

University of Louisiana Monroe

College of Health Sciences (CHS)

School of Allied Health (SOAH)

Kitty Degree School of Nursing (KDSON)

Procedures Manual

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Note: Unless otherwise noted, graduate faculty/students should adhere to same policies and procedures.

TABLE OF ABBREVIATIONS

AA	Academic Affairs
AD	Associate Dean
ADAS	Administrative Assistant
BFM	Business and Facilities Manager
CAC	College Administrative Council
CHS	College of Health Sciences
COUN	Counseling
DHYG	Dental Hygiene
HLST	Health Studies
KDSON	Kitty Degree School of Nursing
KINS	Kinesiology
MAFT	Marriage and Family Therapy
MLSC	Medical Laboratory Science
MOT	Master of Occupational Therapy
OTA	Occupational Therapy Assistant
PD	Program Director (Coordinator)
PP	Physical Plant
RADT	Radiologic Technology
SD	School Director
SOAH	School of Allied Health
SPLP	Speech-Language Pathology
SSC	Student Success Center
VPAA	Vice President for Academic Affairs

SECTION I: STUDENT RELATED PROCEDURES

[ULM Student Handbook](#)

[ULM Undergraduate Catalog](#)

[ULM Graduate Catalog](#)

ADVISING Records/Files

1-30 Semester Hours Earned

- Files are maintained by the Student Success Center (SSC) for all SOAH and KDSON preprofessional students. Files contain a copy of the student's transcript and other relevant documents (e.g., change of major, admission letter, etc.).

31+ Semester Hours Earned

- Files for pre-professional students in Dental Hygiene (DHYG), Medical Laboratory Science (MLSC), Occupational Therapy Assistant (OTA), Kitty Degree School of Nursing, (KDSON), Radiologic Technology (RADT), or Speech-Language Pathology (SPLP) are maintained in the SSC, where they are advised until they are accepted into the professional program.
- Files for Kinesiology (KINS) and Health Studies (HLST) majors with 31+ semester hours earned are maintained by the respective programs. Such files may be electronic and should be backed up properly.

Professional Student Folders

- After the student is admitted to the professional program, Program Director (PD) maintains professional student folders in each Program office. Such files may be electronic and should be backed up properly.
- Each file contains, at a minimum, a current copy of the check sheet, transcript, and data sheet (containing contact information, and student involvement data).
- Request and approval forms, memos, and copies of other relevant documentation should also be included.

Student Handling of Advising Folders

- The SOAH and KDSON follow a general procedure of prohibiting unsupervised handling of student folders.
- If a student needs an advising folder to meet with an advisor outside the Program office, the advisor must check out the folder from the ADAS or designated person in that office.
- After advising, the advisor should return the folder to the office from where it was checked out.
- Under no circumstances should the student be allowed to review or handle his/her file outside the presence of his/her advisor.

Fall and Spring Advising

- The SSC provides full time advisors for SOAH and KDSON first-time full-freshmen and all pre-professional students. SSC advisors are available to advise SOAH and KDSON preprofessional students throughout the semester.
- PDs assign students in their disciplines to program faculty for advising when they 1) are accepted to a program or 2) begin direct advising by the program.
- Professional programs may have program specific advising forms for mid-term and end of semester advising that are filed in the student's academic folder.
- KINS and HLST are part of the Talon 3-touch system. While advisement is strongly recommended, these students do not have advising holds after completing 30 hours.
- After advisement, the PD or program ADAS lifts the advising hold in Banner.
- Program faculty members are responsible for group or individual advising of students during the fall and spring advising periods.
- For individual advising, faculty should make an advising schedule available to students approximately one week before the official advising period begins.
- Faculty are expected to schedule a minimum of time slots slightly greater than the number of their advisees, make every effort to have advising time slots available during the official advising period, and have advising time slots available on the first day of registration.
- During the semester, students can make an appointment with their advisor during office hours for less intensive advising.
- Advising comments must be entered in Degree Works by the advisor/PD.
- The PD, SD, or AD may advise students who were not advised during the official advising period if the faculty advisor is not available or other special circumstances exist.

GRADUATE STUDENT ADVISING

Appointment of Graduate Major Advisor

- Major advisors are appointed by the PD during the first graduate semester.
- The Graduate School sends students the name of their major advisor.
- Students should make an appointment with their major advisor before mid-term of the first semester to discuss their Plan of Study and Graduate Committee.
- The advising process is a collaborative effort between the student and advisor. The student's advisor is responsible for acquainting the student with the policies and procedures of the university, college, and program.
- The advisor also helps the student plan their academic program.
- At a minimum, the student will meet with their major advisor at the beginning of each fall and spring semester to assess progress toward degree.

- At least one time each semester, major advisors will provide and ask for information from the other faculty regarding their advisees' academic and clinical progress as well as any accolades or concerns to pass on to the student.
- It is the responsibility of the student to inform their advisor of any issues that affect the students' progress toward the degree. Continuous communication between the advisor and the student makes advising a meaningful and productive process and positively affects the student's program.

Appointment of Graduate Committee

- Graduate students completing a thesis or dissertation route must have a Graduate Advisory Committee consisting of a major professor and one to three additional faculty members representing the principal fields of study to be included in the student's degree plan.
- The Graduate Advisory Committee is available for consultation throughout the graduate program.
- The Graduate Advisory Committee will guide the student's academic program and will be the ones to vote pass/fail at the conclusion of the comprehensive exam.
- For students writing a field study or thesis, the Graduate Advisory Committee must be composed of a minimum of three members

Graduate Plan of Study

- Most program plans will be the same; however, some students might be required to complete undergraduate deficiency courses in addition to the program's standard graduate plan.
- The formal plan document will be circulated to the committee members for signatures.
- After all appropriate faculty have signed, the document must be signed by the Dean of the Graduate School and then filed in the student's academic file in the Graduate School and the program.

LATE DROPS

Late Drops (Within 3 Days after Official Drop Date)

- Students who have earned less than 31 semester hours or have not been accepted into one of the SOAH and KDSON professional programs must first see their advisor in the SSC to obtain a signed Drop/Add form. The student must take the completed form to the CHS Dean's office to obtain the Dean or AD's signature before taking it to the Registrar's office. Students who have been admitted into a professional program, HLST students, or KINS students who have earned 31 or more semester hours should obtain a drop/add form from their advisor and submit to the ADAS. The ADAS will obtain the PD/AD/Dean's signature

before the student takes it to the Registrar's office. Extenuating circumstances will be considered. Normally, late drops will be approved if significant grade information was given just after the drop date or if technological reasons prevented one from dropping. There must be written documentation of extenuating circumstances for consideration.

Late Drops (Later Than 3 Days from Official Drop Date)

- Students who have earned less than 31 semester hours must see their advisor in the SSC for a signature prior to having it processed by the CHS Dean's office.
- Students who have been accepted into a professional program, HLST and KINS students who have earned 31 or more semester hours must obtain a signature from the AD/Dean indicating approval before it can be processed by the Registrar's office. There must be written documentation of extenuating circumstances for consideration.

RETROACTIVE WITHDRAWAL

- The Dean's office cannot request or approve a retroactive withdrawal after the 14th day of regular semester classes. For 1st and 2nd 8-week classes, the Dean's office cannot request or approve a retroactive withdrawal at any time.

LATE ADDS

Late Adds (Within Two Days of Official Last Day to Add)

Students with Less Than 31 Credit Hours

- If within two days of the official date to add a course, students should obtain approval from the instructor and/or PD or SD using an Add/Drop/Overload/Audit form.
- Once approval is obtained, students should see their SSC advisor.

Students in Professional Programs and Students with 31 Credit Hours or More

- Students in professional programs (DHYG, MLSC, KDSO, OTA, RADT, and SPLP), and HLST and KINS students with 31 or more credit hours should see PD to request approval from the SD/AD/Dean.
- Extenuating circumstances will be considered (e.g., registered online for wrong course, changed major, or technology failure).
- If approved and signed by the AD/Dean, the form will be sent to the Registrar with the recommendation for the student to be added to the class.

Late Adds (Later Than 2 Days after Official Last Day to Add)

- If a valid reason exists, procedures addressed above will be followed.

ADMINISTRATIVE DROPS

Non-SOAH and Non-KDSON Courses for SOAH and KDSON Majors

- The Dean's office responsible for the course sends CHS ADAS in the Dean's office the names of SOAH and KDSON majors who have not been attending their classes and are being recommended for administrative drop.
- ADAS reviews student's transcript to be sure that they have not already dropped the course.
- ADAS sends either a letter or an e-mail informing the student that they will be administratively dropped on a specific date.

SOAH and KDSON Courses for Non-SOAH and KDSON Majors

- SOAH and KDSON ADAS sends an e-mail list to appropriate Dean's office stating the recommendation to perform an administrative drop on the students.

SOAH and KDSON Courses for SOAH and KDSON Majors

- CHS ADAS in the Dean's office prepares a list, which the AD/Dean signs, and sends it to the Registrar, who subsequently drops them.

PERMISSION TO TAKE COURSES OUT OF SEQUENCE

- If a student needs to take a course out of sequence within the CHS, the student should make the request to the appropriate Advisor/Program director.
- If a student needs to take a course out of sequence in a college other than the CHS, the student should make the request to the appropriate department/program within the college.
- Once permission is granted by the other college, the advisor/PD notifies ADAS.
- ADAS makes the appropriate posting on Banner and notifies student and advisor/PD that the information has been posted and that the student can register for the course.
- Please note: allowing students to take courses out of sequence does not waive the requirement for the pre-requisite, although the pre-requisite and the required course may be taken concurrently.
- The Registrar's Office has the final approval.

OVERRIDE PRE-REQUISITES

(A COURSE PRE-REQUISITE OR OTHER RESTRICTIONS WAIVED)

- Advisor/PD notifies ADAS that student should be allowed to register for the course.
- PD/ADAS enters the override for the pre-requisite course into Banner to allow the student to register for the course.
- PD/ADAS notifies student and advisor/PD that the override has been posted.
- Please note: Allowing students to take courses out of sequence does not waive the requirement for the pre-requisite, although the pre-requisite and the required course may be taken concurrently.
- The Registrar's Office has the final approval.

Schools of Allied Health and Nursing Courses

- Contact ADAS in the CHS Dean's Office, Hanna Hall 241; 318-342-1655.

Non-Schools of Allied Health and Nursing Courses

College of Arts, Education, & Sciences

- Contact the course instructor or the AES Dean's office.
- Before approval and processing of the override by the AES Dean's office, the course instructor must email his/her approval the AES Dean's office with the following information 1) student's name; 2) student's CWID; 3) class requested; and 4) student's contact information (email and cell phone).

College of Business & Social Sciences

- Contact the Director for School of Behavioral & Social Sciences, Strauss Hall 209, 318-342-1445 or CBSS Advising office in Strauss Hall 208, 318-342-1551; Director for School of Accounting, Finance and Information Services, Hemphill Hall 305, 318-342-1109; Director for School of Management, Construction Bldg. 115, 318-342-1871; Director for School of Management, Hemphill Hall 353, 318-342-1186.
- A letter of explanation with the following information 1) student's name; 2) student's CWID; 3) student's major; 4) class requested; and 5) student's contact information (email and cell phone) needs to be dropped off in the CBSS Advising office in Hemphill 305, 318-342-1154.

College of Pharmacy

- Contact the Academic Advisor for Toxicology

COURSE SUBSTITUTIONS

- Course substitutions require approval of the appropriate PD/SD and the AD/Dean.
- Advisor/PD should complete the course substitution form and forward it to the AD/Dean for signature.

- To approve substitutions for an entire class, a memo of recurring and anticipated substitutions should be sent by the PD to the AD/Dean with a request for blanket approval.
- Substitutions are only granted when extenuating circumstances exist and the circumstances are generally out of the student's control. Enabling graduation is a good example for approval.
- The Registrar has the final approval.

ACCEPTANCE OF TRANSFER CREDIT

The CHS will not accept credit for any courses that serve as requirements for admission to professional programs taken through nonaccredited programs without prior approval by the AD/Dean. The AD/Dean will consider extenuating circumstances on a case-by-case basis with appropriate detailed justification.

Acceptance of On-Campus Transfer Credit

- Prior approval from the AD/Dean is required for current ULM students to attend another college or university and have earned credit transferred to ULM.
- Students should obtain a *Request for Transfer Course Credit Form* from their PD or SD.
- The PD or SD provides the AD/Dean with course equivalent information.
- The AD/Dean makes the final decision regarding the approval of transfer credit.
- The AD/Dean has ultimate responsibility for the acceptance of transfer courses and, when necessary, will rely on matriculation agreements, crosswalks, and/or catalog descriptions for guidance.
- Summer living arrangements and scheduling difficulties at ULM are common examples for approving transfer credits.
- Appropriate leniency is exercised for incoming transfer students who have completed one or more Board of Regents core courses that are not the same as ULM core courses.

Acceptance of Online Transfer Credit

The procedure is the same as for general acceptance of transfer credit. Additional constraints are added to maintain degree quality. The guidelines for the SOAH and KDSON in accepting transfer credit from correspondence and/or online courses include the following:

- Enrollment in online courses is included in maximum course load calculations.
- Online course work must be completed prior to enrollment in any course for which the online course is a pre-requisite (unless an exception is made as noted in previous section regarding pre-requisites).
- The online coursework must be completed within the time period for which they are registered. Any incomplete grades use standard rules for "I" completion.

MAXIMUM COURSE LOAD REQUIREMENTS

The maximum course load for undergraduate SOAH and KDSO students is variable depending on the semester.

- For the fall semester, students may enroll in 18 credit hours.
- For the spring semester, students may enroll in 18 credit hours.
- For the winter intersession, students may enroll in 6 credit hours.
- For summer terms, students may enroll in 7 credit hours in each of the summer terms.
- Any amounts over these must be reviewed by the AD/Dean with the Registrar having final approval.
- If the student is concurrently enrolled in another program (e.g., Delta, Online, etc.), courses at ULM and the other program will be included in the total number of maximum hours enrolled.
- Students must receive approval from the AD/Dean to enroll in more than the maximum number of hours.
- Reasons to approve could include (1) being in a semester of graduation; (2) having a minimum of a 2.5 overall GPA. Specific programs may have additional requirements.
- The registrar's office has final approval.

The maximum course load for graduate SOAH and KDSO students is variable depending on the semester.

- For the regular fall or spring semester, students may enroll in 12 credit hours.
- For summer terms, students may enroll in 7 credit hours in each of the summer terms.
- For the winter intersession, students may enroll in 3 credit hours.
- Any credit hours over these must be reviewed by the AD/Dean with the Dean of the Graduate School having final approval.

STUDENT INCREASE IN MAXIMUM HOURS FOR SOAH AND KDSO MAJORS

- Student meets with Advisor/PD
- The Advisor or PD sends a completed Overload Request form to ADAS in the CHS AD/Dean's Office, Hanna Hall 241; 318-342-1655 with the following information:
 - Student's Name
 - Student's CWID
 - Additional hours required
 - Justification of request (e.g., winter intersession, spring).

- ADAS will email the information to the registrar's office for increase of hours to be posted to student's record.
- Student will be responsible for checking BANNER to determine when the requested course may be added.

OVERLOADING A CLASS **SOAH and KDSO Class Overloads**

- Students who need to be overloaded into a SOAH and KDSO class for graduation purposes or completion of pre-professional requirements for admission into one of the SOAH and KDSO professional programs should:
 - Obtain approval from the course instructor to add
 - Obtain approval from the PD to add
- Instructor/PD emails ADAS with student name, CWID, and CRN of class in which the student needs to be overloaded
- ADAS will verify approval before adding student CWID to class roster.

Non-SOAH and KDSO Class Overloads

College of Arts, Education, and Sciences

- Requests to overload a class are reviewed by the Associate Dean.
- Students should first obtain permission from the instructor or school director of the course.
- The following information should be provided in the overload request:
 - Student's name
 - Student's CWID
 - Course title and CRN
 - Justification of request (urgent need: required for current semester's graduation)
 - Student's contact information (email and cell phone)
- If the overload is approved, the student will be notified by email and instructed to add the class.

College of Business & Social Sciences

- Student should go to the CBSS Office (Hemphill Hall 101, 318-342-1100) on the 1st day that classes begin and as early in the day as possible.

College of Pharmacy

- Student should contact the academic advisor in Toxicology and provide the following information:
 - Student's Name
 - Student's CWID

- Course title and CRN
- Justification of request
- Student's contact information (email and cell phone)
- The academic advisor will speak to the instructor in charge.
- If the instructor in charge approves the overload, the academic advisor lifts the capacity restriction and notifies the student to register for the course.
- Class overload requests apply only to TOXI 1000 and TOXI 1001.

GRADUATE STUDENT COURSE SEQUENCE

Graduate Courses

Taking courses out of sequence, override pre-requisites, course substitutions, acceptance of transfer credit, and overload course credit at the graduate level differs by program. Please refer to the Student Handbook/Policies within each specific graduate program.

Change of Program

Students must first submit the Request for Change of Program form, located on the university's website. Students must also apply, and be accepted, to the new program. Transfer of credit will differ by program. Please refer to the program policies.

Change of Concentration

Some graduate programs have concentration options. Policies directing the changing of a concentration differs by program. Please refer to the Student Handbook/Policies within the graduate program.

Degree Plan

Students must have their degree plans filed with the graduate school within the first semester of their graduate program. Advisors must complete degree plans, in collaboration with the student, during the first semester. During each subsequent semester advising appointment, advisors and students must review and update degree plans, if revisions are necessary.

CHANGE OF MAJOR

From SOAH or KDSO to a Discipline in a Different College

- Student goes to the "new" Dean's Office (one that has authority over the new major) and completes the official Change of Major Form.

- That office will give the student the gold copy and forwards the original (white copy) to the Registrar for processing.
- The light yellow copy of the *Change of Major Form* will be sent to the CHS/PD as notification of the student's change.

From Different College to Discipline in the SOAH or KDSO

- The student should go to the CHS Dean's Office in Hanna 241 to complete the official *Change of Major Form*.
- The ADAS will give the gold copy of the form to the student and direct the student to the appropriate program for advising (less than 31 credit hours or pre-professional status: SSC; more than 31 hours or professional status: applicable program).
- If a program faculty member is not available (e.g., during summer session), the ADAS will advise the student of the process. The student will give verbal approval to the new advisor for a transcript evaluation. The new advisor will create a folder for the student.
- The ADAS will send the original (white copy) of the form to the Registrar's Office for processing and mail the light yellow form to the previous Dean's office notifying them that the student has changed to a SOAH or KDSO curriculum.

From SOAH or KDSO Discipline to a SOAH or KDSO Discipline

- Student may go to either the SSC or the CHS Dean's Office in Hanna 241 to complete the official *Change of Major Form*.
- The ADAS will prepare a *Change of Major Form*, give the gold copy of the form to the student and send the student to the appropriate "new" program for advising.
- The student will give verbal approval for a transcript evaluation and then create an advising folder for the student.
- The ADAS will send the original (white copy) of the form to Registrar's Office for processing.
- The PD or program ADAS will file the light yellow form in the student's advising folder.

CHECK SHEET/DEGREE PLAN

- Students are encouraged to monitor their check sheet (degree plan) on a regular basis.
- With advisor permission, students may obtain a copy of their check sheet by contacting the appropriate PD or ADAS.

GRADUATION

Identification of Graduating Seniors

- Program ADASs or PD will send an email to all program seniors reminding them to complete an application for graduation.
- Faculty will also make an announcement in all appropriate courses.
- PD or student advisor completes the check sheets and provides them to the Dean's ADAS for review and confirmation of eligibility for graduation.

Dean's Letter and Certification

- To confirm seniors for graduation, the Dean's ADAS checks the remaining classes to be completed on the check sheet with the student's current enrollment for that semester.
- If differences are found, the Dean's ADAS contacts the PD to resolve the differences and, if necessary, the PD notifies the student.
- The PD is responsible for approving the final list of anticipated graduates.
- The Dean's ADAS monitors the list throughout the semester.

Failure to Graduate

- The Dean's office and PDs review posted grades periodically during the grading period for graduating seniors.
- As soon as a grade is found that reveals a student is not eligible for graduation, the ADAS is responsible for notifying the PD.
- The PD must notify the student of the grade and class that is preventing graduation and clearly let the student know that he/she will be removed from the graduation list.
- The PD advises the student so that the student can re-enroll and graduate in a subsequent semester.
- The PD also reminds the student to complete a new application for graduation for the next semester.
- The PD/ADAS prepares a memo approved by the Dean to the Registrar's Office removing the student from the graduation list.
- Documentation is recorded in Degree Works.
- If a student reports that he/she should be dropped from the graduation list because a class is being dropped or extenuating circumstances exist, the PD notifies the ADAS, who notifies the Dean.
- The Dean sends an official memorandum to the Registrar's Office removing the student from the graduation list.
- The student is instructed to complete a new application for graduation for the next semester in which the "dropped course" is offered or if extenuating circumstances are resolved.

Graduate Students

- Students must submit the Graduation Application during the semester in which they intend to graduate.

- Instructions for applying for graduation can be found on the university’s website.
- Advisors should monitor students’ academic progress during this intended last semester and contact the graduate school if the student has not met all of the academic requirements for graduation.

COMPLAINTS AND APPEALS

- SSC advisors and program advisors will inform students that the University Appeals Procedure, as found in the current Student Handbook, must follow a designated chain of command, beginning with the instructor.
- For complaints involving a program director, coordinator, or higher administrative official, the complaint should be made to the next administrative level from that of the individual for which the complaint applies. The complaint policy is located in the Student Handbook.
- For grade appeals, undergraduate and graduate students should follow the procedure as outlined in the Student Handbook.
- Complaints and appeals are handled on a case-by-case basis.
- Graduate students and faculty should refer to the graduate catalog for policies and procedures regarding appeals for admission, readmission, and continuance.

STUDENT BACKGROUND CHECK AND DRUG SCREEN TESTING

The ULM College of Health Sciences SOAH and KDSO student background check and drug screen testing Policy and procedures exist for the wellbeing of the professions, university, students, public, and community. Background check and drug screening policies, and consequences resulting from a positive drug screen result, are developed based upon professional best practices and codes of conduct, and/or licensing board requirements. Therefore, CHS programs procedures may vary. Please see the University of Louisiana Monroe College of Health Sciences (CHS) School of Allied Health (SOAH), and Kitty Degree School of Nursing (KDSO) Student Drug Screen Testing Policy and Procedures for details. **CHS Background Check and Drug Screen Testing Policy**

STUDENT WORKERS

- Often Student Workers are the “first face/voice” of a CHS Dean/School/Program’s office. As such, they are expected to exhibit professionalism in attire, demeanor, behavior, and interactions.
- Selected students must be punctual, conscientious, friendly, self-motivated, disciplined, confidential, and responsible.
- Proficiency in using the Internet, Microsoft Word, Excel, and Publisher is an asset.

- A job description will be posted on the Office of Financial Aid website.
- The Dean's ADAS will participate in the Job Expo at the beginning of the fall semester.
- Potential student workers will be interviewed by the appropriate supervisor.
- The student worker's supervisor is responsible for evaluating student's performance.
- Student workers are required to sign a confidentiality agreement.

SECTION II: FACULTY RELATED PROCEDURES

COLLEGE ADMINISTRATIVE COUNCIL

- The College Administrative Council (CAC) meets periodically as the need arises, but typically at least one time each month.
- Information from the Vice President of Academic Affairs (VPAA) that is to be disseminated to the faculty is provided and discussed at these meetings.
- SD and PD then transmit information in the most effective way to faculty (e.g., email, phone, or personally).
- In addition to CAC meetings, information is passed to SD and PD via email, phone, or in a shared drive.

CLASSES

Scheduling Classes

- PD and SD are expected to work with faculty to arrange the schedule of classes.
- As later schedule drafts are made available by the Registrar's Office, those drafts are sent directly to PD and SD for review.

Canceling Classes (Low Enrollment)

- Two weeks prior to the beginning of classes the PD informs the SD of any courses with less than 10 students (five students for graduate courses) and asks if it should be cancelled.
- The SD consults with the AD/Dean recommends and if cancellation recommended, PD completes the Course Cancellation Form and sends it to the Registrar's Office.
- The PD notifies the appropriate faculty of the cancellation.
- The PD or ADAS gathers student email addresses and notifies students of the course cancellation.
- Students are directed to see their advisor (either in the [Student Success Center](#) or the program) if they need assistance adjusting their schedule due to the course cancellation.

- On the morning of the cancelled class (or the afternoon before), the faculty or designee will post a note on each entrance of the classroom regarding the class cancellation.

Canceling Classes (Illness, Maintenance)

- If a course must be cancelled at mid-semester due to faculty illness or unforeseen building maintenance, and another option for administering the course is not available, only the Dean, with approval from the President, has the authority to cancel a scheduled class.
- When informed of a faculty member's absence, the PD will arrange class coverage. The PD should also notify the Dean via the SD.

Changes to Class Schedules

- When a change (not cancellation) must be made to a scheduled class, the PD initiates the change by sending the appropriate forms to the Registrar's Office and copies the Dean's office.
- If a change to the class schedule will have budgetary impact, the change must be preapproved by the Dean's office.
- If appropriate, notices are posted in Canvas or emailed to notify students of room, time, or day changes.
- It is the program's responsibility to post these changes.
- If a class is to be added to the schedule, the new class is advertised through BANNER and program web sites notices.
- The PD or ADAS is responsible for preparation of related paperwork for the Registrar's Office.

Class Roster (14th Day: Full-Term) (5th Day: 8-Week, Summer)

- Full-term rosters are frozen/captured and become official on the 14th day.
- All summer, 8-week courses, and any other part of term that is shorter than a standard term become official on the 5th day.
- Faculty should check rosters in Banner and compare to Canvas to make sure that there are no discrepancies with students attending class (face to face or online) and those listed on the rosters.
- If there is a discrepancy, the faculty member should contact the ADAS within 5 business days following the official roster date of the term.
- Faculty should print summary class list from Banner, sign if no discrepancy and/or note if one exists as indicated by dates above. Submit signed summary class list to PD.
- Adjunct faculty will follow above procedure and submit signed, scanned copy to PD via email.

Absence and Non-Attendance Reports

- The procedure for the submission of absence and/or non-attendance reports is similar to that followed under 14th day and 5th day class rosters.
- After reviewing their rosters, HLST and KINS faculty should report students who have not been attending class to [TALON](#).
- Additionally, faculty should notify the Dean's ADAS of students who have not been attending class and request either an administrative drop of those students or a letter warning them that they are close to being administratively dropped from the class due to their high absenteeism.
- The Dean's ADAS notifies the student either via e-mail or hard copy letter of their status.
- The Dean's ADAS prepares a list of students that are recommended for administrative drop, which the AD/Dean signs.
- This memo is sent to the Registrar's office, and the student will receive a "W" in the course.

Mid-Term/Final Grade Reporting

- The Registrar's office will email all faculty a range of dates that mid-term and final grade entry per Banner is available.
- Throughout the range of dates in which grading is available, the Registrar's office will send reminders regarding the due date of completion, and monitor the faculty reporting status.
- The Registrar's office will send formative and summative faculty status reports to the Dean, AD, SD, PD, and to any faculty who have not met the grading requirement.
- The Dean's office sends reminders through SD to faculty who have not met the grading requirement.

- Faculty should take precautions to ensure that student privacy related to grade reporting is maintained.
- Student grades should not be physically posted where any other student or person may be able to ascertain the grade.
- Students may view grades per Banner or within their Canvas course. Faculty should refrain from officially communicating grades to students in other ways. The sending of grades via email is prohibited.

Directed Studies

- Directed studies generally are not permitted except for circumstances where the student is offered substantial value-added experience.
- Directed studies generally may not be used as course substitutions due to the lack of course offerings.

Textbook Orders

- Faculty are notified by the bookstore that it is time to order books.
- On the ULM homepage, click on the “Faculty and Staff” link, click on the “Textbook Adoptions” link, then login to [BNC Adoptions & Insights](#) and complete order.
- Each program will determine whether PD or faculty will submit orders on the BNC Adoptions & Insights system.
- Deadlines are generally October 1 for spring, March 1 for summer, and April 1 for fall.
- A bookstore representative will notify the AD if orders are late. The AD/Dean will follow up with appropriate PD, SD.

Classrooms

- Prior to classes beginning, faculty who will need to access a classroom for which they do not have a key should submit a Key Request Form to PD/SD for approval who will then submit the form to the BFM for routing to the [Physical Plant \(PP\)](#).
- If access is needed for a purpose other than assigned teaching, the faculty member should notify the PD/SD who will seek resolution for access.
- Individual instructors and PD are responsible for ensuring multimedia classrooms are locked after faculty use.
- If appropriate, PD should determine “last” instructors teaching in classrooms and send a notice to them that they are responsible for locking the classroom after their class.
- Faculty teaching the “last” class are responsible for obtaining keys to the classrooms by submitting a request through Associate Dean’s Office. If “last” faculty do not lock multimedia classrooms at the end of the day and are reported, the appropriate PD or SD will meet with them immediately to ascertain reasons for not securing the classrooms.
- If a classroom is shared by multiple disciplines, refer to bullet 3.

STUDENT RECORD MANAGEMENT

Confidentiality and Release

- The SOAH and KDSOON adhere to all policies and procedures governing student records, their confidentiality, and their release as required by ULM and the Family Educational Rights and Privacy Act (FERPA), which was enacted by Congress in 1974 (20 U.S.C. 1232g, 34CFR§99).
- Faculty, staff, and administrative officers at ULM are required by FERPA to treat education records in a legally specified manner. FERPA specifies the institutional penalties for violation of its stipulations, as well as procedures for providing student access to and maintaining the privacy of student records.

- In accordance with FERPA, ULM is prohibited from releasing certain information from student records to a third party, including parents, guardians, spouse, or sponsor. However, by voluntarily completing ULM's *FERPA Waiver Form*, the student may grant ULM permission to release otherwise federally-protected information to individuals the student designates.
- ULM's more detailed response to FERPA is printed yearly in the Student Handbook under the Student Records sections entitled Access to Records, Confidentiality of Student Records, Correction of Educational Records, Cost, Directory Information, Maintenance of Records, Notification of Rights under FERPA, Procedures for Challenge, and Requesting a Transcript.
- This information may be accessed at [Office of the Registrar- FERPA](#).

Destroying or Archiving Records

- For any record (grades/exams/scantrons/attendance/etc.) that is listed in a program's records retention schedule, the PD or designee must complete and submit a Louisiana Secretary of State Records Management "Records Disposal" form to be approved by the state.
- [Library-Records Management](#)
- After approval for the disposal of records is granted from the Louisiana State Archives - Records Management division, programs that have records containing confidential information (e.g., grades, PHI) that need to be shredded should coordinate with the School Director to schedule shredding services with an approved vendor.
- Clinical records should be kept by the respective programs in accordance with their accreditation, licensure, and/or ethics requirements.
- Records can be archived in the library one year after the student graduates or one year after the client is dismissed.
- The SOAH and KDSON programs have accreditation requirements as to retention guidelines and these guidelines vary between programs. Generally, student records are maintained according to ULM Records Management guidelines as outlined below.
- Documentation of timelines and locations for retention and record management is filed with the Louisiana Secretary of State Office, Division of Archives, Records Management and History. This documentation is initiated by the program, presented to the ULM Records Office for additional completion regarding location of stored records, and then sent to the state by the ULM Records Officer.
- Copies of all documentation are kept in program offices.

- The chart below is an **example** of program compliance:

Document	Held in Program Office	Held in Records Center	Total Retention
Graduate Files-Student Academic Folders	5 years	0	5 years
Graduate Files-Student Clinical Folders	5 years	Permanently	Permanently
Prospective Student Folders	5 years	0	5 years
Active and Inactive Student Folders	5 years	0	5 years
Exams/Scantrons/Analyses	1 year	0	1 year
Course Grade Book/Grade Sheet (Electronic and Print)	5 years	0	5 years

Grades

- Each faculty member continuing employment should keep records of grades (in hard copy or electronic format with backup) for a minimum of five years.

Exams

- Each faculty member should keep student exams for a minimum of one regular semester after the semester in which the exam was administered.

Scantrons

- The instructor is to keep for a minimum of one semester one clean copy of the exam, one keyed copy of the test, and students' scantron sheets.

Attendance

- Attendance must be recorded at each class meeting, and records kept for at least five years.

RECRUITMENT AND RETENTION

Campus Visit by Potential Student

- When a potential student schedules a campus tour, the Office of Recruitment will first reach out to the SSC to set up an Academic Advising appointment. If the SSC is not available, then the Office of Recruitment will reach out to the PD to see if anyone is available.

Browse on the Bayou and Northeast Louisiana (NELA) College and Career Fair

- The AD/Dean delegates to the PD, SD and members of the CAC the responsibility for organizing the events and arranging for appropriate faculty and/or student coverage at the Browse events. All SOAH and KDSO administrators, or designees, are expected to attend as designated by the AD/Dean.

Off-Campus High School Career Fair

- The AD/Dean are generally responsible for covering or delegating coverage of high school Career Fair events held off-campus, and should coordinate with Office of Recruitment and adhere to [National Association College Admission Counseling's \(NACAC\) Guide to Ethical Practice in College Admission](#).

Preview, Registration, & Enrollment Program (PREP)/Parent Orientation Program (POP)

- The AD/Dean will speak at all welcome and informational events for students and/or parents. At a designated location, PD or designee, and a minimum of one KDSO administrator are to have a program display set up and be available to speak to PREP students. When the advance list of PREP registrants is received, the SSC advisors for the SOAH and KDSO advise all PREP students and assist them in registering.

Graduate Programs

- Graduate faculty will meet with interested graduate students on an as needed basis and will actively recruit for their program at events and professional conferences applicable to the graduate program.

RECOGNITION

Honors Banquets/Ceremonies

- The KDSO SD and select nursing faculty organize and arrange for the Nursing Honors Event and Nursing Convocation.

- The SOAH PDs are responsible for organizing and making arrangements for discipline specific honors banquets/ceremonies.
- SD and PD are responsible for inviting the Dean and AD.

Student Professional Clubs and Associations

- Students interested in becoming a member of a discipline-specific organization should speak with the PD or the group's faculty advisor to determine membership requirements.

EMPLOYMENT PROCEDURES

New Employee

- The search committee, PD/SD/AD/Dean and VPAA if desired, will interview all finalists for full-time faculty employment. Finalists for any full time faculty position will be identified by a faculty search committee assigned by the SD.
- The Dean's Office communicates with HR the requirements for the new faculty hire. HR will make all offers of employment.
- New faculty members are encouraged to complete paper work prior to the start of the semester, if possible.
- The Assistant to the Associate Dean maintains a folder on each new hire in his/her office until all paperwork is completed.
- The completed file becomes a part of the employee's personnel file in the Dean's Office. A copy will be sent to HR.

Exiting Employee (Full-time, Permanent)

- An official letter of resignation or retirement is sent to the Dean.
- The Dean forwards the notification to the Assistant to the Associate Dean who prepares the appropriate payroll and academic affairs notifications.
- Obtain check out list from HR department.
- Complete the official university checkout procedure.
- Dean or AD officially sign-off items at the academic level.
- Faculty must turn in any student, course, and program records to the PD.
- Prior to departure, a PD should check out with the AD.
- Each faculty member is expected to clean out his/her office.
- Texts bought with ULM funds and complimentary texts are to be left with the program.

Exiting Employee (Part-time Adjunct)

- Turn in all keys to PP at end of the semester.

- Faculty must turn in any student, course, and program records to the PD.
- Personnel who teach on a regular rotating basis and who expect to be rehired should submit the above materials to the PD if the likelihood of re-hire becomes uncertain.
- See details at [ULM Human Resources](#).

FACULTY LEAVE

Personal/Illness

- All SOAH and KDSON personnel must select the Leave Request option through Banner and submit the requested dates of leave for approval by the SD. Approval must be received prior to being absent from work, especially if gone all day, for planned absences.
- Twelve-month PD and 12-month faculty must be at work on campus during semester breaks unless a Leave Request form has been approved by the SD/AD/Dean's office.
- During the year, it is not necessary for 12-month faculty to request leave to be away from campus for an hour to tend to business.
- 12-month employees must request leave if away from the office and off campus for two or more hours.
- Nine-month faculty must also file a Leave Request if absent from campus for an entire day (during the fall and spring semesters).
- As long as nine-month faculty are completing all expected duties, they have more flexibility in their schedules to be away from campus during the day than do 12-month faculty, unless they are absent due to illness.
- Nine or 12-month faculty who are absent due to unexpected illness must complete a Request for Leave form retroactively and submit it to the PD/SD for approval. The SD's ADAS will submit the completed Request for Leave form to payroll.
- Faculty shall be allowed up to two days absence for personal reasons during each academic year without loss of pay. The faculty member requesting personal leave should give notice to his/her school director at least twenty-four hours prior to taking leave. Personal leave shall be charged against sick leave and does not accumulate year to year.
- At the discretion of the appointing authority, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave. This must be approved by the President. ([ULS Leave Policy](#))
- Nine-month faculty members on rare occasions may be allowed to work at home, on call, while meeting obligations. If this option is selected, no leave report is necessary, but must be pre-approved by the SD and documented by the PD and SD. This option is not for those needing to take excessive leave.

- This procedure does not apply to persons doing their jobs off-campus (e.g., clinical rotations, other work directly related to job responsibilities) unless they need to be away from those duties. In that case, the same procedures as above would apply.
- [ULM Faculty Handbook](#).

Official University Business

- Leave must be requested and approved for faculty who are away from their office and off campus for two or more hours on official business.
- If applicable, the Travel Authorization (TA) form must be submitted. It must be received in the SD's a minimum of two weeks in advance of the initiation of travel. Personnel should submit Travel Authorization requests as soon as possible.
- The TA form will be processed by the Dean's office.
- Personnel should not make binding travel arrangements until notification has been received from the Dean's office that travel has been approved.
- In the event that they decide not to travel, the request can be rescinded by contacting the Dean's office.
- Failure to comply with procedures could result in denial of travel reimbursement by the VPAA.
- The time requirement may be shortened in unusual, extenuating circumstances.
- This procedure does not apply to persons conducting their jobs off-campus (e.g., clinical rotations, other work directly related to job responsibilities) unless they need to be away from those duties. In that case, the same procedures as above would apply.
- Faculty who travel as part of their job (field travel) and who request reimbursement for expenses incurred should complete a Travel Authorization. However, the expense account codes are different: 702160 for in state and 702260 for out-of-state, along with the same 2SOAH-11000-240050-11 accounting information for the program. All PPM49 travel regulations would still apply.
- All forms must be initialed by the PD and approved by the SD who will then route the forms through the CHS Dean's office for final approval and processing.
- For details see [Office of State Travel](#).

FACULTY DEVELOPMENT

Promotion and Tenure

- The SOAH and KDSON follow the ULM promotion and tenure requirements and procedures. Additional information can be found in the Faculty Handbook and on the Office of Academic Affairs webpage. For details see:
 - [ULM Faculty Handbook](#)
 - [Office of Academic Affairs- Promotion and Tenure](#)

Annual Goals and Faculty Evaluations

- Each September all Faculty are required to meet with their PD to discuss program expectations and submit goals for that academic year.
- The following April of that academic year, faculty members must meet again with their PD to review their role in meeting program expectations and status of their goals.
- PD must provide a hard copy assessment to their faculty during April evaluation meetings.
- Both the faculty member and the PD must sign the evaluation report. Signature on the evaluation report does not signify agreement to the report but signifies attendance at the meeting.
- Original documents for the program are to be submitted to the SD by May 15.

ASSESSMENT

Assessment Activities

- Assessment is required to meet Southern Accreditation for Colleges and Universities Commission on Colleges (SACSCOC) standards and to continue meeting discipline specific professional accreditation standards.
- PD and SD oversee the development of assessment goals and objectives that are aligned with the overall mission of the SOAH and KDSON. They will submit Program Goals, Student Learning Outcomes, Assessment Plans, and how data will be used to make changes (closing the loop) to the PD/AD for review who will then submit the final program assessment plan to the ULM Assessment and Evaluation Office by the established deadline.
- PD and SD are responsible for providing the SD, AD, and Dean copies of all annual and accreditation reports prior to submission to the accrediting body. The SD, AD, and Dean will provide feedback in that order. AA may provide feedback prior to submission.
- PD is responsible for providing copies of all professional site visit reports (and other similar reports) to the SD, AD, and Dean.

GENERAL INFORMATION

Program Scholarships

- PD will follow selection and notification procedures established by the donor and the Foundation Office for each respective scholarship.

Foundation Accounts

- PD sends all requests for foundation account withdrawals/payments to the SD for approval.
- The SD will submit the request to the Dean's office where it will be date stamped, logged in, and processed by BFM.

Endowed Professorships

- Faculty interested in applying for an Endowed Professorship should submit a proposal of activities to the SD by mid-May (or as designated) to be routed to the Dean and VPAA.
- SOAH and KDSO Faculty holding an Endowed Professorship should submit a hard copy annual Report of Activities to the SD by mid-May (or as designated) to be routed to the AD/Dean and VPAA.

Mail Distribution

- ADAS is primarily responsible for mail collection and distribution of off campus post office mail that is received in the Dean's Office.
- ADAS or PD is responsible for distributing delivered mail among program faculty.

Phone Call Screening/Forwarding

- ADAS answers phone calls in the Dean's Office, screens them, and directs them to appropriate personnel.
- Program ADAS answer, screen, and direct calls. PDs without program ADAS can forward their calls to ADAS in the Dean's Office when they will be out of the office.

Copying and Postage

- The copier in the Dean's office is mainly limited to the business of the Dean's office. PD or designee is allowed to use the copier in the Dean's office, if necessary. Faculty, Program administrative assistants, and student workers should use the Copy Center in the Warhawk Information Center, SUB (Student Union Building) 112 or one of the four satellite copiers located in Caldwell 217, CNSB 6, Strauss 266 or Hannah 329. For further information about the copy center or the satellite copiers, please click on [Copy Center](#).
- Charges for copies made in the ULM Copy Center (SUB 112) or the Satellite Copiers (Caldwell 217, CNSB 6, Strauss 266, Hannah 329) will be billed to and paid by each individual SOAH program and the KDSO. Faculty and staff are encouraged to send information to students electronically to reduce the program's expenditures for copying.
- Charges for postage will be billed to and paid by each individual SOAH program and the KDSO.

Purchasing

- BFM or ADAS (designee) monitors and maintains office supplies for use by the Dean's Office.
- PD/SD or ADAS monitors and maintains office supplies for Program offices.
- PURCHASE REQUEST FORM (PRF) is completed and submitted to Dean's Office.

- BFM reviews PRF to ensure compliance to state purchasing guidelines and takes into consideration the program's budget when making recommendations to PD/SD or ADAS.
- BFM keys in requisition and seeks approval from Dean and any other applicable approver(s) such as PIs, etc. Once approved, Purchasing Department will issue a Purchase Order to the vendor.
- BFM will utilize other purchasing methods (such as use of P-Card or phoned-in-orders) when applicable.
- BFM receives items in Banner for orders via Banner requisition.
- BFM processes Accounts Payable Check Request (APCR) for payments where applicable.
- BFM reconciles charges in Bank of America/Works for P-Card charges where applicable.
- BFM adjudicates all expenses to Banner and Excel budget workbook.

Inventory

- Items purchased by any Program/School/PI within the CHS costing \geq \$1,000 at time of purchase must be added to the University's inventory list.
- BFM will receive item(s) (or verify condition and delivery in Warehouse) and contact Property Control for item(s) to be tagged as State property.
- A Request to Move Property form or Interdepartmental Transfer form (whichever is applicable) must be completed and signed by PD who forwards it to the BFM, keeping a copy for their records.
- An annual inventory certification report is completed and submitted to Property Control by the BFM via ADAS with assistance of all PDs; during the certification timeframe, the BFM will distribute a departmental inventory list to each PD.
- The PD (or designee) is responsible for locating each item on the inventory report.
- If the PD is unable to locate said item(s), the BFM will assist.
- Any inventory that is not located must be reported yearly.

Reporting Routine and Emergency Maintenance Problems

- Requests for routine maintenance can be submitted at the or the BFM can assist with this. Burned out light bulbs, dripping faucets, etc. are examples of routine maintenance.
- Items that will require expenditure of program or college funds must have direct approval from the Dean's Office (e.g., stripping floors, shampooing carpets, dropping internet lines).
- Emergency requests: The BFM should be contacted. If the BFM is unavailable, contact Physical Plant. If Physical Plant is unavailable, contact Campus Police Department.
- SD, AD, and Dean also should be made aware of emergencies and procedures taken by the PD.

Safety

- Each program/unit is expected to have a designated safety officer for their program.

- Safety Officers notify personnel in their unit about quarterly safety topics that are to be read or discussed.
- Safety Officers are responsible for obtaining signed safety forms and submitting them quarterly to the [ULM Environmental Health and Safety Office](#).
- Fire drills are scheduled and/or monitored by the Environmental Health and Safety Office in collaboration with the SOAH and KDSON Program safety officers.
- Fire drill dates/reports are filed at the ULM Environmental Health and Safety Office.