

Academic Policies

Changes of Curricula/or Catalog

Students who interrupt their college work for one calendar year or more or who change their curriculum, will graduate according to the requirements of the catalog in effect at the time of their re-entry or curriculum change. Students who change their major must meet the current requirements, as stated in the catalog, in effect at the time of the change.

Rights Reserved by the College

This catalog presents a description of the programs offered by Our Lady of the Lake College. The provisions herein do not constitute an offer to contract with students enrolled in the College. The College reserves the right to change the information in the catalog without notice.

Students' Rights to Confidentiality

Our Lady of the Lake College is in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access student records will be allowed to review such records. Such records are accessible to certain authorized personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students' records.

Attendance

For all courses, classroom attendance and clinical laboratory attendance, policies will be stipulated by the faculty and will be published in writing at the beginning of the course. Each student is responsible to be aware of and comply with attendance and punctuality requirements.

Student Classification

According to hours enrolled:

Full-time: A student is considered full-time when enrolled for:

1. Nine credit hours in a degree, certificate or articulation program, or
2. Twelve credit hours of arts and sciences courses in the fall or spring semester
3. Six credit hours of arts and sciences courses per summer session.

Part-time: A student is considered part-time when enrolled for:

1. Less than nine credit hours per semester in a degree, certificate or articulation program, or
2. Less than twelve credit hours of arts and sciences courses per semester, or
3. Less than six credit hours of arts and sciences courses per summer session.

According to hours earned:

Freshman = 0-29 credit hours

Junior = 60-89 credit hours

Sophomore = 30-59 credit hours

Senior = 90+ credit hours

Honor Code and Statement

In keeping with its values of excellence in higher education of college students, Our Lady of the Lake College demands academic integrity. The following “Student Honor Code” and “Honor Statement” clarify the student’s responsibility to academic integrity.

The Student Honor Code

We, the student body of Our Lady of the Lake College, embrace the idea that honor is an intangible quality which, if it pervades all phases of campus life, tends to foster a spirit of dignity and personal integrity. Upon enrolling at the College, we become part of the Our Lady of the Lake College Honor System. We realize that honor must be cultivated, that its success depends upon the combined and cooperative efforts of the College’s administration, faculty, staff and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the “Regulations Governing Student Behavior” published in the College’s Student Handbook. As responsible members of the Our Lady of the Lake College community, each of us freely accepts and proudly endorses this, our code of honor.

The Honor Statement

“I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else do so, I will report him/her immediately to the instructor and/or the appropriate division director.”

Grading System

Each instructor has the option of using a grading method within each course that best meets the needs of the subject. However, all grades are translated into the following quality points:

A	=	4	quality points per semester hours
B+	=	3.5	quality points per semester hours
B	=	3	quality points per semester hours
C+	=	2.5	quality points per semester hours
C	=	2	quality points per semester hours
D+	=	1.5	quality points per semester hours
D	=	1	quality points per semester hours
F	=	0	quality points per semester hours
P	=	The student is awarded credit for the course. However, the credits will not be considered in the calculation of the grade point average.	
S	=	Developmental - satisfactory progress	
U	=	Developmental - unsatisfactory progress	
I	=	Incomplete. (See Incomplete Grade Policy)	
WS	=	Withdrawal from course - satisfactory progress.	
WU	=	Withdrawal from course - unsatisfactory progress.	
AU	=	Audit	

Other symbols utilized on the transcript:

Prior to fall 1997:

* = Repeated course (last grade earned was calculated in the grade point average)

Prior to fall 1994:

T = Transfer credit awarded

X = Grades not used in the calculation of grade point averages

R = Course is a repeat

A final grade report will be mailed to all students by the Office of the Registrar approximately one week after the last day of final exams for the semester or summer session.

Credit Hour Formula

1 credit hour = a minimum of 15 clock hours of lecture

OR

a minimum of 45 clock hours of clinical, lab or practicum

Semester Credit Hour Cap

Students may enroll for a maximum of 19 credit hours during fall and spring semesters and 10 credit hours in a combination of summer sessions. Students currently enrolled in clinical programs who wish to exceed the maximums must seek approval from the appropriate program director or dean and the Vice-President for Academic Affairs. The Dean of Arts and Sciences and the Vice-President for Academic Affairs, at their discretion, may allow Arts and Sciences students to schedule a maximum of 21 credit hours in the fall or spring. No student will be permitted to register for more than 21 credit hours in fall or spring and 10 credit hours in the summer.

Mid-Term Status

The Mid-term Status process is intended to serve as a catalyst for intrusive and intensive assessment, advising, and counseling for the student who is not demonstrating satisfactory academic progress at mid-term. All students are mailed Mid-term Status Reports from the Office of the Registrar after the 8th week of the fall and spring semester and the 4th week of the summer session.

Incomplete Grades

1. An incomplete or "I" may be submitted at the end of the semester for a course in which the student can achieve satisfactory progress. However, because of circumstances beyond his or her control, the student has failed to complete the course requirements on or before the last day to submit final grades for the semester. In such cases, the student must have attended classes on a regular basis.
2. The instructor or the student may initiate the request to receive an "I" grade. The instructor or student must contact the Office of the Registrar to obtain a Request for an "I" Grade form. The form must be completed and signed by the student and approved and signed by the instructor.
3. The form will contain the student's reasons for requesting an "I," the instructor's explicit outline for resolving the "I," and the deadline by which the "I" grade must be resolved.
4. The form must then be approved, by signature, by the Dean or Director of the academic program in which the student is enrolled. The form must then be submitted to the Office of the Registrar. An "I" grade that has not been resolved by the first day of class of the next semester (including summer and whether or not the student intends to enroll) will be changed automatically to an "F".
5. When the "I" grade has been resolved, the instructor will notify the Office of the Registrar to make the necessary grade change.

6. In extraordinary cases, the Vice President for Academic Affairs, may authorize an extension of time for resolving the grade. Such authorization must be approved, by signature, on the Request for an “I” Grade form.

Final Grade Appeal

A student who feels that he/she has an academic grievance associated with a final grade should first discuss the problem with the faculty member involved. If, following discussion with the faculty member, the student continues to believe that he/she has not been dealt with fairly, he/she may discuss the grievance with the Program Director or Dean in the relevant program or division. If this does not result in resolution, the student may submit a request to the Vice President for Academic Affairs for a hearing to consider a final grade appeal.

The procedure for final grade appeal follows:

1. **Petition:** If a student wishes to challenge a final grade, the student must submit a written request to the Vice President for Academic Affairs, **two weeks** following the last day to submit final grades to the Registrar. In the event that an “I” grade is involved, the written request must be received by the Vice President for Academic Affairs no later than noon of the “first day of classes”, as published in the Academic Calendar, in the semester immediately following the assignment of the I grade.
2. **Procedures:** The Vice President for Academic Affairs will notify the Academic Policy Committee of the appeal. The Academic Policy Committee will schedule the hearing. The Vice President for Academic Affairs will notify the student, the Program Director/Dean, and course coordinator/faculty member of the hearing date. The hearing committee will consist of the voting members of the Academic Policy Committee with attendance of the student, student advisor, relevant faculty member and invited consultants. Copies of the appeal request and pertinent information will be sent to voting committee members prior to the hearing for review.
3. **Hearing:** The Chairperson shall conduct the hearing process. The student may bring one advisor to the hearing; however, the advisor shall not act as an advocate for the student or otherwise address the Academic Policy Committee or its members. The student, the advisor (if requested), and the individual initiating the appeal shall be present during all phases of the hearing except during the Committee’s deliberations. The hearing shall be conducted as follows:
 - The Chairperson shall read the written information pertaining to

the final grade and any other documentation that may have been submitted.

- The Chairperson shall inform the student of his/her rights.
 - The student's specific grade appeal will be reviewed.
 - Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing. The student and/or faculty member have the right to appear individually before the Committee if they so desire.
 - The members of the Committee shall ask all questions.
 - The members of the Committee may inquire of the student and any other party present such additional information pertinent to the grade in question.
 - The members of the Committee reserve the right to call or question any person. The Chairperson has the discretion to exclude duplicative evidence or testimony and otherwise control the proceedings.
4. **Written Decision:** The Committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing. The hearing and all information obtained by the Hearing Committee shall be strictly confidential. Each voting member of the committee is entitled to one vote. The Chairperson is non-voting, except in the event of a tie vote. All decisions shall be by simple majority vote. The Committee shall deliberate to consider the evidence and its decision in private and report its recommendations to the Vice President for Academic Affairs. A copy of the Committee report shall be sent to the Dean/Program Director involved within two days of the hearing. The Vice President for Academic Affairs shall accept, reject, or modify the recommendation and notify the student, and relevant faculty, in writing of the decision within 2 days of the receipt of the Committee recommendation. If the decision results in a change of grade, the faculty member will complete the appropriate form to notify the Registrar's Office. The Committee shall record the general minutes of the proceedings, excluding confidential information for the committee records. No report of the Committee findings will be maintained in Committee records, in order to maintain confidentiality. The decision of the Vice President for Academic Affairs shall be final unless the student appeals to the President.
5. The student may appeal the decision to the President of the College. Any appeal shall be submitted to the President of the College, in writing, within two school days (excluding weekends and holidays) of notification of the decision. The President or designee shall review all documentation and make a determination to sustain, modify, or set aside the Committee's decision. The President's decision will be communicated

in writing to the student, and to the Vice President for Academic Affairs and the Chairperson, after receiving the Student's written appeal. The decision of the President shall be final.

6. The Committee members are to be approached by the student or faculty member before, during or after the proceedings concerning the appeal

Grade Change Policy

If an instructor finds that it is necessary to change a student's grade, the grade change must be made before the **first day of class of the next semester** (including summer). Grades cannot be changed after this date. In the case of extraordinary circumstances, the instructor may submit a written deadline extension request to the Vice President for Academic Affairs.

Audit Policy

Students who do not want to earn college credit may enroll for no credit as an auditor. New students must complete an application for admission and submit all required credentials.

A student who wishes to be admitted to classes as an auditor must also obtain written consent of the Vice President for Academic Affairs, and the instructor of the course. Auditors will not receive credit for courses audited, nor will they be permitted to take advanced-standing examinations on such work, without permission of the Vice President, Academic Affairs. Tuition and fees for auditing a course are the same as for regular enrollment. A grade of "AU" will be posted to the student's academic record at the completion of the semester. Courses previously audited may be taken later for credit.

Change in registration from audit to credit (add) may take place no later than the last date to add. Change in registration from credit to audit (drop) may take place no later than the last date to drop without receiving a W grade. These dates are published in the Academic Calendar. An enrolled student who has been formally admitted to the College or any of its programs (if applicable) may change from audit to credit or credit to audit with permission of the instructor of the course and the student's academic advisor. A student who has never been formally admitted to the college and who initially enrolls for audit may change to credit if they are admissible to the college and applicable programs and with permission of the instructor of the course and the student's academic advisor.

STUDENTS MAY NOT AUDIT THE SAME COURSE MORE THAN ONCE.

Auditors may utilize the Learning Resources Center, receive course handouts and, at the discretion of the instructor, may participate in class discussion and testing and may be allowed to observe and participate in the laboratory setting. Auditors may not participate in the clinical component of a course.

Auditors are required to follow all policies of Our Lady of the Lake College.

The Independent Study Option

The Independent Study Option allows qualified students to complete arts and sciences courses outside the traditional classroom setting and in a one-on-one relationship with the faculty member. This option provides flexibility in meeting student needs (i.e., to solve scheduling problems, which would delay the student's graduation). It constitutes an agreement between the student and the instructor. This agreement, which is produced in written form and submitted to the division dean or director for approval, describes how the course requirements are to be met. Avenues leading to this objective include but are not limited to videotapes, computer tutorials, tutoring sessions with the instructor, reading and writing assignment, and oral and written testing.

Some restrictions apply:

1. Not all arts and sciences courses may be taken under this option.
2. The instructor must be a full-time faculty member who has taught the course to be offered.
3. The student must have a GPA of 2.80 or better.
4. Of courses taken under this option, a student may apply a maximum of six hours towards an associate degree.
5. The normal tuition and fees will apply to courses offered under this option.
6. Admittance to an independent study course will be at the discretion of the instructor.
7. A course taken under the Independent Study Option must be completed in the time frame of the semester enrolled.
8. A course offered under this option would be graded using the same letter grades as would be used if the course was offered in the traditional classroom mode.

Non-Matriculating Student Classification

A non-matriculating student is one who is taking courses for credit but is not a candidate for a degree/certificate nor pursuing admission to a degree/certificate program. The student has been formally permitted to take a limited or special selection of courses without regard to requirements for a degree. Students registering in a non-matriculating status are subject to all College regulations governing

registration and attendance and student policies in general. Academic status will be determined in courses taken in this classification in accordance with College policy. Courses taken in this status may not necessarily be applied to a degree program. Enrollment as a non-matriculating student is limited to one semester.

Applicants seeking admission as non-matriculating students must apply in the same manner as applicants seeking regular admission. Applicants must complete an *Application for Admission*. A diploma, transcript, or other appropriate documentation will be accepted as evidence of the applicant's eligibility for admission.

Non-matriculating students who desire to continue taking credit courses must request acceptance as a regular student. Applicants must meet all admission requirements and complete the admission process. Applicability of credit earned through non-matriculating status toward a degree will be determined by the Dean or Director of the program with approval of the Vice President, Academic Affairs.

Grade Point Averages

A student's grade point average is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. The quality points per course are determined by multiplying the number of semester hours earned (1, 2, 3, etc.) by the number of quality points assigned to the final grade received (A = 4, B+ = 3.5, etc.). The sum of the quality points received for all courses is then divided by the number of semester hours attempted. Credit hours awarded for a P (Pass), WS (Withdrawal—Satisfactory Progress), or WU (Withdrawal—Unsatisfactory Progress), I (Incomplete), AU (Audit), or S or U (Satisfactory or Unsatisfactory Progress for Developmental Courses) will not be considered in the calculation of the grade point average.

Semester Grade Point Average: A student's grade point average based on the number of quality points earned and the number of credit hours attempted during a semester at Our Lady of the Lake College.

OLOL College Grade Point Average: A student's grade point average based on the total number of quality points earned and the total number of credit hours attempted at Our Lady of the Lake College.

Overall Grade Point Average: A student's grade point average based on the total number of quality points earned and the total number of credit hours attempted at Our Lady of the Lake College and all transfer courses.

Graduation Honors Grade Point Average: A student's grade point average based on the Overall Grade Point Average. See Honors.

Withdrawal From Courses

A student who officially withdraws from a course will receive a “WS” (Withdrawn - Satisfactory Progress) or a “WU” (Withdrawn - Unsatisfactory Progress) up to and including the Last Day to Withdraw as published in the Academic Calendar. A student who discontinues a class or leaves school without following the official procedures for withdrawal or resignation is subject to receiving a grade of “F” posted on his/her record for each course in question and/or denial of permission to re-enter the college.

Resignation From the College

Resignation from the College is the withdrawal or discontinuation of all courses in which the student is enrolled. To resign officially from the College, the student must obtain a *Resignation* form, which must be completed by the student and signed by designated officials of the College. A student who discontinues classes or leaves school without following the official procedures is subject to receiving a grade of “F” posted on his/her College record for each course in question and/or denial of permission to re-enter the College.

Course Withdrawal and *Resignation* forms may be obtained from the Office of Registrar.

Readmission to the College

A student who has resigned from the College, has resigned from a degree/certificate program, has not been continuously enrolled at the College for one semester or has been suspended and desires to re-enter the College must apply for readmission. The student must submit an *Application for Readmission* to the Office of Admissions and Records. The application must be accompanied by a written request to the Dean or Director of the program to which readmission is desired. Readmission is not guaranteed. Students will be admitted in accordance with the admission policies in effect at the time they are seeking readmission. Time limits and application deadlines for re-entry may apply to specific programs.

Once accepted for readmission to a degree/certificate program, students will be required to meet the curriculum requirements for the degree/certificate as stated in the current catalog and which are in effect at the time of re-entry.

The Application for Readmission may be obtained from the Office of Admissions and Records.

Credit for Repeated Courses

When a student repeats a course at Our Lady of the Lake College, all grades will be used in computing the Grade Point Average. All repeated course work must be taken at Our Lady of the Lake College.

(Degree/Certificate Program students: See program handbook for policies.)

ACADEMIC STATUS

Academic status at Our Lady of the Lake College is defined as Progression or Non-Progression.

Progression status designates an enrollment status whereby the student is eligible to continue enrollment within a course or program of study. Included in this category are Good Standing and Academic Probation.

Non-Progression status designates an enrollment status whereby the student is not eligible to continue enrollment within a course or program of study. Included in this category are Academic Suspension, Academic Dismissal, and Non-Academic Dismissal.

The College policies regarding Academic Status are as follows:

Progression Status

IN GOOD STANDING

To be considered in good academic standing, a student must have a minimum Our Lady of the Lake College cumulative grade point average (GPA) of 2.0.

ACADEMIC PROBATION

Academic Probation provides a warning for a student whose academic work is unsatisfactory.

Academic probation status will be posted on the student's academic record.

A student is placed on academic probation under the following situations:

- a student (other than first semester student) with an Our Lady of the Lake College cumulative GPA of 1.50 to 1.99
- a first semester student with an Our Lady of the Lake College cumulative GPA less than 1.5

- a student reentering whose last academic status was probation
- a student reentering after academic suspension

To remain eligible to enroll in courses while on academic probation, the student must:

- achieve a 2.0 semester GPA at Our Lady of the Lake College.

To be removed from academic probation, the student must:

- achieve a 2.0 cumulative GPA at Our Lady of the Lake College.

Non-Progression Status

ACADEMIC SUSPENSION

Academic suspension designates a time period whereby the student is not eligible to enroll in courses due to his/her unsatisfactory academic work.

A student on academic suspension status may not register for courses at Our Lady of the Lake College for the following regular (fall or spring) semester as well as the intervening summer term.

Any course work taken at another institution while a student is under academic suspension status will not be accepted for transfer credit and will not be used to fulfill degree requirements or to change or to modify the GPA.

Academic suspension status will be posted on the student's academic record.

A student may be suspended from the College for academic reasons only once and allowed to re-enter only once. An application for readmission is required. If readmission is approved, the student will be placed on academic probation status.

A student is placed on academic suspension status when the student who is on probation status and does not achieve a Our Lady of the Lake College Semester GPA of 2.0

ACADEMIC DISMISSAL FROM THE COLLEGE

Academic dismissal from the College designates a status whereby the student is ineligible to continue enrollment in academic programs of the College.

Academic dismissal will be posted on the student's academic record.

A student will be dismissed from the College if the student who was suspended is allowed to re-enter, and does not achieve a 2.0 semester GPA for the return semester.

DISMISSAL FOR NON-ACADEMIC REASONS

Students who commit any of the following acts may be dismissed from the College according to the procedure for disciplinary dismissal:

- academic dishonesty
plagiarism
- falsification of information given on official school documents
- falsification of records regarding patient care
- unauthorized possession of an examination
- illegal possession, use, sale or distribution of drugs
- illegal possession of weapons
- theft
- commitment of any act which would result in ineligibility for licensure or certification.
- participation in cheating or lying in reference to clinical or classroom assignments
- chemical impairment in the school/clinical setting
- conduct which is inappropriate for either clinical or classroom
(e.g., abusive language, threats, assault and battery, disruptive talking)

This list is not meant to be all-inclusive, but serves to identify examples of behaviors that warrant disciplinary dismissal. See Student Handbook for Due Process for Misconduct.

Honors

DEAN'S LIST

The Dean's List is published each semester. To be eligible for this list, the full-time student must have attained a grade point average of 3.5 or better during the semester in question. Students attending on a part-time basis are recognized on the Dean's List for part-time students when they have earned twelve semester hours of credit and attained a grade point average of 3.5 or better at Our Lady of the Lake College.

PRESIDENT'S LIST

The President's List is published each semester. To be eligible for this list, the full-time student must have attained a grade point average of 4.0 during the semester in question. Students attending on a part-time basis are recognized on the President's List for part-time students when they have earned twelve semester hours of credit and attained a grade point average of 4.0 at Our Lady of the Lake College.

GRADUATION HONORS

Associate degree students graduating with an overall grade point average of 3.5 or higher are recognized as Honor Graduates. Students graduating with a grade point average of 3.75 or higher are recognized as graduating with Highest Honors. Baccalaureate degree students graduating with an overall grade point average of 3.5 or higher are recognized as cum laude graduates, 3.75 or higher magna cum laude and 3.90 or higher summa cum laude.

Intent to Graduate

The last date to submit intent to Graduate forms is the same as the last day to drop classes without a "W" grade in the semester of graduation. It is strongly recommended that Intent to Graduate forms be submitted in the semester prior to graduation. The Office of the Registrar will provide forms.

Student Complaints and/or Concerns Policy Statement

Our Lady of the Lake College is committed to providing an environment that is supportive of student achievement. Academic, Administrative, and Support Services share that commitment in the provision of all programs and services. The procedures for Academic Grievance as well as Due Process Rights are found in the *Student Handbook*. In addition to these procedures, any student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the Student Complaint Procedure (*Student Handbook*). The procedure may not be used to protest existing policies or regulations.

In order to maintain confidentiality documents pertaining to complaints or concerns will not be placed in a student's academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College.

There will not be discrimination or retaliation as a result of a student's exercise of his/her rights under this procedure.

General Policies For Transfer Credit

Transfer of Course Credits for All Degree/Certificate Programs

Credit earned at an accredited college or university is transferable provided the course is equivalent in content to the course represented, subject to the review of the relevant faculty in the discipline. Time limits for transferability of some courses may exist. Information is available in the Office of Admissions.

Course work evaluated for transfer at the time the student makes formal application for admission to a degree/certificate program will not expire as long as the student is actively seeking admission to the program and continues to update his or her application for admission. Courses accepted for transfer at the time the student is admitted to Arts and Sciences may not be accepted for transfer at the time the student applies for admission to a degree/certificate program. Students should refer to degree/certificate program admission requirements for details.

Students who have successfully completed 30 college credits with an overall GPA of 3.0, and students who have successfully completed 45 college credits with an overall GPA of 2.0 are exempt from ACSM 100. All other students are required to complete ACSM 100 upon enrollment at the College.

Credit Through Examination

Credit for college level achievement in Arts and Sciences courses may be awarded by the CLEP and/or ACT/PEP examination. Recognition of previous learning may be achieved through a national credit examination program such as CLEP and ACT/PEP. Proficiency examinations are given on national test dates and are designed to give credit for knowledge gained in programs without college credit or for courses, which are not transferable. Information is available in the Office of Admissions. Credit will be entered on a student's official record upon receipt of official scores, provided the student achieves at or above the level accepted by Our Lady of the Lake College. Credit will be given as a grade of "P" and will not be computed in the student's GPA.

A list of the subject examination approved by Our Lady of the Lake College are listed below:

Subject Exam	Course Adwarded	Accepted Score	Credit Hours
English Composition with Essay (CLEP)	ENGL 101	45	3
English Composition (CLEP)	ENGL 102	45	3
College Algebra (CLEP)	MATH 112	45	3
Introduction to Sociology (CLEP)	SOCI 100	45	3
Introduction to Psychology (CLEP)	PSYC 100	45	3
Microbiology (ACT-PEP)	BIOL 280	45	3
Human Anatomy & Physiology (Act-PEP)	BIOL 210 + 211	45	6

Credit Through Military Experience

Honorably discharged veterans of the United States Armed Forces may be allowed credit for certain courses upon presentation of a copy of their discharge to the Office of Admissions. This credit may be granted for service schools where equivalence in terms of college courses has been recommended for college credit in the “Guide to the Evaluation of Educational Experiences in the Armed Services,” published by the American Council on Education. Appropriate documents must be submitted to the Office of Admissions for an evaluation of these experiences.

Air Force ROTC

The Air Force ROTC program provides pre-professional preparation for future air Force officers. Through a cross-registration program between Our Lady of the Lake College and Louisiana State University, Our Lady of the Lake College students are eligible to enroll in the Air Force Reserve Officer Training Corps (AFROTC). Courses are conducted at Louisiana State University and course work credited at Our Lady of the Lake College. Consult the *LSU General Catalog* for course listings and descriptions. Call (225) 578-4535 or visit www.afrotc.lsu.edu on the World Wide Web for more information.

AFROTC offers a four-year and a two-year program leading to an Air Force officer’s commission. When a cadet graduates with a 4-year College Degree and has completed the Air Force ROTC course work and requirements, the cadet will be commissioned as a second lieutenant in the United Sates Air Force. Students incur

no obligation while participating during the freshman and sophomore years, unless on an Air Force scholarship. AFROTC scholarships are available to students who demonstrate exceptional academic performance and aptitude for commissioned service. The AFROTC scholarships cover tuition and fees, pays up to \$400 per month stipend during the fall and spring semesters, and provides \$450 per year to purchase books.

PROGRAM OF STUDY

The General Military Course (GMC) taken during the freshman and sophomore years focuses on three main themes – the military officers' role, the development of aerospace power, and the organizations of today's Air Force. Enrollees will study the missions, doctrines, and strategies of aerospace power from balloons to contemporary use of space vehicles. GMC cadets are required to attend the Leadership Laboratory, where they are introduced to principles in applied leadership in drill and ceremonies, military protocol, and physical fitness.

The Professional Officer Course (PO) is available primarily to junior college transfer students, military veterans, and highly qualified sophomore students. Students in this program are expected to have at least for semesters remaining in school – which may be undergraduate, graduate, or a combination of the two. This program is highly competitive, so it is important to apply early during the sophomore year.

To enter the two-year program, students must attend a five-week field training session, usually held at an Air Force Base during the summer between sophomore and junior years. Students are required to complete the summer training and meet all physical and academic requirements to enroll in the POC. POC cadets (as well as GMC cadets on scholarship) receive up to a \$400 nontaxable monthly allowance during the academic year.

Professional Officer Course students start their program with an in-depth look at the theories of management and their application. In Aerospace Studies (ASST 3001 and ASST 3302) courses, cadets will examine the general concepts of leadership and relate the concepts to real Air Force situations. They will participate through group discussions, case studies, and individual and group problem solving. ASST 3001, ASST 3002, ASST 3003, and SST 3004 classes normally meet three hours per week. In ASST 3003 and ASST 3004 classes, cadets will analyze the role of the Armed Forces in contemporary American society. Also, they will examine a broad range of American domestic and international military relationships and the environmental context in which American national security policy is formulated and implemented. Successful completion of the POC leads to a commission as an Air Force Officer.

Leadership Laboratory, a cadet-planned and directed activity, provides leadership training experiences to improve a cadet's ability to perform as an Air Force officer. The freshman and sophomore Leadership Laboratory introduces Air Force customs and courtesies, drill and ceremonies, wearing the uniform, career opportunities in the Air Force, education and training benefits, and the life and work of an Air Force officer; and includes opportunities for field trips to Air Force installations. Initial experiences include preparing the cadet for individual flight, squadron movements in drill and ceremonies, and for the Field Training assignment prior to the junior year. The junior and senior Leadership Laboratory involves cadets in advanced leadership experiences to prepare for active duty. Cadet responsibilities include planning, organizing, directing, coordination, and controlling the activities of the cadet group; preparing briefings and written communications and providing interviews, guidance, information, and other services which will increase the performance and motivation of all cadets. Leadership Laboratory is held twice a week for one hour.

FIELD TRAINING

There are two types of Field Training; a four-week course for cadets in the four-year program and a five-week course for two-year program applicants. Students of the four-year program normally attend Field Training between the sophomore and junior years. Two-year program applicants usually attend Field Training prior to entering the POC.

Field Training is hosted each summer several active Air Force installations. It is designed to stimulate the development of military leadership among students through aircraft, aircrew, career, and survival orientation; junior officer training, physical training, small arms training, supplemental training and human relations education; and equal opportunity training. The five-week Field Training program differs in that it has an additional 60 hours of academics, which are similar to the 60 hours of the on-campus academics taken by the four-year program cadets, during the freshman and sophomore years. Students will receive pay and allowances authorized by current Air Force directives while in Field Training.

ADVANCED TRAINING

Selected cadets may have the opportunity to go to active duty Air Force bases for a two-week or three-week period during the summers following the freshman and junior years. Advanced training cadets will receive specialized career orientation and an opportunity to experience leadership, human relations, and management challenges encountered by Air Force junior officers. Also, they will become familiar with the Air Force "way of life." Cadets receive pay and allowances authorized by current Air Force directives at the time of Advanced Training attendance.

ADMISSIONS REQUIREMENTS

In order to qualify for entry into the General Military Course, the student must be full-time at Our Lady of the Lake College, a United States citizen (for contract

status); in good physical condition, and have good moral character. Students are required to complete all commissioning requirements prior to age 26 ½, if the student intends to be a pilot or navigator, and to fulfill commissioning requirements prior to age 34 (may be waived for prior service up to age 35, if a non-flying officer candidate).

Qualifications for entry into the Professional Officer Course are more stringent. In addition to the requirements of the General Military Course, the cadet must: have two academic years remaining (undergraduate, graduate or a combination), must be interviewed and selected by a board of Air Force officers, and must successfully complete a four-week field training course if in the four-year program. Two-Year Program applicants must complete a five-week field training course.

ENROLLMENT PROCEDURES

There is no application procedure for the four-year program. Students should register for AFROTC in the same manner and at the same time they cross-register for other college courses under the Our Lady of the Lake College-LSU consortium agreement. For more information concerning the Air Force ROTC program, call the Department of Aerospace Studies at (225) 578-4535. Students interested in the two-year program may visit the Department of Aerospace Studies for detailed information. The department is located in Military Science-Aerospace Studies Building, Room 105, South Stadium Drive, Louisiana State University, Baton Rouge, LA 70803-0100.

AEROSPACE STUDIES CURRICULA

FRESHMAN YEAR

FIRST SEMESTER

ASST 1001	The Air Force Today-	1 credit hour
ASST 1011	Leadership Laboratory -	1 credit hour

SECOND SEMESTER

ASST 1002	The Air Force Today-	1 credit hour
ASST 1012	Leadership Laboratory-	1 credit hour

TOTAL 4 CREDIT HOURS

SOPHOMORE YEAR

FIRST SEMESTER

ASST 2001	Developmental of Air Power-	1 credit hour
ASST 2011	Leadership Laboratory-	1 credit hour

SECOND SEMESTER

ASST 2002 Developmental of Air Power- 1 credit hour

ASST 2012 Leadership Laboratory- 1 credit hour

TOTAL 4 CREDIT HOURS

JUNIOR YEAR

FIRST SEMESTER

ASST 3001 Air Force Management & Leadership*/Leadership Laboratory- 3 credit hours

SECOND SEMESTER

ASST 3002 Air Force Management & Leadership*/Leadership Laboratory- 3 credit hours

TOTAL 6 CREDIT HOURS

SENIOR YEAR

FIRST SEMESTER

ASST 2003 National Security in Contemporary American Society* / Leadership Laboratory- 3 credit hours

SECOND SEMESTER

ASST 3004 National Security in Contemporary American Society* / Leadership Laboratory- 3 credit hours

TOTAL 6 CREDIT HOURS

*Student must have satisfactorily completed ASST 2002, completed Field Training, or have permission of the Professor of Aerospace studies to enroll.

Transfer of Arts and Sciences Courses Following Admission to a Degree/Certificate Program

Once admitted to a degree/certificate program, a student may not enroll in courses offered at other institutions without prior written approval. Students must submit their requests in writing to the Vice President for Academic Affairs. The Vice President will answer their requests in writing. Transfer credits for courses taken at other institutions by students enrolled in degree or certificate programs will not be accepted unless such approval has been granted in writing.

For further information on credit by examination and transfer of courses from other institutions contact the Office of Admissions and Records.