Placement of Printed Materials on Campus).
- The right of freedom of expression in student publications within the context of legal and ethical standards of responsible journalism (Policy of Student Publications).
- The right of special provisions pertaining to enrollment and fulfillment of course requirements for certain students called into active duty of the armed forces of the United States (Reservist and National Guard Mobilization/Activation).
- The right of reasonable accommodations pertaining to verifiable learning disabilities (Policies and Procedures for Students with Learning Disabilities).
- The right to appeal grades believed to be incorrect (Faculty Handbook Section 315, Grade Appeals Procedures).

Student Responsibilities

Specific responsibilities the University expects students to assume include:

- Maintaining awareness of and compliance with all policies of the University.
- Demonstrating honesty and integrity in all academic relationships.
- Reporting cheating or academic dishonesty in any form to the faculty or Dean of Student Services.
- Abstaining from the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol or other drugs on University property or at any University function (Alcohol and Drug Policy).
- Avoiding the unauthorized use, possession, or storage of fireworks, firearms, weapons, explosives, paint ball guns and equipment, and hazardous chemicals; avoidance of the possession or use of realistic replicas of weapons (Campus Weapons Policy).
- Attending class regularly and punctually (Class Attendance Regulations).
- Using University information technology resources in a responsible, ethical, professional, and legal manner (Policy for Use of Information Technology Resources).
- Refraining from committing any act that discriminates or harasses another in relation to race, ethnic background, gender, sexual orientation, religion, disability, or age (Diversity Awareness Policy).
- Reporting hazing in any form to the Dean of Student Services or University Police (Hazing Policy).
- Ensuring that use of campus facilities by recognized student organizations occurs only for the legitimate conduct of organization business and not as a means of providing free use of space to a non-University affiliated group (Policy for Use of Campus Facilities).
- Ensuring that events sponsored by recognized student organizations using campus facilities and/or resources are primarily geared toward McNeese State University students (Student Organization Handbook).
- Complying with requirements of the Military Selective Service Act (Selective Service Requirement).
- Avoiding use of tobacco products in campus buildings or in close proximity to entrances and exits of buildings (Tobacco Use Policy).
- Reporting instances of direct or eminent physical threat to individuals and property occurring on University owned or controlled property to University Police; reporting violent behavior that does not constitute a direct or eminent physical threat to the Dean of Student Services (Violence Free Workplace Policy).
- Properly notifying the University Registrar regarding changes in name, address, telephone number and social security number (Address Changes).

Admission to the University

General Admission Regulations

1. An applicant must submit the following items:
 - a. An application for admission. An application may be obtained from the Office of Admissions and Recruiting, the Office of the Registrar, or the University's website at <http://www.mcneese.edu/admissions/application-forms>
 - b. All transcripts of previous schooling. These records should be sent directly to the Office of Admissions and Recruiting by the institutions attended.
 - c. Proof of immunization. Louisiana law requires all first-time McNeese students born after 1956 to be immunized against measles, mumps, rubella, and tetanus-diphtheria. Additionally, state law requires all first-time freshmen to be vaccinated against meningitis. The Proof of Immunization Compliance form must be completed and returned to the Office of Admissions and Recruiting before registration will be allowed. The form may be obtained from the Office of Admissions and Recruiting, the Office of Student Services, the Watkins Infirmary, or the University's website at www.mcneese.edu/admissions/application-forms.
 - d. A non-refundable application fee of \$20.00 (check or money order).
 - e. Proof of Selective Service registration. Males 18-25 years old are required to register for the federal draft under the federal Military Service Act and must submit proof of their registration with the Selective Service System.
2. All submitted records submitted become the property of the University and cannot be returned.
3. Applications and records should be on file at least 30 days prior to registration. Applications are accepted after this; however, the applicant should contact the Office of Admissions and Recruiting for further information.
4. Falsification of any information when applying for admission may result in the refusal of the applicant or dismissal from the University.
5. If an admission decision can be made, a student may be granted conditional admission pending receipt of all required admission documents. Any student whose admission records are still incomplete 30 days after the first day of classes will have transcript and registration holds placed on their records. The registration of students who are granted conditional admission and are found to be ineligible for admission will be cancelled.
6. An applicant may be denied admission in instances which would be detrimental to the applicant or which would interfere with the capacity of other students to benefit from the educational experience.
7. The University Admissions Panel automatically reviews the files of all first-time freshman applicants who are denied admission.
8. Specific colleges may have additional admission requirements for students enrolling in certain programs. Admission to the University does not guarantee admission to specific degree programs.
9. All policies are subject to change without prior notification.

Admission Exceptions - In accordance with Board of Regents policy, McNeese State University may admit, by exception, students who do not meet all stated requirements. The University Admissions Panel automatically reviews the files of applicants who are denied admission and may request additional information as part of the review. Admission decisions are based on an evaluation of the applicant's likelihood of success at McNeese, life achievement, and the enhancement of the University's demographically diverse student population.

Developmental Courses

To be eligible to enroll in college-level English or mathematics, students must demonstrate readiness for these courses. If readiness is not demonstrated, students must enroll in the required developmental course(s) to prepare them for college-level English and mathematics.

To demonstrate that developmental English is not required, an applicant must meet one of the following:

1. Have an ACT English score of at least 18;
2. Have an SAT critical reading score of at least 450;
3. Have a COMPASS Writing test score of at least 79;
4. Have successfully completed ENGL 090-Developmental English, or its equivalent at another institution, prior to enrolling at McNeese as a first-time freshman or transfer student; **OR**
5. Have successfully completed ENGL 101-English Composition, or its equivalent at another institution, prior to enrolling at McNeese as a first-time freshman or transfer student.

To demonstrate that developmental mathematics is not required, an applicant must meet one of the following:

1. Have an ACT mathematics score of at least 19;
2. Have an SAT mathematics score of at least 460;
3. Have a COMPASS mathematics test score of at least 40 on the Algebra section;
4. Have successfully completed MATH 092-Developmental Mathematics, or its equivalent at another institution, prior to enrolling at McNeese as a first-time freshman or transfer student; **OR**
5. Have successfully completed MATH 113-College Algebra, or its equivalent at another institution, prior to enrolling at McNeese as a first-time freshman or transfer student.

Definitions of Entry Status

1. **First-time Freshman:** Applicant who has not attended any college or university after high school graduation. Also includes those who have only attended a college or university during the summer term after high school graduation.
2. **Transfer Student:** Applicant who has attended one or more colleges, universities, or professional training programs after high school graduation.
3. **Re-entry/Re-admission Student:** Applicant who has previously attended McNeese State University as a regular student.
4. **International Student:** Applicant who is not a U.S. citizen or a permanent resident.
5. **Early Admission Student:** Applicant who attends prior to high school graduation.

Falsification of Information - An applicant or student who is charged with falsifying academic information; forging or altering academic documents; or withholding information related to his or her admission, transfer credits, academic status, records, etc., will be notified to report to the Office of Student Services where the student will be informed of the situation. The Dean of Student Services will then consult with the Director of Admissions and Recruiting or Registrar to determine the appropriate corrective action. After this consultation, the student will be notified accordingly.

Admission of First-Time Freshmen

First-Time Freshman Admission Standards

Regents' High School Core 4 Curriculum for Admission - Effective Summer 2012	
Units	Course
4 English	<ul style="list-style-type: none"> English I English II English III English IV
4 Math	<ul style="list-style-type: none"> Algebra I, Applied Algebra I, or Algebra 1-Pt. 2 Geometry or Applied Geometry Algebra II Remaining unit from the following: Financial Math, Math Essentials, Advanced Math-Precalculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a local math elective approved by BESE
4 Science	<ul style="list-style-type: none"> Biology Chemistry 2 units of the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a local science elective approved by BESE (Note: Students may not take both Integrated Science and Physical Science)
4 Social Studies	<ul style="list-style-type: none"> 1/2 unit of Civics or AP American Government and 1/2 unit of Free Enterprise OR 1 unit of Civics including a section on Free Enterprise (Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics with a section on Free Enterprise.) American History 1 unit from the following: World History, World Geography, Western Civilization, or AP European History 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Civics (second semester - 1/2 credit), Law Studies, Psychology, Sociology, or African-American Studies (Note: Students may take two half credit courses for the fourth required social studies unit.) Non-public schools may use 1 unit of Religious Studies as fourth social studies unit.
2 Foreign Language	<ul style="list-style-type: none"> 2 units from the same foreign language or 2 units of speech
1 Arts	<ul style="list-style-type: none"> 1 unit Fine Arts Survey or 1 unit of Art, Media Arts, Dance, Music, or Theatre Arts
19 units	

Graduates of State-Approved Home-School Programs or State-Approved Out-of-State High Schools - Effective Summer 2012

First-time freshmen who are graduates of state-approved home-school programs or state-approved out-of-state high schools must meet ALL admission criteria in ONE of the following groups:

Group 1

1. Completion of the Regents' High School Core 4 Curriculum; **and**
2. Need of no more than one developmental course; **and**
3. Have a minimum high school overall GPA of 2.35; **and**
4. ONE of the following:
 - a. Minimum high school Core GPA of 2.0 on a 4.0 scale **OR**
 - b. ACT composite score of 20 or greater (SAT combined mathematics and critical reading score of 940).

Group 2

1. Completion of 17 of the 19 units of the Regents' High School Core 4 Curriculum; **and**
2. Need of no more than one developmental course; **and**
3. Minimum high school overall GPA of 2.35; **and**
4. Minimum high school Core GPA of 2.0; **and**
5. Minimum ACT composite of 20 (SAT critical reading and math combined scores of 940).

Group 3

1. ACT composite score of 23 (SAT combined mathematics and critical reading score of 1050); **and**
2. Have a minimum high school overall GPA of 2.35; **and**
3. Need of no more than one developmental course.

Adult Students, Aged 25 or Older-Effective Summer 2012

Adult Students, aged 25 or older, must meet the following admission criteria:

1. Need of no more than one developmental course; **and**
2. One of the following:
 - a. State-approved high school diploma with minimum overall GPA of 2.0; **or**
 - b. General Equivalency Diploma (GED).

Other Categories of First-Time Freshmen

First-time freshmen who do not meet the standards outlined above are encouraged to apply. McNeese may admit students by exception; however, admission exceptions are limited and are awarded on a competitive basis.

First-Time Freshman Admission Regulations

1. An applicant should file for admission as described under General Admission Regulations.
2. A high school senior is urged to submit an application for admission, application fee, and proof of immunization form as soon as possible after completion of the junior year.
3. For applicants who graduated from public Louisiana high schools May 2003 or later, high school records will be accessed through the electronic Student Transcript System (STS), negating the need for submission of high school transcripts. All other applicants must have a complete high school or home school transcript sent from the high school to the Office of Admissions and Recruiting.
4. Entering freshmen must have official ACT or SAT scores sent directly from the testing agency to McNeese (ACT College Code 1594/SAT College Code 6403). Since these scores are used for admission, scholarship evaluation, and placement in certain classes, students should have scores sent prior to enrolling. Registration forms for these examinations are available from most high schools or from the McNeese Office of Scholarships and Testing. ACT score reports may be requested by writing: ACT Records, P.O. Box 451, Iowa City, IA 52243; or by calling: (319) 337-1313. SAT score reports may be requested by writing: SAT College Board ATP, P.O. Box 6201, Princeton, NJ 08541; or by calling: (800) SAT-SCORE.
5. An applicant who earned a General Equivalency Diploma (GED) must have an official report of test results sent directly from the State Department of Education to the Registrar's Office.

Admission of Transfer Students

Transfer Admission Standards-Effective Fall 2012

1. Transfer students who have earned 18 or more college-level academic credit hours must either have earned a transferable associate degree or higher from a regionally accredited institution **OR** meet the following admission standards
 - a. Cumulative GPA of at least 2.0 on all college-level academic courses;
 - b. Be eligible to return to the institution from which they are transferring; **AND**
 - c. Have completed a college-level English **and** Mathematics course designed to fulfill general education requirements.
2. Transfer students who have a cumulative GPA of at least 2.0 on all college-level academic courses, but who have earned less than 18 college-level academic hours, must meet the first-time freshmen admission standards.
3. Transfer students who do not meet the standards listed above are encouraged to apply. McNeese may admit students by exception; however, admission exceptions are limited and are awarded on a competitive basis.

Transfer Admission Regulations

1. A transfer student should file for admission as described under General Admission Regulations.
2. Some transfer articulation agreements exist between McNeese State University and other colleges and universities in Louisiana. These agreements outline the correlation between McNeese courses and courses from other institutions. To aid students transferring within the state, the Louisiana Board of Regents and state institutions developed a course articulation agreement, which can be viewed at <http://www.regents.la.gov> or latransferdegree.org.
3. Completion of the Associate of Arts/Science Louisiana Transfer (AALT< ASLT) degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT/ASLT degree. More information about the associate degree for transfer can be found at latransferdegree.org.
4. A transfer student under academic suspension for a specified period will not be admitted until that period has ended. A transfer student suspended for an indefinite period of time may be considered for admission only after such intervals of time would have elapsed had the suspension been incurred at McNeese. Transfer students under academic suspension who have at least a 2.0 cumulative GPA may appeal to enroll at McNeese.
5. Students who cannot furnish official transcripts are not eligible to enroll.
6. Transcripts for transfer applicants, who apply but do not enroll, are destroyed.

Admission of Visiting Students

1. A visiting student is a student who attends McNeese, usually during a summer term or pre-session, while pursuing a degree at another institution. The intent of a visiting student is to transfer credit earned to his/her home institution.
2. Visiting students are not regularly admitted to the University, not eligible for financial aid, and not approved to pursue a curriculum.
3. Visiting students must submit: (1) an application for admission; (2) a non-refundable application fee of \$20; and (3) immunization records. Males aged 18-25 must submit proof of Selective Service (draft) registration.
4. Transcripts from other institutions are not required for admission; however, transcripts and ACT/SAT scores may be required for placement into certain courses.
5. Enrollment as a visiting student is limited to the term or session for which the application is received.
6. If a visiting student wishes to transfer to McNeese, the transfer admission process must be followed, and all transfer admission requirements must be met.

Re-Admission of Former Students

1. A former undergraduate student who did not enroll at McNeese during the preceding calendar year must submit an application for admission and a non-refundable application fee of \$20.
2. An official transcript from each institution attended since last attending McNeese must be sent directly from the institution to the Office of Admissions and Recruiting.
3. Former students must be eligible to return to the last institution attended.

Early Admission of High School Students

1. McNeese offers early admissions programs for students who have not yet graduated from high school: High School Dual Enrollment Program; Full-time Early Admissions Program; and Exceptional Scholars Admission Program.
2. Under these programs, students are enrolled in regular McNeese courses, and all credits attempted and earned become part of the University's permanent record. College credits earned may be used to satisfy degree requirements at McNeese.
3. Transfer of credit earned under an early admission program is dependent upon the policies of the receiving institution.
4. Early admission students are subject to the rules, regulations, and policies for all students at McNeese.
5. Students wishing to enroll must meet admission requirements of one of the specific program as outlined below. Additionally, when registering for specific courses, the student must meet all course enrollment requirements.
 - a. **High School Dual Enrollment Program**
 - i. Students who wish to enroll at McNeese while continuing their enrollment in high school may do so under the High School Dual Enrollment Program. To enroll through this program, a student must meet the following general participation requirements:
 1. Must be at least 15 years of age;
 2. Must be currently enrolled in the 11th or 12th grade at a public or private Louisiana high school or in a state-approved home school program;
 3. Must have taken either the PLAN or ACT assessment, and those scores must be on file at the high school;
 4. Must be on track for completing (by graduation from high school) the Louisiana Core 4 Curriculum;
 5. Must be in good standing as defined by the high school; **AND**
 6. Must have permission from the high school and his/her parent/custodian to participate.
 - ii. Additionally, to enroll in a college-level course, the dual enrollment student must meet the following criteria:
 1. Must have a minimum cumulative grade point average of 2.75 on a 4.0 scale, as calculated by the high school;
 2. Must have a PLAN or ACT composite score of at least 18;
 3. Must have a PLAN or ACT English sub-score of at least 18 or have successfully completed the developmental course required for placement into English 101, the initial college-level English course; **AND**
 4. Must have a PLAN or ACT mathematics sub-score of at least 19 or have successfully completed the developmental course required for placement into MATH 113, the initial college-level mathematics course.
 - iii. To enroll in a developmental course, the dual enrollment student must meet the following:
 1. Must meet all general participation requirements;
 2. Must have a minimum cumulative grade point average of 2.25 on a 4.0 scale, as calculated by the high school; **AND**
 3. Must have a PLAN or ACT composite score of at least 15.
 4. To enroll in developmental English, student must also have a PLAN or ACT English sub-score of at least 15.
 5. To enroll in developmental mathematics, student must also have a PLAN or ACT mathematics sub-score of at least 15.

- iv. To continue enrollment in subsequent semesters/terms through the High School Dual Enrollment Program, a student must have successfully completed prior Dual Enrollment Program courses. If the student resigns or withdraws from a course, the student must receive permission from both the high school and college to continue enrollment in subsequent semesters/terms.
 - v. Students admitted under this program may receive high school credit for University courses as outlined in dual credit agreements between McNeese and local school boards. Questions regarding this option should be directed to the high school principal or counselor.
 - vi. For students enrolled in summer courses through this program, dormitory facilities may be available for those who are eligible to live on campus.
- b. **Full-time Early Admissions Program**
- i. The full-time early admissions program was established by the Legislature and the Louisiana State Board of Elementary and Secondary Education; therefore, the program is open only to students enrolled in state-approved high schools.
 - ii. High school students who wish to complete their senior year requirements by attending McNeese may enroll by meeting the following requirements:
 - 1. Completion of six semesters of high school;
 - 2. Recommendation of the high school principal;
 - 3. Minimum unweighted GPA of 3.0 on a 4.0 scale; **AND**
 - 4. Minimum ACT composite score of 25
 - iii. Students should file for admission as described under General Admission Regulations and should submit a complete Recommendation for Full-time Early Admission of the High Ability Student Form.
 - iv. Upon successful completion of 24 semester hours of college work, students admitted under this program may be granted a state of Louisiana high school diploma by the appropriate school board.
- c. **Exceptional Scholars Admission Program**
- i. The Exceptional Scholars Admission Program (ESAP) is open to students enrolled in state-approved high schools who have documented evidence of exceptional intellectual or creative abilities. The program allows students who are not of the traditional classification required for the Part-time or Full-time Early Admission Programs to enroll in college-level courses.
 - ii. Program guidelines require that an applicant meet the following criteria:
 - 1. Minimum unweighted high school GPA of 3.0 on a 4.0 scale;
 - 2. Minimum ACT composite score of 25 (SAT of 1130);
 - 3. Written recommendation from his/her high school principal or counselor;

AND

 - 4. Written permission from a parent or legal guardian.

Honors College Program

The McNeese State University Honors College is designed for outstanding students with strong academic records who desire an alternative course of instruction at the college level. The Honors College provides unique courses taught by exemplary professors as well as opportunities to enhance the educational experience outside of the classroom. Students interested in the Honors College should contact the director: Dr. Scott Goins, McNeese Honors College, McNeese Box 93430, Lake Charles, LA 70609; telephone: (337) 475-5456 or (800) 622-3352 ext. 5456; email: sgoins@mcneese.edu

Criteria for Admission

- Excellent high school record including a college-preparatory background
- Minimum academic grade point average of 3.40 (on a 4.0 scale)
- Composite score of 27 on the American College Test (ACT) or combined reading and math score of 1210 on the Scholastic Aptitude Test (SAT)
- Written essay and interview with Honors College Admissions Committee
- Three letters of recommendation from teachers, principals, or guidance counselors
- Acceptance by the University for enrollment.

Advantages

Students who enter the program receive four-year academic scholarships covering the cost of tuition, partial room and board, and \$1,200 annually for books. Other opportunities for students include priority registration and individualized academic counseling; small class size with discussion-style format; and increased personal attention from professors. The program is supplemented by special honors events (seminars, field trips, and conferences), cultural opportunities, and social activities. Honors courses have a special designation on University transcripts, and special recognition will be given to Honors College graduates at commencement and on diplomas.

Elements

- *Core Honors Courses.* During the first year, honors students will enroll as a group in unique core courses which satisfy general education requirements. These courses are designed to stimulate thinking, improve written and oral communication skills, and promote classroom discussions.
- *Honors Option.* Students can choose the honors designation in traditional courses by adding independent elements, e.g., a research paper/project or a presentation at a regional or national meeting, as decided by the professor of the course, department head, and director of the Honors College. Prerequisites for Honors Option courses include: Admission to University Honors College or 3.0 college GPA and permission of department head. Students earning hours in the courses with the Honors Option Designation (H) may not get credit for the traditional course of the same number.
- *International Study Abroad.* Students successfully completing the first two years in the honors program will have the option to study abroad in established programs.
- *Honors Independent Study.* During the junior year students can investigate a special topic through independent reading and writing, in-depth scholarly research, or completion of a creative project under the guidance of an honors professor.

Admission Regulations

Academic Bankruptcy - At the time of application for first-time admission or re-admission to the University (to the final exam period for the first term of enrollment or re-enrollment), undergraduate students may file a Petition for Academic Bankruptcy. Academic Bankruptcy provides students a fresh start academically by allowing them to gain admission to the University as an entering freshman with no hours earned, no credits attempted, and no GPA. A minimum of three years must have passed between the end of the semester in which the student was last registered for credit at any college or university and the beginning of their enrollment under Academic Bankruptcy at McNeese.

Students filing Academic Bankruptcy are admitted to the department of General and Basic Studies and transferred out only upon successful completion of all Basic Studies requirements. Although no courses which were previously taken, whether passed or failed, will be counted in the student's grade-point average or toward graduation, the courses and grades will still appear on the student's scholastic records and transcripts.

To fairly determine graduation honors, McNeese considers the entire academic record of each student, including credits attempted and earned prior to filing Academic Bankruptcy. Students should also be aware that, when considering applications for admission, many undergraduate professional curricula and most graduate and professional schools compute the undergraduate grade-point average on all hours attempted. Once filed and approved, the Academic Bankruptcy decision is irreversible. Additional information on Academic Bankruptcy may be obtained by calling the Assistant Director of Admissions and Recruiting at (337) 475-5148.

Auditing Classes - Students who do not desire college credit must register to audit. Proof of high school graduation, or the equivalent, is required in order to audit an undergraduate class. A college transcript indicating receipt of a bachelor degree is required to audit a graduate class. Classes for audit count in total hours to determine fees owed but do not count toward full-time status. Students wishing to change from audit to credit must meet admission and course requirements. Changes from audit to credit or from credit to audit are not permitted after late registration ends.

EASE (Emphasis on Special Entry) - EASE is a simplified admission and registration procedure. The following are eligible to apply through EASE:

1. Adults age 60 or older;
2. Adult students aged 25 or older who have obtained a high school diploma or GED and have never attended a college or university;
3. Former McNeese students; **AND**
4. Students with a bachelor's degree who (1) are non-degree-seeking or non-certification-seeking and (2) do not intend to enroll in graduate courses.

Persons seeking financial aid or receiving veteran's education benefits or those who do not meet the criteria listed above must enroll through the regular admissions process rather than through EASE.

EASE students are restricted to undergraduate courses for which they have the appropriate prerequisites; courses may be taken for credit or noncredit. For more information, see the Community Services and Outreach section of this booklet or contact that office at 337-475-5127.

Transfer Credit Evaluation Process - The prerogative for accepting a course for credit belongs to the institution to which a student transfers. McNeese's process of evaluating credits from other schools includes the evaluation of course learning objectives and grading policies. The steps in evaluating transfer credit are:

1. Determine if the institution where the credit was earned is regionally accredited or recognized. To determine accreditation for U. S. schools, McNeese utilizes the publication, *Transfer Credit Practices of Designated Educational Institutions*. For schools outside the United States, publications from the *American Association of Collegiate Registrars and Admissions Officers* and *NAFSA: Association of International Educators* are utilized. If institutions are not regionally accredited, consideration is given to the transfer credit acceptance recommendations of selected institutions or state educational agencies in the states in which the institutions are located.
2. If the course work was earned at an institution which awards credit in quarter hours, the credits will be converted to semester hours. (The number of quarter hours multiplied by 2/3 equals the number of semester hours.)
3. If a school uses a different grading scale or grade designations, the grade will be interpreted according to McNeese policy.
4. The Office of the Registrar will review the course description, prerequisites, and level and then award credit for acceptable courses. Other materials such as syllabi, exams, and/or faculty credentials may be reviewed to determine if course content and objectives are comparable to the course expectations at McNeese.
5. **Applicability of transfer credit to the student's McNeese degree program is determined by the student's academic department.**
6. Lower-division courses (100 and 200) will not transfer as upper-division courses (300 and 400). A lower-division transfer course may be equated to an upper-division McNeese course on a course articulation guide; however, the lower-division transfer course cannot be used in computing the number of upper-division course credits at McNeese.
7. No credit for remedial or developmental courses will be given at McNeese. Additionally, no credit will be given at McNeese for courses that would not have counted toward a degree at McNeese or at the institution where taken.
8. Credits earned while under suspension from McNeese or another college or university will not be accepted for credit at McNeese.
9. McNeese computes the grade-point average on all courses except those with grades of 'W', 'WA', 'WB', 'WC', 'WD', 'WS', 'WU', 'WN', 'S', 'SP', 'U', 'P', and 'NC'. Incomplete grades are computed in the overall grade-point average if they were included in the grade-point average at the institution attended. The grade of 'WF' is computed in the GPA.
10. Grading systems vary at other colleges and universities. McNeese's grading system is explained in detail in the McNeese Catalog. Some important calculations that may differ from the prior institution follow:
 - a. Grade designations of "+" and "-" are not recognized.
 - b. 'Pass', 'Satisfactory', and 'Credit' will count as earned hours, but not in the computation of the grade-point average (GPA).
 - c. 'Fail' will count as hours pursued, but not as hours earned, and will be used to compute the cumulative grade-point average.
 - d. 'Unsatisfactory' or 'No Credit' will not count as hours pursued or earned, and will not be used to compute the cumulative grade-point average (GPA).
 - e. Other criteria, including high school grades, standardized test scores, and college credit may be used to determine admissibility of courses.

- f. McNeese will compute the GPA for transfer students in the same manner as for McNeese students. All hours pursued and total quality points earned are used to calculate the cumulative GPA.
 - g. When students are permitted to repeat courses for credit, only the last grade earned determines acceptability of the course for degree credit.
11. A student who feels that the evaluation of transfer credit is incorrect should proceed as follows:
- a. Consult the Office of the Registrar to try to resolve the difference.
 - b. If the problem is not resolved, the student should file a written appeal with the Office of the Registrar.
 - c. A course description and other pertinent documentation of the course(s) in question will be forwarded, along with a request for a recommendation, to the head of the department in which the subject is taught.

Determination of Residence Classification

The residence status of an applicant or student is determined in accordance with the University of Louisiana System Board of Supervisors regulations and is based upon evidence provided on the application for admission and related documents. Residence status is determined by the Office of Admissions and Recruiting after the completed application for admission has been submitted. The regulations are based primarily on the location of the home and the place of employment. **Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school (i.e., enrolling more than part-time in any semester).**

Residence status, for fee purposes only, will be granted to non-resident graduate students registered for three semester hours or less and undergraduate students registered for six semester hours or less in any session, or all non-resident students enrolled in graduate or undergraduate courses offered through web-based or other electronic instruction, when domiciled outside of the state of Louisiana and not enrolled in any other courses at the university.

For tuition purposes, a resident student is defined as one who has: (1) resided continuously in Louisiana for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought; and (2) abandoned all prior domiciles. 'Domicile,' as the term is used in the context of residence regulations, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes, and the place to which the individual returns after an absence. A nonresident student, for tuition purposes, is defined as a student who is not eligible for classification as a resident.

The individual's physical presence within this state for one year must be associated with substantial evidence that such presence was with the intent to maintain a Louisiana domicile. *Physical presence within the state solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state.*

Residence Regulations

United States Residents - The following conditions are used in determining residence status:

1. Applicants living with their parents are classified as residents if the parents have established a bona fide residence in Louisiana. Ordinarily, a parent is considered to have established a residence in Louisiana, if he/she actually resides and is employed full time in the state. A parent who is unable to be employed or who is a housewife may be considered to have established a residence in Louisiana if there is convincing evidence that the person continuously resides in Louisiana. If only one parent qualifies as a resident of Louisiana, the student shall be classified as a resident provided that student resides with the parent who is a resident of Louisiana. An individual who resides in Louisiana and is employed full time in another state may be classified as a resident. In such cases, appropriate documentary evidence must be presented.
2. Students residing with their parents and enrolling as nonresidents are classified as residents if the parents move to Louisiana and acquire residence as defined in these regulations.
3. Persons may be classified as residents of Louisiana at the end of twelve consecutive months of residence if they have been employed full time in Louisiana and *if during that period they have not been registered for more than six semester hours or its equivalent in an educational institution in any semester*. Persons who are unable to be employed and who have not been registered in any educational institution for more than six semester hours or its equivalent in any semester may acquire residence in Louisiana if there is convincing evidence that they continuously resided in Louisiana for twelve consecutive months immediately preceding registration.

4. A student who is married to a Louisiana resident may acquire the residence status of his or her spouse.
5. Members of the Armed Forces (not reserve or guard) currently stationed in Louisiana and their dependents shall be classified as Louisiana residents. Military personnel stationed in Louisiana immediately prior to release from active duty may enroll themselves or their dependents as residents during a period not to exceed six months after the date of release provided that the term of active duty shall have been no less than 12 consecutive months.
6. Members of the full-time Armed Forces who were residents of Louisiana immediately prior to entering the Armed Forces retain the right for themselves or any dependents to be classified as residents as long as they are in the Armed Forces and for a two-year period after leaving the Armed Forces.
7. A resident of Louisiana does not lose the right to be classified as a resident during periods of employment in a foreign country.
8. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of Form I- 551-Alien Registration Receipt Card or passport officially stamped 'approved as resident alien') and who has established residence under any of the foregoing provisions shall be declared a resident of the state.
9. A student may be declared a resident if either parent is a graduate of McNeese. A student who graduates with an associate or higher degree may be classified as a resident for subsequent enrollment at McNeese (applicable only to U.S. citizens).

Non-United States Residents

1. A student who is a non-U.S. citizen may be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence (refugee, spouse of a U.S. citizen, 'temporary' or amnesty alien, etc). This granting of resident status for fee purposes shall be in accordance with all applicable laws of the U.S. and relative requirements of the Residence Regulations.
2. Students and their dependents present in the United States under terms of any one of the following visa classifications who demonstrate a Louisiana domicile for at least one full year (and meet residence regulations) prior to the first day of class of the beginning of the semester will be eligible for an exemption of nonresident fees while holding such a visa:
 - a. E visa-Treaty trader or investor
 - b. G visa-Representative of international organization
 - c. H-1B visa-Temporary worker in a specialty occupation (H1-A and H-4 may also apply to qualify for exemption.)
 - d. I visa-Foreign information media representative
 - e. K visa-Fiancée' (Residency approved with proof of marriage to U.S. citizen.)
 - f. L visa-Intra-company transferee/foreign employer
3. Students holding an A visa (government officials) will be immediately eligible for an exemption of the non-resident fees while holding such a visa.
4. Students holding the following visa classifications are not eligible to establish Louisiana domicile nor be exempted from non-resident fees unless otherwise permitted by law, by system policy, or other regulations:
 - a. B visa-Visitor for business/pleasure
 - b. C visa-In transit
 - c. D visa-Crewman
 - d. F visa-Academic student
 - e. H visa-Temporary worker (other than H1-A, H1-B, or H-4)
 - f. J visa-Exchange visitor
 - g. M visa-Vocational/non-academic student

5. The domicile of a dependent or an unmarried minor is regarded to be that of the parent with whom such a dependent or minor maintains his/her place of abode.

Residence Regulation Appeals - Any student who feels that he or she has been incorrectly classified as a non-resident may appeal that classification to the Assistant Director of Admissions and Recruiting. Residency forms are available on the University's website at <http://www.mcneese.edu/admissions/application-forms>. If the appeal is denied, the student can then appeal to the Residency Appeals Committee.

Incorrect Classification - All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to University discipline.

Non-Resident Fee Waiver

McNeese Access Award - By approval of the Board of Supervisors for the University of Louisiana System, non-resident fee waivers may be granted to new undergraduate students from other states and countries who satisfy the following admission criteria:

U.S. Citizens:

1. First-time freshmen (students who have completed less than 12 hours of college-level credit):
 - a. ACT composite score of 21 (or combined math and critical reading 980 SAT), **and**
 - b. Cumulative high school GPA of 2.25 or higher, **and**
 - c. Have no need for developmental course work.
2. Transfer students (students who have completed 12 or more hours of college-level credit):
 - a. Cumulative GPA of 2.5 on college-level work, **and**
 - b. Be eligible to return to their previous institution, **and**
 - c. Have no need for developmental course work.
3. Students must be enrolled as full-time students.

Students admitted under these criteria may remain eligible to retain this waiver as long as they maintain satisfactory academic progress (2.0 cumulative GPA). Contact the Office of Scholarships and Testing for more information.

Special Achievement Waiver- An undergraduate, non-resident student with high achievement in dance performance, debate, visual arts, music performance, or theater performance may be granted a waiver if that student's presence will improve the educational opportunities of other students. Cheerleaders, flag corps, University recognized or sponsored spirit groups that perform at athletic game activities, and the SGA president, as well as certain others, may also be considered in this group. The applying student must meet each of the following criteria:

- a. Demonstrate high achievement in the appropriate performance area
- b. Have a cumulative minimum GPA of 2.5 on a 4.0 scale in high school, if applying prior to entering college, or on at least 24 hours of college work
- c. Demonstrate leadership
- d. Receive a satisfactory rating in a documented interview (personal or by telephone).
- e. Commit to participate in the appropriate area at the granting institution.

To be eligible to continue receiving this waiver (resident fee status), the student must meet the following criteria:

- a. Maintain satisfactory participation and performance in the appropriate collegiate activity. Failure to maintain satisfactory participation and performance in one semester will result in forfeiting the waiver for

subsequent semesters. After reestablishing satisfactory performance for at least one semester (not summer session), the student may reapply for the waiver.

- b. Maintain status as a full-time student.
- c. Maintain a semester and cumulative 2.0 grade point average. If the semester or cumulative GPA falls below 2.0, the student may retain the waiver for the succeeding semester, but will forfeit the waiver if the semester or cumulative GPA is below 2.0 at the close of that succeeding semester.

A student granted a waiver is expected to make steady progress toward a degree. Appeals may be reviewed by the appropriate committee. Additional information may be obtained from the Scholarships and Testing Office, Kaufman Hall, Room 156, or by calling 800-622-3352, ext. 5140.

Student Responsibility

Each student is personally responsible for completing all degree requirements established by the University and the appropriate college and department. It is the student's responsibility to be informed of requirements and any changes which may be implemented. A student's advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard.

Degrees

McNeese is authorized by the Louisiana Board of Regents to award associate, bachelor, and master degrees.

General Information

1. The regular academic year of nine months is divided into two semesters of approximately fifteen weeks each, the first beginning in August and the second ending in May. A six-week summer session begins soon after the close of the regular academic year and ends in July. Interim sessions, or pre-sessions, may be offered in addition to the two semesters and summer session.
2. A calendar for the current year may be found near the front of this catalog.
3. Students are held responsible for rules governing University requirements such as routine registration, academic standards, student activities, and organizations.

Registration

1. A student's schedule is planned with his/her faculty advisor. However, each student must assume the responsibility of registering each semester according to the appropriate curriculum requirements.
2. No student may attend class until the instructor has verified registration with the Office of the Registrar.
3. A student is considered to be officially registered only after tuition and fees have been paid to the cashier.

Adding and Dropping Courses

1. Students are encouraged to plan coursework in consultation with academic advisors. Students should only enroll in courses for which they are willing to dedicate the time and resources required for successful completion.
2. Students may drop and add courses during all registration periods. When a course is 'dropped', it no longer appears on the student's record and is not included in tuition and fees.
3. Students who register for classes and decide not to enroll must drop their classes. Students should not assume that the University will drop classes for non-attendance or non-payment. Failure to drop classes may result in failing grades.

Withdrawal from Courses and Resignation from the University

1. After the last day of late registration and through the last day to withdraw from a course, a student can withdraw from a course by completing a Course Withdrawal Form with his/her advisor and submitting the completed form to the Office of the Registrar. The student will then be withdrawn from the course, and a grade of 'W' will be assigned. A student who is unable to come to campus to complete this process should contact his/her academic advisor for assistance.
2. All recipients of federal financial aid who officially withdraw from a class or who unofficially withdraw by discontinuing class attendance are subject to repayment of a portion of funds received.

- Although 'W' grades do not affect a student's grade point average, excessive course withdrawals reflect negatively on the student's record, increase the amount of time needed for degree completion, and may result in the loss of scholarships and other types of financial aid. Because of this, the University recommends that a student have no more than 8 course withdrawals in their academic career.

Classification	Hours Earned	Maximum Number of Withdrawals
Freshman	0-29	3
Sophomore	30-59	2
Junior	60-89	1
Senior	90-119	1
Senior	120 or more	1

- A student who wishes to withdraw from all courses must resign from the University.
- Resignations must be received in the Office of the Registrar by the designated date published in the University calendar. A resignation form may be completed at the Office of the Registrar. A student who is unable to come to campus may mail or fax a signed letter of resignation to the Office of the Registrar. The resignation is effective when the letter is received in the Office of the Registrar.
- A student who officially resigns prior to a designated date will receive a grade of 'W' in all courses.
- Grades of 'F', 'I', or 'WN' may be recorded for students who leave the University without officially resigning by the designated deadline.
- The deadline for withdrawing from a course or resigning from the University is approximately 70 percent into the semester or summer session. The date appears in the University calendar, and at www.mcneese.edu/schedule. After this date, a student may not withdraw from a course or resign from the University.
 - In extraordinary cases, a student may appeal to his/her academic dean to withdraw from a course or resign after the published deadline, but before final exams begin. Such cases might include, but are not limited to, job relocation, prolonged medical problems, serious accidents, or death in the immediate family. It is the student's responsibility to provide documented evidence of the reasons for the request. Extraordinary cases shall not include dissatisfaction with an anticipated grade or a decision to change a major. Any approved requests must be submitted by the dean to the Registrar's Office prior to the beginning of the final exams.
 - Retroactive withdrawal after a semester ends is permitted only by approval of a student appeal. Information and appeal forms for undergraduates may be obtained from the Office of the Registrar. A non-refundable fee must be paid prior to filing the appeal.

Change of Curriculum

- A curriculum change form may be obtained from the Office of the Registrar. The academic department head(s) involved must approve the change. All copies of the completed form must be returned to the Office of the Registrar. A student who is unable to come to campus to complete this process should contact his/her academic advisor for assistance.
- A curriculum may be changed through the last date for late registration for a particular term. Any curriculum change form received after the last date for late registration will be processed for the next semester in which the student enrolls.

Student Email Communication

1. McNeese State University, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students.
2. An official McNeese State University email address is established for all registered students. The University has the right to send official communications to the University email address, which is based upon the MyMcNeese portal user name assigned to the student.
3. The university expects that every student will receive email at his or her McNeese State University email address and will read email on a frequent and consistent basis. A student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications
4. Students may elect to redirect (auto-forward) email sent to their University email address. Students who redirect email from their official University email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University email address.

Change of Address

1. A student must provide a current mailing address at the time of admission. If the address changes while the student is enrolled, the new address must immediately be filed in the Office of the Registrar or updated through Banner Self-Service at <http://www.mcneese.edu/bannerselfservice/>.
2. A student is responsible for all communications sent to the mailing address currently on file in the offices of the University.

Change of Name

A student wishing to change his/her name on University records because of marriage, divorce, or court order must complete the change of name form in the Office of the Registrar. The student must present official supporting documents for the name change.

Undergraduate Course Load

1. The normal load is 15 to 19 semester hours for a regular semester and nine for a summer session. The maximum course load is 22 semester hours of credit in a regular semester or 12 semester hours in a summer session.
2. In order to schedule more than the maximum load, a student must have a 3.25 grade point average the previous semester or a 3.25 cumulative grade point average. A student wishing to schedule more than the maximum load should contact his/her academic department for the appropriate form and approvals.
3. The maximum course load, for which a student may enroll during an interim period, or pre-session, is three semester hours.
4. Full-time students: Students registered for at least 12 semester hours during a regular semester or at least six semester hours during a summer session.
5. Part-time students: Students registered for less than 12 semester hours during a regular semester or less than six semester hours during a summer session.
6. Full-time and part-time students as defined above are University definitions and not necessarily those of other agencies or organizations. Students who are receiving financial assistance through the Veterans' Administration or other agencies should determine the number of semester hours necessary to be considered full-time.

Eligibility

A student is permitted to represent the University in competitive activity with other institutions only if enrolled as a full-time regular student.

Classification

1. Freshmen: Students who have not earned 30 semester hours.
2. Sophomores: Students who have earned a minimum of 30 semester hours.
3. Juniors: Students who have earned a minimum of 60 semester hours.
4. Seniors: Students who have earned a minimum of 90 semester hours.
5. Preparatory students: Students who are enrolled in high school and college.
6. Special Undergraduate students: Students not in a degree program, such as visiting or EASE students.

Advanced Placement and Credit Examinations

Students may obtain credit through the following advanced placement and credit examination programs:

- College Board Advanced Placement Program (AP)
- McNeese State University Advanced Placement Program
- College Board College Level Examination Program (CLEP)
- McNeese State University Credit Examinations
- Prior Learning Assessment (PLA) Portfolio

Credit earned via advanced placement and/or credit examinations is indicated as such on the student's transcript. A grade of 'P', 'P-CR', or 'CRD' is awarded, which is included in earned hours, but not in the computation of the grade-point average. Credits earned by advanced placement or credit examinations are not considered in determining academic standing (probation or suspension) at the end of a semester. Whether or not this credit is acceptable toward a degree is determined by the student's academic department.

TOPS Recipients - Credit received for Advanced Placement, CLEP, and Credit Examinations does not count toward the academic year requirements of 24 earned credit hours for continuation of TOPS award.

College Board Advanced Placement Program (AP)

Students who have taken part in the Advanced Placement Program of the College Board may receive credit for examinations as specified in the chart. Students who have participated in this program and who plan to enroll at McNeese should have their AP exam scores sent to the Office of the Registrar (College Code 6403). Additional information may be obtained from the Office of the Registrar.

College Board AP Examination	Required Minimum Score	McNeese Course(s)	Credit Hours
Art History	3	Art 361 or 362	3
	4	Art 361, 362	6
Biology	3	Biology 101, 101L, 102, 102L	8
Calculus AB	3	Mathematics 170, 175, and 190 or 116	9
Calculus BC	3	Mathematics 170, 175, 190, 291	12
Chemistry	3	Chemistry 101, 102	6
Comparative Government and Politics	3	Government 240	3
Computer Science A	3	Computing Science 180	6

Computer Science AB	3	Computing Science 180, 281	6
English Language and Composition	3	English 101, 102	6
	4	English 101, 102, 201	9
	5	English 101, 102, 201, 202	12
English Literature and Composition	3	English 101, 102	6
	4	English 101, 102, 201	9
	5	English 101, 102, 201, 202	12
Environmental Science	3	Environmental Science 101, 110L	4
European History	3	History 101 or 102	3
	4	History 101, 102	6
French Language	3	French 101, 102, 201	9
	4	French 101, 102, 201, 202	12
	5	French 101, 102, 201, 202, 301	15
Human Geography	3	Geography 211	3
Latin: Vergil or Literature	3	Latin 101, 102	6
Macroeconomics	3	Economics 204	3
Microeconomics	3	Economics 203	3
Music Theory	3	Music 101, 101L	3
	5	Music 101, 101L, 102, 102L	6
Physics B	3	Physics 201, 202, 205, 206	8
Physics C: Electricity and Magnetism	3	Physics 212, 212L	4
Physics C: Mechanics	3	Physics 211, 211L	4
Psychology	3	Psychology 101	3

Spanish Language	3	Spanish 101, 102, 201	9
	4	Spanish 101, 102, 201, 202	12
	5	Spanish 101, 102, 201, 202, 301	15
Statistics	3	Mathematics or Statistics 231	3
Studio Art: Drawing Portfolio, 2-D Portfolio, or 3-D Portfolio	3	Upon satisfactory review of student's portfolio and recommendation of the Visual Arts department, three hours of appropriate art studio credit may be granted.	3
United States Government and Politics	3	Government 201	3
United States History	3	History 201 or 202	3
	4	History 201, 202	6
World History	3	History 121 or 122	3
	4	History 121, 122	6

McNeese State University Advanced Placement Program

1. Beginning freshmen with special competence in some subject areas may participate in the University's advanced placement program in the following ways:
 - a. English: Entering freshmen must take the ACT Examination. Students who have an English score of at least 28 and a composite score of at least 28 will be granted credit for ENGL 101. Students who have an English score of at least 32 and combined English and composite scores of at least 60 will receive credit for ENGL 101 and ENGL 102. Students who have an English score of at least 26, but lower than 28, may elect to take ENGL 102 as their first English. After completion of ENGL 102 with a grade of 'C' or better, credit will be granted for ENGL 101.
 - b. Foreign Languages: A student with exceptional high school preparation in French, Latin, or Spanish may be enrolled at an advanced level. If the student earns a grade of 'C' or better in the advanced course, credit may be awarded in the appropriate lower-level course(s).
 - c. Mathematics: All eligible entering freshmen may take the Advanced Placement Test in Mathematics as a part of Freshman Orientation. This test may not be retaken for placement credit. If a student scores on the algebra part of the test at or above the 67th but below the 93rd percentile, the student will be given three semester hours credit for MATH 113. If on the algebra part of the test the student scores above the 93rd percentile, the student will be given three semester hours credit for MATH 170. If a student scores above the 66th percentile on the trigonometry part of the test and also scores above the 67th percentile on the analytic geometry part of the test, the student will be given three semester hours credit for MATH 175. A student may be placed into MATH 190 with an ACT score of at least 27 in Mathematics. Upon completion of MATH 190 with a grade of 'C' or better, credit will be granted for MATH 170. Upon completion of MATH 291 with a grade of 'C' or better, credit will be granted for MATH 175.
 - d. Music: Students who successfully complete special departmental advanced placement examinations in piano may be granted credit for PIAN 115 and PIAN 116.
 - e. Keyboarding: Students who have earned one unit in keyboarding in high school may be placed in OSBC 102. Upon completion of OSBC 102 with a grade of 'C' or better, credit may be given for OSBC 101.
 - f. Nursing: Graduates from a Louisiana or an out-of-state associate degree in nursing or practical (vocational) nursing program who are currently licensed in good standing to practice in Louisiana may be eligible for advanced standing in the ADN or BSN Programs.
 - o The LPN seeking an Associate of Science in Nursing will be required to take NUAD 103. If the student receives a grade of 'C' or better in NUAD 103 and is accepted into the clinical nursing sequence, credit will be awarded for NUAD 102 (6 hours) and NUAD 106 (8 hours) for a total credit award of 14 hours.
 - o The LPN seeking a BSN degree will be required to take NURS 103. If the student receives a grade of 'C' or better in NURS 103 and is accepted into the clinical nursing sequence 14 credit hours will be awarded for NURS 310, NURS 319, and NURS 320.
 - o The student with an ASN seeking a BSN degree will have 39 credit hours awarded for NURS 210, NURS 302, NURS 310, NURS 315, NURS 318, NURS 319, NURS 320, NURS 330, NURS 400, and two hours of NURS 424. Credit will be awarded for NURS 429 upon successful completion of an approved certification exam for registered nurses.
2. To grant advanced placement based on satisfactory performance at a higher level, the course taken must be the first attempt of an academic course in the discipline granting college credit.
3. To award credit as outlined above, a student's academic advisor or department head, or when appropriate the testing officer, must submit the necessary documentation to the Director of Advanced Placement for final approval.
4. Inquiries about the McNeese State University advanced placement program should be made to the Director of Advanced Placement in General and Basic Studies.

College Board College Level Examination Program (CLEP)

Through the College Level Examination Program, a national standardized testing program, both non-traditional and traditional students can earn college credit by examination. Credit will be awarded by the Office of the Registrar for satisfactory scores as specified in the chart. Additional information may be obtained from the Office of the Registrar.

McNeese State University is an official CLEP Test Center (College Code 6403) and offers the examinations at regularly scheduled intervals. Additional information and CLEP registration materials may be obtained from the Office of Scholarships and Testing.

College Board CLEP Subject Examination	Required Minimum Score	McNeese Course(s)	Credit Hours
American Government	50	Government 201	3
American Literature	50	English 301, 302	6
Biology	50	Biology 102	3
Calculus	50	Mathematics 190	3
Chemistry	50	Chemistry 101, 102	6
College Algebra	50	Mathematics 113	3
English Literature	50	English 201, 202	6
Financial Accounting	50	Accounting 208	3
French Language (Levels 1 and 2)	50	French 101, 102	6
	59	French 201, 202	6
College Composition Modular	50	English 101	3
	50 and qualifying score on essay component	English 102	3
History of the United States I: Early Colonization to 1877	50	History 201	3
History of the United States II: 1865 to the Present	50	History 202	3
Information Systems and Computer Applications	50	Computer Studies 101	3

Introduction to Educational Psychology	50	Psychology 211	3
Introductory Psychology	50	Psychology 101	3
Introductory Sociology	50	Sociology 201	3
Precalculus	50	Mathematics 170, 175	6
Principles of Macroeconomics	50	Economics 204	3
Principles of Microeconomics	50	Economics 203	3
Spanish Language (Levels 1 and 2)	50	Spanish 101, 102	6
	63	Spanish 201, 202	6
Western Civilization I: Ancient Near East to 1648	50	History 101	3
Western Civilization II: 1648 to the Present	50	History 102	3

McNeese State University Credit Examinations

Some students with special training or experience may have acquired the knowledge that could be gained from certain college courses. Some departments may offer such students credit examinations and award college credit for the courses provided the equivalent of a 'C' or better is scored on the examinations.

1. Request forms for credit examinations are issued only if a student has a fundamental knowledge of the subject.
2. Permission to take a credit examination is granted only to students who are currently enrolled at McNeese.
3. If a student has ever registered in a course or failed a prior credit examination in the course, a credit examination in the course cannot be taken.
4. No student may take a credit examination in a course which is a stated or implied prerequisite for an advanced course in the same discipline for which credit has already been earned.
5. A student or a department can obtain a credit examination request form from the Director of Advanced Placement in General and Basic Studies. Once eligibility for testing is determined based on the four criteria listed above, the form will be signed by the Director of Advanced Placement.
6. The student must obtain the signature of his/her department head and the signature of the department head in which the course is taught prior to the examination. A fee of \$10 is charged for each credit examination. This fee is payable at the Cashier's window in Smith Hall after the student has obtained all the necessary signatures. The paid Cashier's receipt must be submitted to the Director of Advanced Placement.
7. After the testing, the department administering the exam completes the necessary information to request the credit and returns the form to the Director of Advanced Placement.

Transcript of Academic Record

1. Any person who has attended the University may obtain an academic transcript if he/she is clear with all departments. The request must be signed by the person whose transcript is being requested. More information can be obtained from the Office of the Registrar or the University's website at <http://www.mcneese.edu/registrar/transcripts>.
2. .Except during school holidays and at the end of the semester, transcripts are usually prepared within two to three days after the request is received. At the end of each semester, approximately five days are required to process a transcript request.
3. McNeese State University utilizes E-Scrip Safe to deliver official transcripts electronically. Electronic delivery is now mandatory for all transcript requests, except those for students with initial attendance prior to the spring of 1985.

Academic Integrity Policy

McNeese State University seeks to strengthen the value of student academic achievement by fostering a learning environment which is based on honesty, respect, fairness, responsibility, and excellence. Consequently, the University expects that all members of its academic community to demonstrate honesty and integrity in all relationships and in all coursework. Academic dishonesty in any form is not tolerated, and serious penalties are reserved for those who cheat, plagiarize, and in any form or fashion compromise the integrity of the teaching-learning process. Procedures for handling alleged cheating incidents are prescribed in the Student Handbook which is available online at

<http://mcneese.edu/students/code> of student conduct or in print format in the Office of Student Services.

Veterans and Veterans' Children

Information about various Veterans Administration (VA) educational assistance programs is available in the Assistant Registrar's Office. Qualified students who have never received VA educational benefits should visit that office to begin the application process. Qualified students who wish to be certified to VA for educational benefits should submit to the Assistant Registrar's Office a Request to be Certified (McNeese Form R-471) each semester they wish to receive benefits. VA students who have previously received VA educational benefits but have changed majors, changed schools, or have not attended McNeese in more than six months must also submit VA form 22-1995. All necessary VA forms are available in the Assistant Registrar's Office or on the University's Website at <http://www.mcneese.edu/registrar/va-forms>

The VA student and school officials have a mutual responsibility for complying with the law and regulations pertaining to veterans and other eligible persons. Additional information about veterans' educational benefits is available at <http://www.gibill.va.gov/>.

General Test Program Requirements

1. All entering freshmen must have an official ACT or SAT score on file, unless exempted by admission requirements.
2. Every undergraduate student enrolled in a four-year degree program must take the MAAP (Midpoint Assessment of Academic Progress) exam as soon as possible after earning 48 semester hours and before earning 80 semester hours. This exam is an assessment of the knowledge and skills gained regarding the general education core. The University may administer assessment tests, other than MAAP, designed to measure academic progress.
3. In addition, before graduation, all seniors will be required to demonstrate competency in their major field. That 'capstone experience' will be selected by the department from which the student graduates.

Graduation Requirements

To earn the Honors College diploma, students must graduate with at least 24 honors hours and a 3.0 academic grade point average. The honors hours must be approved by the Director of the Honors College and should include HUMN 105H, ENGL 204H, HONS 100 (2 hours), and HONS 200 (2 hours).

Fees and Expenses (All Fees Are Subject to Change)

Application Fee

A nonrefundable application fee of \$20 for United States students and \$30 for international students will be assessed to each person making application for admission or readmission to McNeese State University. Application fees are approved by the University of Louisiana System Board of Supervisors.

Registration Fees

Registration fees are determined for each student by number of credit hours or noncredit hours carried each semester or summer session. The following fee schedules are estimates. All tuition and fees are subject to change by action of the State Legislature, the Board of Supervisors, or by student vote on special assessments.

A full-time undergraduate student for a regular semester is one taking 12 hours or more. A full-time graduate student is one taking 9 hours or more and will be assessed at the rate of a full-time undergraduate student at 12 hours. For a summer session, all students are full-time at 6 hours.

In addition to the registration fees a *nonresident fee* will be charged to each student classified as nonresident under the residence regulations of the University of Louisiana System rules as listed in the Academic Regulations, Determination of Residence Classification section of this catalog.

Textbooks and Supplies

The cost of books and supplies varies, depending on the number of hours carried and courses pursued. The textbooks used at McNeese State University and all necessary school supplies are available for purchase at the campus bookstore.

Hardship Waiver

McNeese and the Legislature are concerned about students who may be faced with financial difficulties as a result of the recent increases in the cost of tuition and fees. To assist its students, McNeese has made financial hardship waivers available to help needy students with increased tuition costs. The maximum value of the hardship fee waiver is \$200 per semester for students who qualify.

The following criteria have been established by McNeese State University for determining students who will qualify for the hardship fee waiver. A student must meet all of these criteria to qualify:

- The cashier's office must have received a completed Financial Hardship fee waiver application by the 28th day of the semester for which the waiver is being requested.
- The student must be a Louisiana resident as defined by the Registrar's Office.
- The student must be enrolled as a full-time undergraduate student (12 or more credit hours) on the 28th day of the semester for which the waiver is being requested.

- The student must be qualified for and receiving a Federal Pell Grant with an Expected Family Contribution (EFC) of zero as determined by completing the Free Application for Federal Student Aid (FAFSA).
- The student must have a cumulative GPA of 2.0 or higher. The student must not have received any institutional/foundation scholarships, third party contracts, or fee waiver/tuition exemptions.

Hardship fee waiver application forms can be found at <http://www.mcneese.edu/ba>. If you think you meet the above criteria, we encourage you to complete and submit this form to the McNeese State University Cashier's Office in Smith Hall (in person, via fax to 337-475-5383 or by mail to McNeese Administrative Accounting, Box 92935, Lake Charles, LA 70609) by the 28th day of the semester. We look forward to seeing you at McNeese State University.

Quick Reference Guide

Learn more about McNeese and take a virtual tour at: www.becomeacowboy.com

Scheduling a Visit by an Admissions Counselor

- Call the Admissions & Recruiting Office at 337-475-5504
- Know if you want the Admissions Counselor to come for a lunch visit or to speak with a group or groups of students
- Know that Admissions Counselors can cover what students need for admission to McNeese and what they need to do to prepare for college in general

Scheduling Group Tours

- Call the Admissions & Recruiting Office at least two weeks in advance at 337-475-5504
- Know the number of students and chaperones
- Know what tour options you would like (options available: general campus tour, eat on-campus, academic, admissions, financial aid, scholarship, student life, and housing presentations)

Tips for Completing the Dual Enrollment Application

- Complete all areas on the application (incomplete applications delay processing until all information is complete)
- GPA listed on the application is the student's GPA at the time of application
- Have student and parents sign immunization waiver in addition to submitting shot records
- Must have PLAN or ACT/SAT scores attached to each student's application
- Confirm all information is received in admissions prior to the winter/summer break for the upcoming semester (337-475-5539)
- Only one application is needed for each student for each semester
- Encourage students to send their ACT/SAT scores to McNeese from the testing agency (McNeese ACT school code 1594/McNeese SAT school code 6403) –Let students know we only use their highest test score and do not penalize them for lower scores. Students can send scores for free when taking the test, but have to pay to send the scores later.

First-Time Freshman Admissions at McNeese State University

- Schedule a personal campus tour by calling 337-475-5504
- Find information for admissions online at: www.becomeacowboy.com
- Priority application deadline for scholarships and admission is December 1 the year before fall enrollment (Applicants should have their ACT/SAT scores on file at the University prior to this date.)
- Students must complete the Regents Core "Core 4" Curriculum
- Complete FAFSA and submit all additional documents by May 1 before the first fall semester attending

What to Tell Students Who Do Not Meet Requirements for Entry to McNeese State University

- McNeese has limited number of exceptions for each term and by applying they will be considered for an admissions exception
- The higher their GPA, more Core courses taken, and higher their ACT/SAT score the better their opportunity to receive an admissions exception
- Look at transfer requirements for McNeese and consider starting at a two-year college

NCAA Eligibility

- Students must be certified by the NCAA Eligibility Center www.eligibilitycenter.org
- Counselor should send student transcript to the NCAA Eligibility Center at the end of the student's junior year
- Students can begin registering at the beginning of their junior year
- Students should send their ACT/SAT score to the NCAA Eligibility Center using the code 9999
- NCAA Eligibility Center, P.O. Box 7136, Indianapolis, IN 46207-7136 Phone: 877-262-1492