

**University of Louisiana Monroe**

**College of Health Sciences (CHS)**

**School of Allied Health (SOAH)**  
**Kitty Degree School of Nursing (KDSNUR)**

**Procedures Manual**

**Updated: November 25, 2019**



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

### **TABLE OF ABBREVIATIONS**

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

## SECTION I: STUDENT RELATED PROCEDURES

### ULM Student Policy Manual

### ULM Undergraduate Catalog

### ULM Graduate Catalog

## ADVISING

### Records/Files

#### **1-30 Semester Hours Earned**

- x Files are maintained by the Student Success Center (SSC) for all SOAH and KDSNUR pre-professional 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**

- x Files for pre-professional students in Dental Hygiene (DHYG), Medical Laboratory Science (MLSC), Occupational Therapy Assistant (OTA), Kitty Degree School of Nursing, (KDSNUR), 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.
- x 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**

- x 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.
- x Each file contains, at a minimum, a current copy of the check sheet, transcript, and data sheet (containing contact information, and student involvement data).
- x Request and approval forms, memos, and copies of other relevant documentation should also be included.

#### **Student Handling of Advising Folders**

- x The SOAH and KDSNUR follow a general procedure of prohibiting unsupervised handling of student folders.
- x 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.
- x After advising, the advisor should return the folder to the office from where it was checked out.
- x Under no circumstances should the student be allowed to review or handle his/her file outside the presence of his/her advisor.







## **LATE ADDS**

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

#### **Students with Less Than 31 Credit Hours**

- x 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.
- x Once approval is obtained, students should see their SSC advisor.

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

- x Students in professional programs (DHYG, MLSC, KDSNUR, 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.
- x Extenuating circumstances will be considered (e.g., registered online for wrong course, changed major, or technology failure).
- x 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)**

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

## **ADMINISTRATIVE DROPS**

### **Non-SOAH and Non-KDSNUR Courses for SOAH and KDSNUR Majors**

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

### **SOAH and KDSNUR Courses for Non-SOAH and KDSNUR Majors**

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

### **SOAH and KDSNUR Courses for SOAH and KDSNUR Majors**

- x 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**

- x 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.
- x 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.

- x Once permission is granted by the other college, the advisor/PD notifies ADAS.
- x 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.
- x 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.
- x The Registrar's Office has the final approval.

**OVERRIDE PRE-REQUISITES  
(A COURSE PREREQUISITE OR OTHER RESTRICTIONS WAIVED)**

- x Advisor/PD notifies ADAS that student should be allowed to register for the course.
- x PD/ADAS enters the override for the pre-requisite course into Banner to allow the student to register.



## **MAXIMUM COURSE LOAD REQUIREMENTS**



## GRADUATE STUDENT COURSE SEQUENCE

### Graduate Courses

Taking courses out of sequence, override prerequisites, 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 KDSNUR to a Discipline in a Different College

- x Student goes to the "new" Dean's Office (one that has authority over the new major) and completes the official Change of Major Form.
- x That office will give the student the gold copy and forwards the original (white copy) to the Registrar for processing.
- x The light yellow copy of the ~~DM~~ will be sent to the CHS \_\_\_\_\_ /PD as notification of the student's change.

### From Different College to Discipline in the SOAH or KDSNUR

- x The student should go to the CHS Dean's Office in Sugar 151 to complete the official ~~DM~~ .
- x 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).
- x 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.
- x 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 KDSNUR curriculum.

### **From SOAH or KDSNUR Discipline to a SOAH or KDSNUR Discipline**

- x Student may go to either the SSC or the CHS Dean's Office in Sugar 151 to complete the official **SI**.
- x The ADAS will prepare a **SI**, give the gold copy of the form to the student and send the student to the appropriate "new" program for advising.
- x The student will give verbal approval for a transcript evaluation and then create an advising folder for the student.
- x The ADAS will send the original (white copy) of the form to Registrar's Office for processing.
- x The PD or program ADAS will file the light yellow form in the student's advising folder.

### **CHECK SHEET/DEGREE PLAN**

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

### **GRADUATION**

#### **Identification of Graduating Seniors**

- x Program ADASs or PD will send an email to all program seniors reminding them to complete an application for graduation.
- x Faculty will also make an announcement in all appropriate courses.
- x 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**

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

#### **Failure to Graduate**

- x The Dean's ADAS review





## **STUDENT WORKERS**

- x 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.
- x Selected students must be punctual, conscientious, friendly, self-motivated, disciplined, confidential, and responsible.
- x Proficiency in using the Internet, Microsoft Word, Excel, and Publisher is an asset.
- x A job description will be posted on the Office of Financial Aid website.
- x The Dean’s ADAS will participate in the Job Expo at the beginning of the fall semester.
- x Potential student workers will be interviewed by the appropriate supervisor.
- x The student worker’s supervisor is responsible for evaluating student’s performance.
- x Student workers are required to sign a confidentiality agreement.

## **SECTION II: FACULTY RELATED PROCEDURES**

### **COLLEGE ADMINISTRATIVE COUNCIL**

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

### **CLASSES**

#### **Scheduling Classes**

- x PD and SD are expected to work with faculty to arrange the schedule of classes.
- x 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)**

- x

- x If appropriate, notices are posted in Moodle or emailed to notify students of room, time, or day changes.
- x It is the program's responsibility to post these changes.
- x If a class is to be added to the schedule, the new class is advertised through BANNER and program web sites notices.
- x The PD or ADAS is responsible for preparation of related paperwork for the Registrar's Office.

**Class Roster (14<sup>th</sup> Day: Full-Term) (5<sup>th</sup> Day: 8-Week, Summer)**

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

**Absence and Non-Attendance Reports**

- x The procedure for the submission of absence and/or non-attendance reports is similar to that followed under 14<sup>th</sup> day and 5<sup>th</sup> day class rosters.
- x After reviewing their rosters,

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

### **Directed Studies**

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

### **Textbook Orders**

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

### **Classrooms**

- x 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)**.
- x 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.
- x Individual instructors and PD are responsible for ensuring multimedia classrooms are locked after faculty use.
- x 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.
- x 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.
- x If a classroom is shared by multiple disciplines, refer to bullet 3.

## STUDENT RECORD MANAGEMENT

### Confidentiality and Release

- x The SOAH and KDSNUR 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, 34CFR399).
- x 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.
- x 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 Release Form**, the student may grant ULM permission to release otherwise federally-protected information to individuals the student designates.
- x ULM's **Student Records Policy**

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

<b>Document</b>	<b>Held in Program Office</b>	<b>Held in Records Center</b>	<b>Total Retention</b>
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**

x 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**

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

**Scantrons**

x 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**

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

**RECRUITMENT AND RETENTION**

**Campus Visit by Potential Student**

x 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**

x







- x Nine-month faculty member 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.
- x This procedure does not apply to persons doing their jobs off-campus (e.g., clinical rotations, other work directly related to job responsibilities)



- x SOAH and KDSNUR 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**

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

### **Phone Call Screening/Forwarding**

- x ADAS answers phone calls in the Dean's Office, screens them, and directs them to appropriate personnel.
- x Program ADAS answer, screen, and direct calls. PDs without program ADAS can forward

**Inventory**

- x 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.
- x 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.
- x 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.
- x An annual inventory certification report is completed and submitted to Property Control by the BFM vi