<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT/SAT Score Requirements for Credit........1</td>
<td>CAAP Exam ......................................3</td>
</tr>
<tr>
<td>Special Exam Procedure .............................1</td>
<td>Transfer Credit Matrix ........................3</td>
</tr>
<tr>
<td>Repeating Courses Policy ............................1</td>
<td>Veteran Affairs ...............................3</td>
</tr>
<tr>
<td>Core Requirements for a Degree...............1</td>
<td>Student Address ...............................3</td>
</tr>
<tr>
<td>Academic Bankruptcy ..............................2</td>
<td>Access to Student Records ........................3</td>
</tr>
<tr>
<td>Requirements for Graduation ......................3</td>
<td>Equal Opportunity ............................4</td>
</tr>
<tr>
<td>Application for Graduation ...................3</td>
<td>Campus Map ....................................5</td>
</tr>
</tbody>
</table>
ACT/SAT SCORE REQUIREMENTS FOR COURSE CREDIT

Students may be given credit for certain math and English courses based on their official ACT or SAT1 placement scores. Students with an ACT English score of 28-31, or an SAT1 Verbal score of 630-710, will be given credit for English 1010. Students with an ACT English score of 32 or higher, or an SAT1 Verbal score of 720 or higher, will be given credit for English 1090. Students with an ACT math score of 30 or higher, or an SAT1 math score of 610 or higher, will be given credit for Math 1020. Students with an ACT math score of 30 or higher, or an SAT1 math score of 610 or higher, will be given credit for Math 1090.

SPECIAL EXAM PROCEDURE

Undergraduate students interested in taking a SPECIAL EXAM must be enrolled in at least one credit hour and must register for the exam on or by the last day to register for classes during regular registration by completing the following steps:

1. Contact the department head responsible for the course to get a special exam card. The department head must approve the special exam by completing the information on the card and signing the card. (If there is no department head, the dean must complete the information.)
2. The student's advisor must sign the card to approve the special exam.
3. Next, take the completed card to the University Registrar's Office where you will be registered for the exam.
4. A non-refundable fee of $100.00 for each special exam will be assessed to your account.

NOTE: A STUDENT CANNOT REGISTER FOR A SPECIAL EXAM AND THE SAME REGULAR SEMESTER COURSE AT THE SAME TIME.

CREDIT EXAM FEES ARE NON-REFUNDABLE WITH RESIGNATION OR FAILURE TO TAKE THE EXAM.

REPEATING COURSES POLICY

When a course is repeated at NSU or transferred to NSU, all grades earned will be used in computing the grade point average. This means that all attempts at a repeated course will be computed into the cumulative (overall) grade point average and all course grades will appear on the transcript.

A course failed or in which a required grade is not met at NSU, then repeated at another institution, will be accepted as credit.

The adjusted graduation grade point average is the average figured on all coursework earned toward the degree. When a student repeats a course, the last grade received shall be accepted as the final grade in determining graduation requirements and for “satisfactory progress” of all student-athletes.

The cumulative (overall) grade point average is based upon all hours pursued, including repeats, and is used in determining honors for graduation and probation/suspension status. All hours pursued, regardless of grades, will be considered for financial aid eligibility determination. This includes any form of the grade of “W.”

CORE REQUIREMENTS FOR THE BACCALAUREATE DEGREE

The University core requires that each baccalaureate curriculum includes the following:

1. ENGLISH (6 HOURS): English 1010, English 1020.
2. MATHEMATICS (6 HOURS taken in pairs indicated and in sequence): Mathematics 1020 and 1060; 1020 and 1090; 1020 and 2010 and 2020; 1100 (6 hours); 1810 (6 hours); or 2100 and 2110 (10 hours).
3. NATURAL SCIENCES (9 HOURS): Six hours shall be earned in either physical or biological science with the other three hours selected from the other science area. Both biological and physical science courses must be completed to fulfill the natural science core requirement. Certain course combinations are not permitted. These are described in the list of Courses of Instruction in the catalog.
   - **Physical**: 3 or 6 hours selected from Science 1010, 2010; Chemistry 1030–1031, 1040–1041, 1070; and Physics 2030–2031, 2510–2511.
   - **Biological**: 3 or 6 hours selected from Science 1020, 2020; Biology 1010–1011, 2060–2061, 2220–2221, and 2230–2231.
4. FINE ARTS (3 HOURS): Fine Arts 1040.
5. HUMANITIES (9 HOURS):
   - **Literature**: 3 hours in English 2070 (English majors only) or 2110 (all others);
   - **History**: 3 hours selected from History 1010, 2010, 2010, and 2020;
   - **Communication**: 3 hours in Communication 1010.
6. SOCIAL/BEHAVIORAL SCIENCES (6 HOURS): 3 hours must be at the 2000 level.
   - **Social Science**: 3 hours selected from Anthropology 1510, Economics 2000, Geography 1010, Philosophy 1010, and Political Science 2010.
   - **Behavioral Science**: 3 hours selected from Educational Psychology 2020; Psychology 1010, 2050; and Sociology 1010.

CORE REQUIREMENTS FOR THE ASSOCIATE OF ARTS AND ASSOCIATE (NON-DESIGNATED) DEGREE

The University core requires that Associate of Arts and Associate (non-designated) degrees include the following:

1. ENGLISH (6 HOURS): English 1010, English 1020.
2. MATHEMATICS (3 HOURS): Mathematics 1020.
3. NATURAL SCIENCES (6 HOURS): Three hours shall be earned in biological and physical science. Both biological and physical science courses must be completed to fulfill the natural science core requirement. Certain course combinations are not permitted. These are described in the list of Courses of Instruction in the catalog.
   - **Physical**: 3 hours selected from Science 1010, 2010; Chemistry 1030–1031, 1040–1041, 1070; and Physics 2030–2031, 2510–2511.
   - **Biological**: 3 or 6 hours selected from Science 1020, 2020; Biology 1010–1011, 2060–2061, 2220–2221, and 2230–2231.
4. **FINE ARTS (3 HOURS):** Fine Arts 1040.

5. **HUMANITIES (3 HOURS):** 3 hours selected from Communication 1010; English 2070 (English majors only), 2110; and History 1010, 1020, 2010, and 2020.

6. **SOCIAL/BEHAVIORAL SCIENCES (6 HOURS):** 3 hours must be at the 2000 level.
   - **Social Science:** 3 hours selected from Anthropology 1510, Economics 2000, Geography 1010, Philosophy 1010, and Political Science 2010.
   - **Behavioral Science:** 3 hours selected from Educational Psychology 2020; Psychology 1010, 2050; and Sociology 1010.

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**ACADEMIC BANKRUPTCY**

Undergraduate students may, at the time of application for admission or readmission to the University, file for academic bankruptcy if they have not been enrolled in any college or university for a period of at least three calendar years immediately preceding their intended enrollment at NSU.

The following conditions will apply:

1. The student will forfeit the use of all college or university credits earned prior to the date academic bankruptcy was declared, including credits earned through any type of advanced placement program.
2. The student’s record will be inscribed with the notation “Academic Bankruptcy Declared (date).”
3. No courses taken prior to the declaration of academic bankruptcy will be used in the calculation of the student's grade point average and may not be used to fulfill requirements of any kind.
4. The student will be ineligible for academic honors conferred by the University except as justified by the entire academic record, which includes courses taken prior to the declaration of academic bankruptcy.
5. A student who has declared academic bankruptcy will be considered as an entering freshman and will be subject to all policies for placement in courses. Specifically, such students will be required to take the American College Test and/or COMPASS test to determine placement in English and mathematics courses.
6. These policies concerning academic bankruptcy pertain only to Northwestern State University.
7. A declaration of academic bankruptcy is final and irreversible and may only be exercised once in a student's academic career.
8. Declaration of academic bankruptcy does not pertain to accumulated financial aid history. Accumulated semester and award limits include all semesters of enrollment, both before and after the declaration.

To request Academic Bankruptcy, a student must be admitted to the University and must submit the Petition for Academic Bankruptcy to the University Registrar’s Office at least two weeks prior to the beginning of the intended semester of enrollment. After reviewing all records to determine that the student has submitted all required transcripts and has met the three-year period of non-enrollment, the University Registrar’s Office will verify, sign the request, and forward the material to the student's dean. The dean will ensure that the student is counseled, act on the request, and return the material to the University Registrar’s Office.

Academic Bankruptcy may not be declared once a degree has been earned.

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**CORE REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE**

The University core requires that Associate of Science degrees include the following:

1. **ENGLISH (6 HOURS):** English 1010, English 1020.
2. **MATHEMATICS (6 HOURS taken in pairs indicated and in sequence):** Mathematics 1020 and 1060; 1020 and 1090; 1020 and 2010; 1100 (6 hours); 1810 (6 hours); or 2100 and 2110 (10 hours).
3. **NATURAL SCIENCES (6 HOURS):** Three hours shall be earned in biological and physical science. Both biological and physical science courses must be completed to fulfill the natural science core requirement. Certain course combinations are not permitted. These are described in the list of Courses of Instruction in the catalog.
   - **Physical:** 3 hours selected from Science 1010, 2010; Chemistry 1030-1031, 1040-1041, 1070; and Physics 2030-2031, 2510-2511.
   - **Biological:** 3 hours selected from Science 1020, 2020; Biology 1010-1011, 2060-2061, 2220-2221, and 2230-2231.
4. **FINE ARTS (3 HOURS):** Fine Arts 1040.
5. **HUMANITIES (3 HOURS):** 3 hours selected from Communication 1010; English 2070 (English majors only), 2110; and History 1010, 1020, 2010, and 2020.
6. **SOCIAL/BEHAVIORAL SCIENCES (3 HOURS):** 3 hours selected from Anthropology 1510; Economics 2000; Educational Psychology 2020; Geography 1010; Philosophy 1010; Political Science 2010; Psychology 1010, 2050; or Sociology 1010.
ACADEMIC INFORMATION

Requirements for Graduation

Student Responsibility

Students are personally responsible for completing all requirements established for their degree by the University. It is the student's responsibility to be informed of these requirements. 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. Changes in academic regulations enacted between catalog publications are published in the University newspaper and are posted on the Web and bulletin boards. Students are responsible for knowing these changes.

APPLICATION FOR GRADUATION

Student Responsibility

It is the student's responsibility to make official application for graduation.

UNDERGRADUATE STUDENTS: Undergraduate students must apply online for graduation at http://www2.nsula.edu according to the following published graduation application deadlines:

- Final day to apply for fall graduation: October 1
- Final day to apply for spring graduation: March 1
- Final day to apply for summer graduation: July 1

Steps for logging into the Web for Students:

1. Type www2.nsula.edu and “enter” to get to the NSU home page.
2. Click on “Enter Student Services”
3. Type your student identification number and your personal identification number (PIN).
4. Click on “Login”
5. Click on “Continue”
6. Look for “Student Records” on the site map and click “Apply Online for Graduation” to access the Graduation Application.
7. For problems logging into or assistance with using the Online Graduation Application, call the University Registrar’s Office at (318) 357-6171 or email the office at registrar@nsula.edu.
8. If you have forgotten your PIN, follow the steps as indicated on the Web for Students System.
9. When finished using the Online Graduation Application, please log off to protect your privacy.

GRADUATE STUDENTS: Graduate students who are completing all requirements for graduation in the fall 2012 semester are required to contact their major professor. The application for graduation is now being submitted online via the Web for Students at http://www2.nsula.edu. The online application will prompt you and require that you complete all sections of the application before finalizing your application. The final day to apply for graduation and the deadline for submission of all requirements for graduation is on the academic calendar for each semester and is also included in the Registration Instructions for Graduate Students listed in this publication.

CAAP EXAMINATION

Students eligible to take CAAP (ACT's College Academic Assessment Program) examinations will be notified in sophomore English classes; Math 1060, 1090, 2100, and 2010; Science 2100 and 2020; Biology 1020; Biology 2230; Chemistry 3210; and Physics 3710 classes. Upon notification of eligibility, students must register for the exam through Testing Services located in Room 306 of the Student Union.

TRANSFER STUDENTS

TRANSFER CREDIT MATRIX

To view the Transfer Credit Matrix for Louisiana Colleges and Universities, go to the Louisiana Board of Regents website at http://regents.louisiana.gov/index.cfm?md=pagebuilder&mp=home&pid=90, which contains the Louisiana Postsecondary Education Statewide Student Transfer Guide and Articulation System.

Please be aware that the listing of courses through this site is NOT all inclusive. There will be courses that articulate between campuses that are not indicated on the matrices. Contact the University Registrar’s Office with questions concerning specific courses.

VETERAN AFFAIRS

Anyone attending NSU using VA benefits must complete the appropriate paperwork and submit it to the Northwestern State University Veteran Affairs Office for certification for the fall 2012 semester. VA students are responsible for completing paperwork each semester to ensure timely processing of benefits. Information regarding VA may be accessed at www.nsula.edu/registrar.

STUDENT ADDRESS

A student must provide a local and permanent address at the time of admission to the University. Please ensure that your address is correct at all times. Students may correct their address in the University Registrar’s Office, Room 108, Roy Hall; via the student Web at www2.nsula.edu; or by faxing a completed address change form to 318-357-5823.

A student is responsible for the consequences of all communication sent to the address on file in the University Registrar’s Office (e.g., refund checks, billing statements, probation/suspension status, academic information, financial aid information).

ACCESS TO AND UTILIZATION OF STUDENT RECORDS

Northwestern State University is committed to following the guidelines of the Family Educational Rights and Privacy Act as amended. Release of information on any student ordinarily will be made only on the written request or authorization of that student. The only information ordinarily released concerning students will be that considered “Directory Information.” NSU defines this as the
student’s name; mailing address; email address; photograph; telephone number; dates of attendance; enrollment status (e.g., undergraduate or graduate, full-time or part-time); major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received, including naming to honor rolls; and the most recent educational agency or institution attended.

During the first fourteen class days of a regular semester or the first five class days of a summer term, a student who has enrolled can request that directory information be withheld by completing the appropriate form available in the University Registrar’s Office and online at http://righttoknow.nsula.edu/.

EQUAL OPPORTUNITY AT NSU

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer.

In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran, or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran, or retirement status.

The University is committed to providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, religion, creed, sex, age, national origin, disability, or veteran status.

In addition, the University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran, or retirement status.