



PERMANENT MEMORANDUM 28 VISITING SCHOLARS

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs
Initially Issued: March 11, 1958

The rank of "Visiting Scholar" is hereby established in order to assist and to give recognition to distinguished scholars who may come to the campus to make use of facilities or to work with members of the faculty.

The policies governing the granting of this title are outlined below:

- I. The designation shall be accorded only to distinguished visitors holding the doctorate or its equivalent. No person taking work for credit shall be designated "Visiting Scholar."
- II. The designation shall be accorded only in cases where the visitor is to spend three or more months on the campus.
- III. Request for the designation of an individual as "Visiting Scholar" shall originate with the professor with whom the visitor plans to work. This request should take the form of a memorandum to the Office of the President which will be sent through regular channels. This memorandum and accompanying material should contain sufficient information on the individual and their reason for coming to LSU for this office to reach a decision on the advisability of granting the title "Visiting Scholar."
- IV. After the request is approved by the Office of the President the originating department should process a Form 101 designating the individual as a "Visiting Scholar." The period for which the designation is to be valid shall be included on this form.
- V. The Office of the President will issue an identification card to the "Visiting Scholar."

Policies governing the privileges of the "Visiting Scholar" are listed below:

- I. "Visiting Scholars" shall be extended the privileges of using the Library and laboratory and office space, such laboratory and office space to be provided by the sponsoring department.
- II. Housing will be provided if desired in Pleasant Hall at regular rates. In no instance may "Visiting Scholars" live in student dormitories.
- III. A faculty parking permit will be issued to the "Visiting Scholar" by Campus Security.
- IV. Only in cases of emergency, as accorded other University employees, shall the facilities of the Student Hospital be used.
- V. No fees shall be assessed by the University.