

NICHOLLS STATE UNIVERSITY

UNDERGRADUATE AND GRADUATE BULLETIN FOR 2006-2007

Nicholls State University is a Member of the University of Louisiana System

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ADMISSIONS

GENERAL INFORMATION

The Office of Admissions is responsible for conducting the university's student recruitment and admission program as well as providing services to international students. Applications for admission can be obtained from this office or via the Internet at www.nicholls.edu.

Admission requirements for graduate programs appear in the section on GRADUATE STUDIES in this *Bulletin*.

No student shall be denied admission to the university because of race, color, age, sex, creed, disability, or national origin.

Falsification of academic records, academic forgery, altering official academic documents, misusing university documents, or withholding information relating to admission, transfer credits, academic status or records may be cause for a student's dismissal.

A non-refundable application fee of \$20 for United States citizens and \$30 for others will be assessed each person applying for admission or readmission to Nicholls. The check accompanying the application should be made payable to Nicholls State University.

American College Testing Program

The ACT is administered at Nicholls and other designated testing centers five times yearly. Applicants may pick up a registration packet in the Testing Center or Admissions Office or may write to ACT Registration Unit, P.O. Box 414, Iowa City, IA 52243. Students may also register or request ACT scores via the Internet at www.act.org. The university does not accept test applications nor can it forward applications to the ACT Registration Unit. The Scholastic Aptitude Test [SAT] is acceptable. An ACT/SAT Concordance will be used to determine equivalent scores. Specific questions about individual scores should be directed to an academic advisor or the Testing Center.

Immunization Requirement

All enrolled students at Nicholls (born after January 1, 1957), must provide written proof of immunization confirming: two doses of measles (rubeola) vaccine, at least one dose each of rubella (German measles) and mumps vaccine, and a tetanus/diphtheria booster received within the last ten years.

This immunity can be documented by:

- written evidence of immunization against the disease,
- serological evidence of immunity to the disease, or
- written evidence of a doctor-diagnosed case of the disease.

All students must have on file in the University Health Services Office, a completed Proof of Immunization Form. Blank forms are available in Health Services or on the Internet at www.nicholls.edu. The form should be completed and signed by a physician or parish/county health unit.

Resident and Nonresident Classification

The residence status of an applicant or student is determined in accordance with Board of Supervisors for the University of Louisiana System regulations and is based upon evidence provided in the application for admission and related documents. Residence status is determined by the Office of Admissions after the completed application for admission has been submitted. The location of the home and the place of employment are especially important. Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school or college. It is the responsibility of the student to provide the university with a completed application for residency and the evidence deemed necessary to establish residence status. The application and supporting documentation must be filed with the Office of Admissions no later than two weeks prior to the fee payment deadline for the semester for which the student is requesting in-state tuition. 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 of 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. The following definition of residency applies:

A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the state of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought. "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 a single ineligible for classification as a resident.

The individual's physical presence within Louisiana for one year must be associated with substantial evidence that the intent was 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.

However, discrete categories of individuals may be defined as special residents if such action is deemed to be in the best interest of Louisiana or as mandated from time to time by the federal or state government.

An applicant living with his or her parents is classified as a resident 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 or she actually resides and is employed full time in the state. A parent who is unable to be employed or who is a homemaker may be considered to have established a residence in Louisiana if there is convincing evidence that he or she continuously resides in Louisiana. If only one parent qualifies as a resident of Louisiana, the student shall be classified as a resident, provided that the student resides with the parent who is a Louisiana resident. An individual who resides in Louisiana and is employed full time in another state or an individual who resides in another state and is employed full time in Louisiana may be classified as a resident. In such cases, appropriate documentary evidence must be presented.

- A student living with his or her parents and who enrolls as a non-resident is classified as a resident if his or her parents move to Louisiana and acquire residence as defined in these regulations.
- A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if he or she has been employed in Louisiana and if during that period he or she has not been registered in an educational institution for more than six semester hours or its equivalent in any semester. Anyone who is unable to be employed and has not been registered in any educational institution for more than six semester hours or its equivalent in any semester may acquire residence in Louisiana by providing convincing evidence of continuous residence in Louisiana for twelve consecutive months immediately preceding registration.
- A student who is married to a Louisiana resident may acquire the residence status of his or her spouse.
- People who live in Louisiana for at least two years, exclusive of military service, and then move to another state or foreign country retain the right to enroll themselves or any of their dependents as a resident for a period equal to the number of years they resided in Louisiana, but the right shall expire upon the person in question living for a period of two years in another state or foreign country.
- A member of the armed forces currently stationed in Louisiana and his or her dependents shall be classified as Louisiana residents. Service 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 twelve consecutive months.
- Members of the armed forces who were residents of Louisiana immediately prior to entering the armed forces retain the right for themselves or any of their 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.
- A resident of Louisiana does not lose the right to be classified as a resident during a period of employment in a foreign country.
- An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status by possession of Form I-551-Alien Registration Receipt Card) and who has established residence under any of the foregoing provisions shall be declared a resident of the state.
- An applicant shall be declared a resident if either parent is a graduate of Nicholls State University.
- A student who graduates with an associate or higher degree from Nicholls State University may be classified as a resident for subsequent enrollment at Nicholls. This applies only to U.S. citizens.
- Students and their dependants (INS approval) present in the United States under terms of any one of the following visa classifications:
- E – Treaty trader or investor
 - G – Representative of international organization
 - H – 1B – Temporary worker in a specialty occupation (H-1A and H-4 may also apply to qualify for exemption.)
 - I – Foreign information media representative
 - K – Spouse, and/or minor child (Residency approved with proof of marriage to U.S. Citizen.)
 - L – Intra-company transferee/foreign employer who demonstrate a Louisiana domicile for at least one full year (and meet System regulations) prior to the first day of class of the beginning of the semester will be eligible for an exemption of the non-resident fees while holding such a visa.
- Students holding the following visa classification: Visa Category A – Government officials will be immediately eligible for an exemption of the non-resident fees while holding such a visa.

Waiver of Undergraduate Out-of-State Tuition

The Board of Supervisors for the University of Louisiana System has authorized exemptions of out-of-state tuition for certain non-residents of high ability. For more information about such waivers, contact the Office of Admissions.

Auditing Courses

A student who does not want to earn university credit may enroll for no credit as an auditor. The student must complete an application form for admission or readmission which may be obtained in the Office of Admissions or on the Internet at www.nicholls.edu. All credentials required for admission must be submitted. No student under suspension from any institution of higher education, for academic deficiencies, or for disciplinary reasons will be permitted to enroll in the university.

Students who audit courses will not receive credit nor will they be permitted to take a credit examination later for audited work.

Anyone who wishes to change registration from an audit to a credit basis must make the change by the last date for registration in the semester or session in question. (See university calendar.) Fees for students who audit courses are the same as for those enrolled for credit.

ADMISSION REQUIREMENTS BY CLASSIFICATION

First-Time Freshmen

Effective Fall 2005

First-time freshman, under 25 years of age, must meet the following criteria in order to be eligible for admission to Nicholls State University:

- Meet the Board of Regents Core (TOPS Core)

- Meet at least one of the following

 - Have at least a 20 composite ACT, **OR**

 - Have an overall 2.00/4.00 grade point average, **OR**

 - Rank in the top half of their graduation class

 - Require no more than ONE Developmental

Nicholls State University may admit students who do not meet all stated admissions requirements in accordance with the Board of Regents Master Plan. Nicholls State University will consider first-time freshmen with an ACT composite of at least 15. Admissions decisions will be made considering each applicant's potential for success and will include factors such as ACT score, special talents, and the university's commitment to a demographically diverse student population.

Students that are not admitted are encouraged to attend one of the Louisiana community/technical colleges. Transfer students may be admitted to Nicholls State University that do not meet the above criteria once they have at least 12 hours of non-developmental courses with at least a 2.00 GPA and require no more than one developmental.

Out-of-State, Home-Schooled Students, GED Recipients

Freshman students, under the age of 25, who graduate from out-of-state schools, are home-schooled, or receive a General Education Diploma must meet one of the following minimum admissions criteria. Those freshman students who do not may be admitted under the

admissions exceptions category.

Criteria #1

Current minimum criteria for Louisiana residents as outlined above.

Criteria #2

Have at least a 20 composite ACT, AND
Have an overall 2.00/4.00 grade point average, AND
Rank in the top half of their graduation class, AND
Require not more than ONE Developmental

Criteria #3

Have at least a 23 composite ACT, AND
Require no more than ONE Developmental

High School Students

Early Admissions Program

High school students who have completed six semesters of high school and wish to complete their senior year requirements by attending Nicholls may do so if they have a **B** average (3.0) or better, have an ACT composite score of 25 or higher, and are recommended by their high school principal.

Upon earning 24 semester hours of university credit in courses numbered 100 or higher, the student may be granted a high school diploma by the appropriate school board upon presentation of a copy of his or her Nicholls transcript and a recommendation form provided by the Office of Records and Registration at Nicholls.

Students accepted into this program may choose the disciplines of their interest and will have a faculty adviser. The students will be enrolled in their respective college and subject to the rules, regulations, policies, fees, and expenses applicable to all university students. Campus housing with food service is available to early admission students.

Credit attempted or earned while in this program is entered on the student's permanent academic record at Nicholls. Credit earned in this program is transferable to another college or university, depending upon the policies of the institution in question.

High School Senior Program

High school students who have completed six semesters of high school or the equivalent and wish to take some university course work, but intend to complete their senior year at their high school, may do so if they have a minimum 2.5 average, and a minimum ACT composite score of 20. Students may enroll during the summer session between their junior and senior years or during their senior year.

Students accepted into this program may choose the disciplines of their interest. Academic advising is provided by the respective college. Students in this program are subject to the rules, regulations, policies, fees, and expenses that apply to all students at the university. They are eligible for campus housing with food services.

Credit attempted or earned in this program is entered on the student's permanent academic record and becomes a part of the student's continuing record at Nicholls if the student continues his or her education at Nicholls after high school graduation. Credit earned in this program is transferable to another college or university, depending upon the policies of the institution in question.

Former Students

Former students not enrolled at Nicholls in the preceding semester must submit an application for readmission. If a student has enrolled in any institution of higher learning, including a summer session, after attending Nicholls, the student must have a complete and official transcript from each college or university attended, whether or not credit was earned, sent to the Office of Admissions by the registrar of the institutions previously attended. Nicholls students who attend only the summer session at another institution must furnish an official transcript to the Office of Admissions prior to the next registration period.

Transfer Students

Students (in-state and out-of-state) desiring to transfer to Nicholls State University must meet the following minimum admissions criteria:

- 12 minimum college level hours earned
- Minimum GPA of 2.0 on college level courses
- Require not more than ONE developmental

Additional Criteria

Students must be eligible to return to the institution from which they are transferring. Students desiring to transfer with the minimum GPA on college level courses, but less than the minimum college level hours earned, must also meet the freshmen admissions criteria in order to be admitted as transfer students.

Nicholls State University may admit students who do not meet all stated admissions requirements in accordance with the Board of Regents Master Plan. Nicholls State University may set aside a limited number of exceptions of the entering transfer class. Admissions decisions will be made considering each applicant's potential for success and will include factors such as special talents and the university's commitment to a demographically diverse student population.

Acceptance of transfer credit is limited to academic credit earned at regionally accredited institutions in the United States or through the appropriate accrediting agency for institutions of higher education abroad. Until further notice, when a student transfers from South Louisiana Community College or Louisiana Delta Community College the university will examine course equivalency, faculty credentials, and other appropriate indicators of competencies to determine if these courses can be accepted for transfer credit. The university reserves the right to deny credit where such indicators are not present, or to require the student to prove competency by some other means.

General education course credit earned beginning Fall 2003 at L.E. Fletcher Technical Community College will be subject to the same examination and verification used to award transfer credit from previously mentioned community college.

An applicant for admission who has been enrolled in other institutions of higher learning must have a complete and official transcript from each college or university attended, whether or not credit was earned, sent to the Office of Admissions by the registrar of the institutions previously attended.

Any student entering the university from a community or junior college or a junior division is limited in the amount of transfer credit which may be applied toward the baccalaureate degree program, and the approval of the academic dean is required.

"Pursuant to Act 383 of the 2003 Regular Session, each campus shall state, in its catalog and materials disseminated to students or prospective students as part of recruitment, admissions, orientation, and registration procedures, the existence of the Statewide Student Transfer Guide and Articulation System Matrices (Board of Regents' E-matrix). These matrices indicate

transfer equivalences of courses among Louisiana's public colleges and universities and may be accessed through the Board of Regents' webpage at www.regents.state.la.us.

Students should also be informed that the listing of courses on the matrices is not all-inclusive. There are courses that articulate between campuses that are not listed on the matrices. Students should be advised to contact the institution's Transfer Student Contact listed on the Website if they are unclear as to whether academic credit in general or credit toward meeting degree program requirements at other institutions is transferable."

International Students

International students applying for admission to Nicholls must have completed a secondary school program, must be proficient in written and spoken English, and must have adequate financial resources. The application, complete with official scholastic records, and Test of English as a Foreign Language (TOEFL) score should be in the Office of Admissions at least 60 days before the beginning of the semester in which admission is desired.

International students transferring to Nicholls from institutions abroad or from U.S. institutions must meet all requirements for transfer admission cited above.

Special forms for applying for admission to the university and further information may be obtained by writing to or calling the Office of Admissions. All of the required forms for international admissions are also available on the Internet at www.nicholls.edu. Proof of adequate financial resources to pay university fees and all other expenses incurred while living in the United States must be officially certified or verified before an international student can be accepted. All documents for admission must be official copies translated into English before a student can be considered for admission to the university.

An applicant for admission whose native language is not English must make a minimum score of 500 (computer-based total 173) on the TOEFL. For admission to graduate studies in Business or Mathematics, the minimum score is 550 (computer-based total 213). It is the student's responsibility to make arrangements to take this test.

Applicants who cannot obtain a TOEFL *Bulletin* and registration form in their country should write well in advance to: Test of English as a Foreign Language, Box 899, Princeton, NJ 08540 or visit www.ets.org.

Nicholls will not accept an international student who entered the United States on an I-20 form issued by another institution in the United States until that person has been enrolled at the institution issuing the I-20 or has been approved for transfer by the U.S. Immigration and Naturalization Services.

Visitor Status

Visitor status exists for students who enroll without formal credentials and who are not seeking an undergraduate or graduate degree. Credit earned under this registration may not automatically be used toward any graduate degree. Graduate students should refer to the GRADUATE STUDIES section in this *Bulletin*. While enrolled under visitor status, a student may earn credit for college-level courses and an official transcript of these credits will be available upon written request. Whether any credit earned under visitor status can apply toward an undergraduate degree will be determined after the student files a degree-seeking application, submits formal credentials, and meets all requirements for regular admission. The visitor status of admission is designed for part-time, non-traditional academic study.

Senior Citizens Program

Eligibility requirements for application under the Board of Supervisors for the University of Louisiana System Senior Citizens Program are a high school diploma or the equivalent and participants must be 60 years of age or older. Only the completed application form with fee and proof of age are required to be submitted. Senior citizens are exempt from registration fees and tuition fees for up to three hours but must pay the technology fee and course-specific fees (e.g. laboratory fees). Normal tuition and fee charges will be required of those enrolling for more than three credit hours.

Veterans and Veterans' Dependents

Those eligible for educational assistance as veterans, veterans' dependents, or reservists should apply to the Veterans Administration for certificates of eligibility. Application may be made through parish veterans service officers or directly to the Veterans Administration Regional Office, 701 Loyola Avenue, New Orleans, LA 70113. Certificates of eligibility should be presented to the Office of Records and Registration immediately after registration is completed.

Veterans applying for V.A. benefits must complete a Request for Certification form in the Office of Records and Registration or on-line at www.nicholls.edu/records/forms.html. For additional information see the university Veterans' Liaison Counselor in the Records and Registration Office. After the request is completed, the Certification of Enrollment form is mailed or electronically transmitted to the Veterans Administration.

For additional information from a veterans' counselor in the regional office in New Orleans, call 1-800-827-1000, or the Muskogee office at 1-888-442-4551.

NEW STUDENT ORIENTATION

Orientation programs for new students are conducted prior to each semester, including the summer session. The orientation program is designed to acquaint each new student with the university campus, academic programs, and support services. New students receive academic advising and complete registration for classes during orientation.

To attend an orientation program the new student must have applied for admission to Nicholls State, and have sent ACT/SAT scores.

All first-time freshmen and transfer freshmen working toward a degree are expected to attend a New Student Orientation session. Students will receive information about their specific orientation program after filing an application for admission. Each student is charged a non-refundable \$100 fee for orientation.