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## Undergraduate Degree Requirements

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### A. Degree Plan

1. Students are responsible for submitting a degree plan to the office of the dean during the semester immediately preceding the semester or session in which graduation is expected.
2. Students should initiate the degree plan with their academic advisor.
3. The maximal period of time for which the provisions of any catalog may be used in preparing a degree plan is six years. Students who began their degree programs six or more years prior to the date of their anticipated graduation must consult the dean to determine which catalog should be used for the preparation of the degree plan.
4. This degree plan is to include all courses in which the student is currently enrolled and all courses that must be completed in order to fulfill all degree requirements. The degree plan is to be approved in writing by the student's advisor, department head, and academic dean.
5. Once approved, any changes must be requested in writing by the student's academic advisor and approved by the department head and the dean of the student's college.

### B. Application for Degree

A candidate for a degree is required to file a formal application for that degree in his/her final semester or session of enrollment with the Office of his/her Academic Dean prior to the deadline listed in the University Calendar. This form and other associated documents are available from the Office of the Registrar.

### C. General Education Requirements

1. The University requires that all students complete a specified set of 41 credit hours of general education courses (the "core curriculum") in the course of their baccalaureate degree program. Thirty-six of the 41 hours are also mandated by the Louisiana Board of Regents. These courses are selected to ensure that all graduates achieve a common set of learning outcomes. General education requirements are founded on the traditional liberal arts and sciences curriculum, providing breadth across the humanities, arts, social sciences, and biological and physical sciences, while teaching competence in technology, communication, critical thinking and analytical skills.

Specific general education requirements are explained in the section of the *Undergraduate Catalog* entitled "Academic Essentials: Core Curriculum."

2. Students who have a documented disability and who are registered with the University's Office of Disability Services may appeal for a substitution or waiver of a particular general education requirement that they believe they cannot fulfill because of their disability. The student's appeal should be presented in writing, with substantiating documentation, to the Director of the Office of Disability Services, who will present the appeal to the Dean of the student's College. The Dean, in consultation with the Director of Disability Services and the Dean of the College which offers the general education course, will evaluate the merit of the appeal. The Dean will consider several factors in determining whether the substitution or waiver will be granted, including, for example, the nature of the disability, the student's academic record, the student's performance in the substitution course, and the student's ability to complete the substitution course.

the relevance or the disability to success in the particular course, the significance of the particular requirement to the student's major program; evidence that the student has taken advantage of all accommodations and support available in prior attempts to meet the requirement; etc. The Dean may also consult with faculty having expertise in the area, if necessary. If the student's Dean decides in favor of the substitution or waiver, the Dean will determine the appropriate curricular action.

If the student wishes to appeal the decision of the Dean, he or she may file a written appeal to the Committee on Academic Affairs and Standards. The CAAS will review all documentation and interview the Dean who made the decision in the case before rendering a decision on the appeal. The CAAS will inform both the student and the student's academic dean of its decision.

## D. Residence Requirements

1. Baccalaureate Degrees
  - a. A student, in order to be eligible for the baccalaureate degree, shall be required to earn the last 30 hours, applicable toward the degree, in residence as a major in the academic college from which the degree is sought.
  - b. In the case of a student transferring from one college in the University to another college in the University, the dean of the student's new college, with the concurrence of the student's former dean, may waive the requirements for residence as a major referred to in 1.a.
  - c. In no case may a student earn a baccalaureate degree from the University unless at least 25% of the required degree hours are earned at the University of Louisiana at Lafayette.
2. Upon presentation of evidence of extenuating circumstances, the student's academic dean may waive up to 6 semester hours of the requirements in D.1 above.
3. If a student has already completed any 30 semester hours in residence in a college, the student may appeal to the University's Committee on Academic Affairs and Standards for a waiver of additional hours beyond the 6 hours provided in D.2 above.
4. A student who has completed at least 90 semester hours in a pre-professional curriculum in the University and who subsequently completes, at an accredited professional school, the requirements as specified in that degree program, and all other requirements for a baccalaureate degree at the University of Louisiana at Lafayette, (including the University core), may be granted the appropriate undergraduate degree from the College that houses the pre-professional curriculum.
5. In addition to the residency requirements above, the University usually requires that 25% of the total hours required for the degree be completed in the student's major or area of specialization. The generally accepted rule is that fifty percent of courses in the major area of specialization must be completed at the University of Louisiana at Lafayette. A minimum of 12 hours of this requirement must be at the upper level. The student is referred to the introductory section of the appropriate college for more specific information.

## E. Quantitative Requirements

1. In order to qualify for a baccalaureate degree, a student is required to complete all courses prescribed by the degree program which s/he has elected, or their equivalent, as indicated in the Catalog in effect at the time s/he entered the degree program. Any variation, including substitutions and/or waiver of courses, must be approved in writing by the student's academic dean. If a student changes his or her degree program choice, s/he is required to follow the degree program as printed in the Catalog in effect at the time of the change. With permission of his or her academic dean a student may be allowed to elect to work under the current Catalog.
  - a. A transfer student normally will follow the degree program as printed in the Catalog in effect at the time of entry into this University. With written permission from the student's academic dean, it is possible for a transfer student to follow the degree program as printed in the University of Louisiana at Lafayette Catalog in effect at the time of the student's original entry into that degree program at the institution from which the student is transferring. Transfer students who elect the latter option must provide appropriate documentation indicating the original date of entry into the degree program choice.
  - b. The maximal period of time for which the provisions of any Catalog may be considered valid is six years. Students who began a degree program six or more years prior to the date of their anticipated graduation must consult their academic dean to determine which Catalog must be followed.
  - c. Any student not in attendance for two or more successive regular semesters (excluding summer sessions or inter-sessions) is required to follow the degree program as printed in the Catalog in effect at the time of his/her re-entry into the University. Any exception to this regulation must be approved in writing by the student's academic dean.
2. The absolute minimal requirements for graduation are an adjusted grade point average of at least 2.0 as defined in section VI.E and:
  - a. All students are required to complete at least 45 semester hours in advanced level courses, i.e., 3xx and 4xx level.
    1. The University of Louisiana at Lafayette will recognize course credits from regionally accredited baccalaureate (4-year) institutions at the level at which they were taught at the credit-granting institution.

2. The University of Louisiana at Lafayette will recognize lower level course credits, i.e., 1xx and 2xx, awarded by regionally accredited junior and community colleges.
  3. The University of Louisiana at Lafayette will not recognize upper level course credits, i.e., 3xx and 4xx, awarded by a regionally accredited junior or community college, for credit toward a degree.
  4. When transfer credits are received at the lower level but the course is taught at the advanced level at the University of Louisiana at Lafayette, the Dean may substitute up to six semester hours of transfer credit for six semester hours of advanced level credits in fulfilling the 45 hour requirement.
- a. When a student is required to take developmental or prerequisite courses which are not listed in his/her degree program, these hours are added to the minimum hours referenced in a. and b. above.
  - c. The minimum number of hours required for a major or area of specialization usually is 25% of the total required hours, 24 of which must be in courses above the 100 level.
3. The maximum total of semester credit hours required for a baccalaureate degree is one-hundred twenty (120) as of Fall 2011. Fifty-five percent of the total hours may be in the major and/or area of specialization.
    - a. Certain programs may require more than 120 semester hours, as required by accreditation of certification.
    - b. Certain programs may limit the number of hours in the major and/or area of specialty.
    - c. Exceptions to the established maxima must be approved by the Committee on Academic Affairs and Standards.
  4. Academic colleges either require or allow a student to complete a minor area of specialization in the student's degree program. A minor is established by a college upon approval of the Vice President for Academic Affairs. A minor that includes courses from more than one college must receive administrative approval of the dean(s) of the college(s) whose courses are included in the minor, as well as approval of the Assistant Vice President for Academic Affairs. Information regarding approved college minors is available from the colleges.
    - a. A minor must consist of at least 18 credit hours of coursework.
    - b. At least 6 hours of credit toward the minor must be at the 300-400 level.
    - c. At least 6 hours of credit toward the minor must be taken at UL Lafayette.
    - d. Students must meet all requirements and prerequisites listed in the catalog for all courses in the minor.
    - e. The minor description must specify which, if any, general education courses can be double-counted, toward general education requirements and toward the minor.
    - f. All minors are governed by the college that houses the discipline of the minor, and in the case of cross-college interdisciplinary minors, the primary college of the minor. The dean of that college will have final say over the contents, rules, minimum performance standards and availability of the minor, and any course substitutions or other deviations from the curriculum specified for the minor.
    - g. At a minimum, a student must have at least a 2.0 cumulative grade point average with no more than one D in the minor area to complete that minor.
    - h. Completion of a minor will be noted on the student's transcript.
    - i. Each college may specify whether students in that college are required to have a minor to graduate.
    - j. Minors will not be awarded retroactively after graduation.

## **F. College Requirements**

A candidate must meet all quantitative and qualitative requirements set forth by the academic college and the academic department in which the degree is sought.

## **G. Restrictive Requirements as to Validity of Credits**

1. The maximum number of combined semester hours credit earned through advanced placement, credit examination, and military experience or service schools that may be counted toward a degree shall not exceed thirty hours.
2. The minimal period during which credits earned in the University and elsewhere shall be regarded as applicable toward a degree without validation by credit examination prescribed by the appropriate academic dean shall be ten years. The academic dean may grant exceptions to this regulation at his/her discretion.

## **H. Requirements for a Second Baccalaureate Degree**

1. In order to become eligible for a second baccalaureate degree after having received a first baccalaureate degree, a student shall be required to (1) repeat the minimum residence requirement as described in IX.C above, (2) earn a minimum of thirty additional semester hours of college credit in residence, (3) maintain at least a 2.0 adjusted grade point average on the additional hours pursued, and (4) meet all other general and specific qualitative and quantitative requirements for

that degree.

2. If the first or second degree is the Bachelor of General Studies, then any courses counted in the major concentration area in the General Studies degree may not be counted in the major of the other degree, and vice versa.
3. Students who have earned a first baccalaureate degree in General Studies or in any other discipline are not eligible for a second baccalaureate degree in General Studies. However, any student who feels that a second baccalaureate degree in General Studies would be beneficial to his/her professional development may appeal to the Committee on Academic Affairs and Standards for permission to pursue such a degree. In the appeal, the student must demonstrate that his/her professional goals could not be achieved by the first degree or by a degree from another college at the University.
4. The student will earn two baccalaureate degrees and receive two diplomas; both degrees will be listed on the student's official transcript.

### **I. Requirements for Simultaneous Degrees**

1. In order to earn simultaneous degrees, a student shall be required to (1) earn a minimum of thirty additional hours beyond those required for the primary degree; (2) maintain at least a 2.0 adjusted grade point average on all course work required for both degrees; and (3) meet all other general and specific qualitative and quantitative requirements for both degrees.
2. A student who decides to pursue simultaneous degrees should seek written approval for simultaneous degrees from the dean of the college which houses the two or more degree programs, or from the deans of the respective colleges housing the two or more degree programs, should they not be offered in a single college. Paperwork must be initiated in sufficient time to be completed and submitted prior to the student's final year of enrollment. While colleges will endeavor to accommodate student requests for simultaneous degrees, in some cases accreditation regulations and/or existing enrollment demands may prevent approval being granted.
3. Following the successful completion of the approval process, the dean(s) should ensure that the student has been assigned an academic advisor for each degree program.
4. If the first or second degree is the Bachelor of General Studies then any courses counted in the major concentration area in the General Studies degree may not be counted in the major of the other degree, and vice versa.
5. A student whose primary degree is in General Studies is not eligible for simultaneous degrees in General Studies.
6. The student will earn two baccalaureate degrees and receive two diplomas; both degrees will be listed on the student's official transcript.

### **J. Requirements for a Double Major**

1. A double major is defined as completion by a student of two majors in one baccalaureate program, within one college or across two colleges.
2. A student who decides to pursue a double major should seek written approval for a double major from the dean of the college which houses the two majors, or from the deans of the respective colleges housing the two majors, should they not be offered in a single college. While colleges will endeavor to accommodate student requests for double majors, in some cases accreditation regulations and/or existing enrollment demands may prevent approval being granted.
3. The written request for a double major should label one of the majors the "primary" degree program and one the "secondary" program. Copies of the signed approval form should be kept in the office(s) of the appropriate dean(s).
4. Students seeking a double major may not declare General Studies as one of the selected majors.
5. Following the successful completion of the approval process, the Dean(s) should ensure that the student has been assigned an academic advisor for each major.
6. In order to earn a degree with a double major, a student shall be required to complete all requirements of the primary degree program, complete all required major courses (including all pre-and-co-requisites and other designated courses) in the curriculum of the secondary major, meet the grade requirements for each of the majors, and submit a degree plan for both majors according to guidelines referenced in section IX.A above.
7. The student will receive one baccalaureate degree (the primary degree program); both majors will be listed on the student's transcript.

### **K. Commencement Exercises**

Commencement Exercises are held three times a year: at the end of the Fall, Spring, and Summer Semestersession. The student's official transcript will show both a date of completion and the date awarded.

### **L. Attendance at Commencement Exercises**

A candidate for a degree must participate in Commencement Exercises unless excused in writing by his/her academic dean.

## M. Financial Obligations

A degree will not be conferred on any student who has not settled all financial obligations to the University or who has not returned all University property.

## N. Honors Baccalaureate Degree

In order to qualify for an honors baccalaureate degree, a student must satisfy all normal residence, quantitative, and college requirements for a baccalaureate degree as stipulated above, and, in addition, must satisfy the following special requirements.

1. Candidates must have a minimal cumulative grade–point average of at least 3.5.
2. Candidates must complete at least twelve semester hours of departmental honors courses with an average grade of "B" (3.0) or better.
3. Candidates must complete at least two courses from among HONR 216, 221, HONR 325, HONR 335, HONR 345, HONR 355, HONR 365, HONR 375, and HONR 385 with an average grade of "B" (3.0) or better.
  - a. Transfer students or students with advanced placement credit may apply to the Director of the University Honors Program for an evaluation of their previous work or credit relative to the above requirements.
  - b. Under special circumstances, students of truly exceptional ability may have certain of the above requirements waived by unanimous consent of the Director of Honors, the student's Academic Dean, and the Academic Vice-President.
4. Candidates must complete HONR 497 – Thesis Preparation, and at least four hours credit of HONR 499 – Honors Thesis.
5. Candidates must file a formal application for the honors degree with both their Academic Dean and the Director of Honors before the deadline listed in the University Calendar.
6. Candidates must pass an oral examination over the thesis project to be conducted by the thesis committee.



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