

# Continuing Studies

## Admission Policies

Continuing studies is a non degree-granting unit that admits adult students who want to begin or return to college as part-time students. Academic advisors work closely with students to help them become eligible for transfer to a degree-granting unit by completing required college-level courses. Advisors provide the academic and support services necessary for student success and retention.

Continuing Studies students must fill out an Application for Undergraduate Admission. Transcripts and ACT scores are not required. Students are exempt from the \$30.00 application fee because there is no formal review of credentials.

Continuing Studies students must adhere to the University Code of Student Conduct. The Code of Student Rights and Responsibilities and other policies and rules found in the Student Handbook apply to all students.

Continuing Studies students must meet the following criteria unless they petition the Continuing Studies office for exception:

Applicants must be at least 25 years old.

Applicants must self-report that they have a high school diploma or high school equivalency certificate issued by the State Department of Education.

Applicants with previous college work must self-report that they have not been dismissed from their last attended institution of higher education.

Applicants for whom English is a second language must offer proof of English Proficiency.

## Advising Requirements

All Continuing Studies students must arrange for academic advising before they register for classes each semester. Advisors meet with students individually to review placement test scores, previous academic work, unit and university academic policies, and academic interests and goals. These academic advising sessions are designed to produce a schedule of courses suited to the needs of each student. Students may schedule an advising appointment by calling (502) 852-6703 or by visiting the Continuing Studies office in 126 Strickler Hall.

## Placement Tests

Continuing Studies students may take placement tests to determine the correct level of coursework. Placement tests are available in Math and Foreign Language. CLEP (College Level Examination Program) exams may be used to gain course credit. The placement tests and CLEP exams are scheduled through the Testing Center, 310 Davidson Hall, (502) 852-6606. Students with learning or other disabilities that may interfere with placement test accuracy should contact the Disabilities Resource Center (502) 852-6938.

## Transfer Credits

Transfer credits are formally evaluated only when students are accepted into a degree-granting unit. Continuing Studies informally evaluates credits to help direct students into proper course work.

## Enrollment

- Students must be admitted to the University and registered for classes by the end of the first day of classes.
- Students may enroll for a maximum of 8 hours in any semester or summer session.
- Students must have a grade point average of 2.0 or better to remain in good standing.
- Students may enroll in undergraduate classes for which

they have completed the prerequisites or by faculty permission.

- Undergraduate students may remain in Continuing Studies until they have accumulated 24 credit hours.
- Students with 24 credit hours must apply for admission and be accepted by a degree-granting unit of the University if they wish to continue their course work. Units will determine which of a student's previously earned credits will apply to a particular degree or major.

## Academic Policies

### University Grade Point Average

The University of Louisville calculates a University Grade Point Average, which becomes the standard measure of performance and the official university calculation upon which academic decisions are made. The University Grade Point Average is determined at the undergraduate level, and is based upon all undergraduate course work taken at the University of Louisville.

Courses numbered below the 100-level (000-099) taken in the 1998 fall semester or after will not be used in the earned hours or University Grade

Point Average calculation.

Continuing Studies students must follow the instructional unit's policies concerning adding or withdrawing from classes, pass/fail grading, incompletes and audits. Academic bankruptcy is not available to Continuing Studies students.

#### **Academic Standing**

Students in good standing must maintain a 2.0 cumulative Grade Point Average (GPA) in all coursework taken while enrolled in Continuing Studies.

Failure to attain a 2.0 GPA after the first semester results in Academic Warning and a restriction of 6 enrollment semester hours. Students interested in academic support should contact the Continuing Studies Office at (502) 852-6703 to schedule an advising appointment.

Failure to attain a 2.0 GPA after two semesters results in Academic Probation and a restriction of 3 enrollment semester hours. Academic support is available for students on Academic Probation. Students interested in developing an academic support plan should contact the Continuing Studies Office at 852-6703 to schedule an advising appointment.

In any subsequent semester, a student whose grade point average falls below 2.0 will be dismissed from Continuing Studies.

Continuing Studies will notify the Registrar's Office when a student is dismissed. The student is responsible for withdrawing from classes in order not to incur any charges.

#### **Period Out**

Students dismissed from Continuing Studies after a fall semester must sit out the following spring semester; students dismissed after a spring semester must sit out the following summer and fall semesters; and students dismissed after a summer semester must sit out the following fall semester.

#### **Readmission**

Students dismissed from Continuing Studies may appeal to the Continuing Studies office for readmission after the appropriate period out. Readmission may also require assessment of the student's academic potential and readiness to return. To apply for readmission, students must complete both an application for admission and a petition form, available in the Admissions Office. High school credentials and college transcripts may also be requested for review. The

forms must be returned to the office at least one month before the first day of classes for the semester for which readmission is requested.

**Note:** Courses taken at another institution while dismissed from Continuing Studies may not be accepted for transfer credit.

#### **Normal and Maximum Course Loads**

The maximum load for each semester is 8 credits hours. Students with superior scholastic records and/or extenuating situations (e.g. Vocational Rehab, 4C's or military/GI Bill) may petition to the Continuing Studies office for an overload. Petition forms are available in the Continuing Studies advising center.

#### **Federal Veterans Educational Benefits**

Students may not be eligible for benefits while enrolled in Continuing Studies. Call Registrar's Office at (502) 852-7325 for details.

#### **Financial Aid**

Continuing Studies Students, beginning Fall 2004, are no longer eligible for State or Federal Financial Aid.

Louisville, KY 40292

**Telephone Number**  
Counseling/Advising  
(502) 852-6703

**Fax**  
(502) 852-4184

**Mailing Address**  
REACH  
Continuing Studies  
University of  
Louisville  
126 Strickler Hall