

but shall become part of the student's confidential disciplinary record, which will be maintained in a specified area of the Dean of Students Office and shall be subject to the restrictions of the Family Educational Right to Privacy Act (FERPA).

The complete Code of Student Rights and Responsibilities is available at www.missouristate.edu/judicial/Code.html or from the Office of Judicial Programs, Plaster Student Union, room 405, (417) 836-6937. It is also recommended that each student become familiar with the Current Students and Campus Services web pages at www.missouristate.edu to learn about other University policies and procedures.

University Rules for Speakers and Facilities Usage

- A. The use of University facilities for speakers is intended to support the academic mission and is therefore viewed as educational programs. The University retains the exclusive right, through authorized persons and organizations, to determine the appropriateness of speakers scheduled for University facilities. If a speaker is not allowed access to University facilities, that speaker will still have access to the Bear Paw, in accordance with the University's Expressive Activity Policy.
- B. The University retains the exclusive right to determine the appropriateness of all arrangements required for a speaker appearing in a University facility.
- C. Each University facility (e.g., Juanita K. Hammons Hall for the Performing Arts, Hammons Student Center, Cogger Theater, Plaster Student Union, etc.) will have separate regulations and procedures for the use of the facility which must be followed for any scheduled event.
- D. Any speaker appearing in a University facility must be sponsored by a registered student organization, University organization, or University department. The sponsoring organization is responsible for insuring that procedures for event scheduling are followed.
- E. Press conferences on University-owned property must be arranged for in advance through the University Communications Office.
- F. Orderly picketing and demonstrations are permitted in accordance with the Expressive Activity Policy.
- G. Individuals entertaining guests on campus, in any University facility, are responsible for the proper identification and conformance to rules of the University by such guests.
- H. All buildings or facilities other than residence halls shall be off limits to students after closing hours with the following exceptions:
 - 1. Students possessing an "after hours" permit, signed by his/her instructor and department head, stating the building, room number, student name, and the times for which the student is cleared.
 - 2. University student employees who are required to enter the locked buildings in the performance of their duties. The students must be able to validate their employment to Public Safety Officers who encounter them in the closed buildings.
 - 3. Students who are accompanied by Department of Public Safety personnel, University staff members, or faculty members.
- I. Arrangements for the use of University facilities, including both buildings and grounds, must be made in advance through the Conference Services Office. Meeting rooms and facilities may be reserved by only those student organizations who are properly registered by the University.
- J. Registered student organizations conducting University-related activities off-campus must register them no less than one week in advance with the Office of Student Activities.
- K. University-funded student travel must be registered in advance with the University office sponsoring the activity. Participating students are subject to the same parameters of the *Code of Student Rights and Responsibilities* that are in effect at the University.
- L. The indoor pool at Hammons Student Center is operated during the hours and under the rules published annually by the Director of Hammons Student Center. Students are not permitted inside the pool area when the pool is closed.

Academic Regulations

Academic Integrity Policies and Procedures

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the University community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The policies and procedures described in the Student Academic Integrity Policy specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The *Faculty Handbook* states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with the University policy on student academic integrity. **The instructor must allow a student who has been charged with academic dishonesty to continue attending class until all appeals are resolved. If an academic integrity matter is pending at the end of a semester, the instructor will issue an Incomplete (I) grade to the student until the appeal process is completed.**

The complete Student Academic Integrity Policies and Procedures document, including information on the Academic Integrity Proceeding, is available on the Office of the Provost's web site.

Definitions

Academic Integrity Council (AIC): The 23-member Academic Integrity Council (AIC) consists of ten voting student members and ten voting faculty members, plus the Provost or designee, who is the non-voting Chair of the Council. In addition, the Dean of Students (or designee) and the SGA Legislative Director for Academic Affairs serve as ex officio members (without voting privileges). The Council is

charged with enforcing the Missouri State University academic integrity policy, including overseeing academic integrity proceedings. The Council is also responsible for organizing and conducting campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promoting a campus-wide climate of academic integrity.

Academic Integrity Proceeding: An Academic Integrity Proceeding is conducted by a five-member panel drawn from the AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred.

Academic Dishonesty: Any one of the following acts constitutes academic dishonesty:

- **Cheating:** The term “cheating” refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).
- **Fabrication or other misconduct in research:** The term “fabrication” refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; “misconduct in research” refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.
- **Plagiarism:** The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.
- **Facilitating academic dishonesty:** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or the course instructor’s department head, and/or the instructor’s college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209. The Academic Integrity Council will not accept or act upon anonymous reports but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his or her identity revealed. If the act of academic dishonesty that is reported to the AIC is alleged to have occurred in a particular course, the AIC Chair will notify the course instructor of the allegation. If the instructor elects not to pursue sanctions, or if the reported allegation is not associated with any particular course, the AIC Chair may convene an Academic Integrity Panel to conduct an Academic Integrity Proceeding to explore the allegation, provided that at least one person making an allegation is willing to be identified and to participate in the proceeding.

Academic Dishonesty Not Associated with Enrollment in a Course

Any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly-enrolled (for example, taking a test for a duly-enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

Revoking a Grade/Degree

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an “F” or “XF” grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with a copy to the instructor’s department head and dean, and in the case of a graduate student, with a copy to the Dean of the Graduate College. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five years of the date of the alleged act. After five years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The written notification from the instructor shall include a detailed description of the alleged academic dishonesty and the intended sanction. The Chair of the Academic Integrity Council will notify the student of the allegation by certified letter with return receipt. The student will be allowed full appeal rights as outlined in the following sections of this policy: “Addressing Alleged Academic Dishonesty and Notifying the AIC of an Alleged Incident” and “Student Request for an Academic Integrity Proceeding.” When the appeal process has been concluded, if the allegation is upheld and if it was brought forward within the five-year time limit, the instructor’s recommended sanction (“F” or “XF”) will replace the original grade. If the revocation of a course grade affects the student’s graduation status because the course was necessary for graduation, a degree that has been granted will be revoked.

The Academic Integrity Council can at any time and at its discretion recommend to the Provost that a degree be revoked even if all degree requirements have been met, in cases where the academic dishonesty, including misconduct in research, is egregious and/or occurred multiple times. A recommendation to revoke a degree even if all degree requirements were met requires an affirmative vote of at least 14 of the 20 voting members of the Council. The Provost's decision to revoke a degree requires consultation with the Dean of the college which awarded the degree and, in the case of a graduate degree, consultation with the Dean of the Graduate College. The Provost's decision to revoke a degree requires the concurrence of the President of the university. The decision to revoke a degree may be appealed by the student to the Board of Governors, which may, at its discretion, hear the appeal.

Academic Renewal

Academic renewal is designed to permit students with a grade point average deficiency to remove the effects of low grades from their academic record, under the following conditions:

- A. This policy applies only to undergraduate students and must be invoked prior to earning a degree at Missouri State or another institution.
- B. A student enrolled at Missouri State after an absence of five years or more from college may elect academic renewal. This renewal will affect only those courses taken prior to the five-year absence and may be elected only once in a lifetime.
- C. Once elected, academic renewal applies to all courses, whether passed or failed and regardless of origin, taken prior to the date chosen by the student.
- D. Academic renewal does not erase the record. The grades received are removed from the GPA with an appropriate notation on the transcript indicating the renewal election. Academic renewal is a policy of Missouri State and as such may not be recognized by outside institutions or agencies.
- E. Credit hours subjected to academic renewal cannot be used to meet any requirements (e.g., graduation, prerequisite, or certification).
- F. Once elected, academic renewal is irrevocable. Students must consult an academic advisor prior to election of academic renewal. Final approval for all academic renewal applications will be processed by the Office of the Provost.

Academic Status

Good Standing

A student who has a cumulative grade point average of at least 2.00, at Missouri State and on transfer and Missouri State academic work combined, and is not currently suspended, is considered to be in good standing. Students not in good standing will be placed on scholastic probation or suspension.

Probation

The purpose of scholastic probation is to remind students that the quality of their cumulative academic work is unsatisfactory. A brochure describing scholastic probation and suspension is available in the offices of the College Deans, Admissions, and the Office of the Registrar. A student on scholastic probation may be required to reduce the number of credits carried, maintain a lighter out-of-school workload or forego participation in social activities. The director of an extracurricular activity may also bar students on probation from participation in that activity. A student on probation may also be ineligible for financial aid. The student's academic advisor and staff of various administrative offices are available to give assistance in the planning of courses, time organization, and establishing effective study habits. All students on academic probation will be required to have advisement prior to enrolling.

Suspension

Any student who fails to make a 1.00 or better grade point average in any single semester or session (and has a cumulative or combined grade point average below 2.00) will be suspended, unless, in the opinion of the appropriate college dean, there are circumstances which warrant an exception. The student must make written application for an exception.

If a student who was placed on probation in a previous semester fails to remove that probation within one semester in residence, the student will be suspended, unless in the opinion of the appropriate college dean, there are circumstances which warrant an exception. If satisfactory progress has been shown, the student may be allowed to remain from semester to semester.

Reinstatement

Student out for one calendar year or less: A student suspended for academic reasons for the first time is eligible to petition the Dean of their College for the reinstatement of their registration privileges after remaining out of school for a minimum of one semester. The summer session does not count as a semester. Reinstatement of suspended students is not an automatic process. Students are responsible for showing that their chances for success are better than they were before their suspension.

Students out for more than one calendar year. After a second suspension, a minimum period of one full calendar year must elapse before a student's reinstatement may be considered. If the student is reinstated a second time, a progressive decrease in grade point deficiency must be shown or the student will again be suspended. A student requesting reinstatement may be required to take certain tests and receive other assistance from the Counseling Center as a part of consideration for reinstatement. If the student is reinstated, the grade point deficiency for each semester attended thereafter must be progressively decreased or the student will again be suspended. A student who attends another college or university after being suspended must earn at least a 2.00 GPA on transferable courses to be considered for reinstatement. Students must apply for readmission at the Admission Office web site at: www.missouristate.edu/admissions/apply.htm. Once readmission has been completed, the dean of the college of the students major will have to determine whether or not to reinstate the student's registration privileges.

If a student had been admitted into a degree program at the time of suspension, the program is voided and the student must reapply for admission or request reinstatement of the original degree program.

Transfer Student Admitted on Academic Probation

Any transfer student who has less than a 2.00 average on the total of previous college work attempted who is admitted is on academic probation. Such admissions must be approved by the Admission Exceptions Committee. Deficiency points are indicated on the student's transfer evaluation. The student remains on probation until enough "surplus" credit points are earned at Missouri State University to overcome the previous deficiency. A student may remain on probation even though the Missouri State GPA is above 2.00. The Admission Exceptions Committee may impose certain GPA or course requirements on the student at the time of admission. The student should understand any and all conditions of admission as well as the meaning of the deficiencies. The student should also be aware that failure to remove the academic probation status during the first semester (or at least demonstrating satisfactory progress toward doing so) may result in suspension from Missouri State.

Accelerated Masters Program

Students admitted into an approved Accelerated Masters Degree Program may have a limited number of 600-level or higher courses counted toward both the undergraduate and graduate degree. Before enrolling in a course to be counted as both undergraduate and graduate credit (mixed credit), an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate program advisor, department head of the undergraduate program, and the dean of the Graduate College. All approvals must be completed prior to the end of the Change of Schedule Period for the course(s). A maximum of 12 credit hours may be taken as Mixed Credit, but many programs have lower limits. See "Graduate College" section of catalog for further information.

Address

Students shall verify that their addresses are correct at the time of registration either online or by reporting address changes to the Office of the Registrar.

The local address is generally used to contact students when classes are in session. The permanent address is used on billings, refunds and other items sent while classes may not be in session. The local and permanent address may be the same. Students are required to have a street address/PO Box number, city, state, and ZIP on the local and permanent addresses.

Change of a permanent address does not affect a student's residency status for fee purposes. If a change of residency is appropriate, the proper forms must be completed in the Office of Admissions, Carrington Hall 204.

Assessment Program

The assessment program at Missouri State is designed to assist in the development and maintenance of the highest quality programs and services. The information gathered in this process is used by University administrators, department heads, the faculty and staff to evaluate and improve both academic and non-academic offerings. Because the success of this program requires widespread cooperation from the entire university community, it is the policy of Missouri State that all students are expected to participate in the assessment process. This participation may include, but not be limited to: the assessment and evaluation of basic skills, general education, programs in the majors and minors, continuing education, and surveys of the various components of the students' educational experiences. The Center for Assessment implements the University's assessment program and provides faculty with unique opportunities for enhancement of instruction and student learning.

Attendance Policy

Because class attendance and course grade are demonstrably and positively related, the University expects students to attend *all* class sessions of courses in which they are enrolled. Each instructor has the *responsibility* to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the *first day of class*, each instructor will make available to each student a written statement of the specific attendance policy for that class. The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; or (3) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors. Any student who believes that his or her final grade for a course has been reduced unfairly because of attendance factors has the right to appeal that grade under the process outlined below.

Auditing a Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Office of the Registrar to drop the student from the class. Such drops will be graded with a "W" grade and will be subject to the normal fee refund policy.

Students may audit courses to the maximum authorized academic load. A person currently not enrolled at the University must be admitted in order to register as an auditor. Courses audited are counted in the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time) and eligibility for the semester Deans List. Audited classes are included when determining need for Overload Permission.

To audit a course (or to remove a course from audit) the student must complete a form in the Office of the Registrar, Carrington Hall room 320 any time prior to the "W" grade deadline for that course. Students may not change from a credit basis to an audit basis or vice versa once the "W" grade deadline has ended.

Certificate, University

The certificate is mailed to student's approximately three weeks after the end of the semester of completion. A hold will prevent the release of a student's transcript and certificate. The name used is the name provided by the student on the Notification of Completion form. The certificate lists the level (undergraduate or graduate) and the name of the program of study.

Duplicate certificates may be ordered by sending a written request and a check or money order in the amount of \$20 payable to Missouri State to the Office of the Registrar, ATTN: Degree Check Staff, Missouri State University, 901 S. National Ave, Springfield, MO 65897. The written request must include the student's name, student identification number, date of completion, mailing address, daytime phone number, signature, and exactly how the name is to be printed on the certificate.

Change of Schedule (Add/Drop)

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a continued financial obligation. Refer to the "Costs and Fees" section of the catalog for additional information. Students who wish to drop *all* courses for a given semester should refer to the "Withdrawal Policies and Procedures" catalog section. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below.

Prior to the beginning of the semester *and* during the Change of Schedule Period (first five days of fall or spring semesters, first two days of summer session)

Adds, drops, and section changes may be processed online or at any authorized registration center.* Students must complete a short form and present photo identification for in-person services. To add a course which requires permission, the student must first contact the instructor or department (as indicated on the class schedule) to obtain permission. If permission is granted, the student will then be able to add the course to his/her schedule.

After the Change of Schedule Period

To withdraw from a course: Withdrawing from one or more courses may be completed online or at an authorized registration center*. See Withdrawal Policies and Procedures if student is dropping *all* his/her classes.

To add a course: In general, only courses which have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the Change of Schedule Period has ended. Courses that have not yet begun may be added online or in person at an authorized registration center.*

Department approval is required to add a first block or full semester length class beginning on day 6 of the fall or spring semester, and to add a second block class on day 3 or beyond of the second block period. The department may also require instructor approval.

Go to the department which offers the course to seek approval. If approval is granted the department office representative will affix the department signature and stamp to the Registration/Change of Schedule Form. Course Permission forms are not required during this period. Take the completed form to an authorized registration center with photo identification for processing.

To change sections: A section change should be completed during the Change of Schedule Period. Such changes are considered a drop and an add, and are treated as such in determining the refund or credit to be granted. Go to the department office of the course and request permission to change sections. The department may require instructor approval. If approved, the department will complete an Add/Section Change form and affix the department signature and stamp. Take the completed form and photo identification to an authorized registration center* for processing.

Note: It is the student's responsibility to review their record for accuracy and to request corrections immediately. Students' schedules and transcripts are available for review online. When using the web registration system, it is recommended that students print their schedule of classes and retain it until the end of the semester.

Grading

Prior to the end of the Change of Schedule Period: Dropped courses will not appear on the transcript.

After the Change of Schedule Period: Students may withdraw from courses through the "W" grade deadline for that course will receive a grade of "W". This is week 2 through 9 for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

After the "W" Grade Deadline: Courses dropped up through the Last Day to Drop or Withdrawal deadline for that course will have either a "W" or "F" grade assigned by the instructor at the end of the semester. A "W" indicates that the student was doing passing work at the time of the drop. An "F" indicates a failing grade for the course, and is calculated into the grade point average. This period is from the 10th week through the next to last week of the semester for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

No drops or withdrawals are allowed after the Last Day to Drop or Withdrawal deadline for the course.

Related Information: Students should use the drop procedure judiciously as dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, athletic participation eligibility and immigration status for F-1 or J-1 students. Students dropping a class because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are

concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

***Authorized Registration Centers**

These offices may process registrations and schedule changes year round.

- Honors College Students **must** process schedule changes in the Honors College, University Hall room 115.
- University Athletes **must** process registrations/schedule changes in the Athletic Achievement Center, Forsythe Athletic Center room 239.
- Declared Business Majors may process registrations/schedule changes in the College of Business Administration Advisement Center, Glass Hall room 106.
- Evening, Graduate, and Extended University students may process registrations/schedule changes in the Continuing Education Center, 301 South Jefferson, first floor.
- All other students may process registrations/schedule changes in the Office of the Registrar, Carrington Hall room 320.

Class Disruption

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under "Grade Re-evaluation Based on Performance."

Classification

Undergraduate degree-seeking students are classified according to the number of credit hours earned, as follows: freshmen = 0 – 29.99; sophomores = 30 – 59.99; juniors = 60 – 89.99; seniors = 90+. Other undergraduate classifications include precollege and nondegree seeking. Graduate classifications include graduate masters, graduate specialist, doctoral, and postbaccalaureate (nondegree seeking).

Commencement

Students who wish to participate in commencement ceremonies must do so in their semester of graduation. Students who cannot do this may apply through the Office of the Registrar, Carrington Hall 320, to participate in a subsequent commencement ceremony. The listing of their names in the commencement program will remain in the semester of graduation. These students will not be recognized at the commencement ceremonies. Students who complete a University certificate program will receive a "certificate of completion". Commencement information is available on our web site at www.missouristate.edu/commencement.

Credit by Examination

Missouri State University recognizes four Credit By Examination programs: Advanced Placement (AP); College Level Examination Program (CLEP); International Baccalaureate Program (IB); and Missouri State departmental examinations. College credits earned through these programs may count toward degree requirements and allow qualified students to take advanced courses earlier in their college career. Credit by examination courses do not carry a letter grade and do not impact grade point average. Missouri State does not award credit in transfer for credit by examination granted by another institution. Students must request that original score reports be sent directly to the Office of Admissions to be considered for credit. The Missouri State Credit by Examination policy is subject to change. Please refer to the web site at: www.missouristate.edu/admissions/credbyexam.htm for the complete current policy including minimum scores required for credit.

Credit Hours and Semester System

The unit of credit used at Missouri State is the semester hour. The University follows the early semester system in which the academic year is divided into two instructional semesters with each having approximately 15 weeks of instruction plus a final examination period, and an 8 week summer session. Additional instructional periods such as intersession, blocks, sessions, short, and extended class periods are offered. The amount of credit hours awarded for courses is based upon the instructional time and the type (lecture or lab) of course. Lecture courses meet the equivalent of 50 minutes per week for 15 weeks (or 750 minutes total) for one semester hour of credit. Laboratory and studio courses meet for the equivalent of 100 minutes per week for 15 weeks (or 1500 minutes total) for one semester hour of credit. Courses which include both lecture and laboratory type meetings will utilize the appropriate combination of the above guidelines; as will all courses taken for credit, regardless of length.

College courses taught in a shorter period of time than regular semester courses described in this catalog shall meet the same number of hours for both lecture and laboratories as required if offered on a semester or summer session basis. Laboratory sessions and activity-type courses which are primarily characterized by hands-on, experimental, and skill-building activities shall be in session 30 clock hours for each hour of credit. Workshop courses may vary, depending on the situation. Some workshops fall into the hands-on, activity-type category while others are structured primarily as lecture classes taught in a more intensive, abbreviated format.

Dean's List

A Dean's list is prepared at the end of each semester listing the names of undergraduate degree-seeking students who earned at least 12 hours of graded credit in the fall or spring semester or 6 hours of graded credit during the summer session, with a semester grade point average of 3.50 or better. Note: Courses taken or graded Pass/Not Pass and audited courses will not count toward the total semester hours required for eligibility.

Declaring or Changing a Major

Majors are initially recorded during the application for admission process. To add a minor or another major or to change major(s) or minor(s) upon being enrolled in classes requires the student to contact the department office of the major or an authorized registration site (i.e. Academic Advisement if currently undecided major wishing to declare a major; COBA is wanting to add a business major/minor; Office of the Registrar if wanting to add a major/minor that does not have admission requirements.)

Students can view their current program of study on their web transcript. Graduate students should consult the Graduate Catalog or the Graduate College Office for information regarding a change of program.

Degree Audits

Degree audits are designed to assist the student, advisor, and University in tracking student progress toward completion of all applicable degree requirements. This degree audit report matches completed, in-progress, and registered courses with all requirements of a specified degree program to determine which requirements have or will be met and which requirements are deficient or not yet completed. The degree audit will then list what is needed to complete the requirement. The degree audit is designed to be used as an advisement tool. Final confirmation of degree requirements is subject to University approval.

All admitted and currently enrolled undergraduate degree seeking students may view their degree audit through the My Information system on the web site provided they have been assigned a Personal Identification Number (PIN).

Degree Program

A degree program consists of a major, a minor (required for non-comprehensive majors under the Bachelor of Arts and Bachelor of Science degrees), and the applicable requirements associated with the degree (see the "General Baccalaureate Degree Requirements" section of this catalog). Students completing multiple majors in the same degree are considered to have only one degree.

Fall 2009: Students must be admitted to a degree program before completing 60 credit hours or will a hold will be placed on their record and they will not be allowed to register. Students are required to complete IDS 110 in their first semester. Students are strongly encouraged to complete: IDS 110/UHC 110, CIS/CSC 101 or CSC 111, COM 115, ENG 110, MTH 130 or higher, and PED 100 within their first 30 hours, and are required to do so prior to earning 60 hours.

Note policy change effective for spring 2010 registrations: Students must be admitted to a degree program before completing *75 credit hours* or will a hold will be placed on their record and they will not be allowed to register. Students are required to complete IDS 110 in their first semester. Students are strongly encouraged to complete: IDS 110/UHC 110, CIS/CSC 101 or CSC 111, COM 115, ENG 110, MTH 130 or higher, and PED 100 within their first 30 hours, and are required to do so prior to earning *75 hours*.

To be admitted to a program of study that has admission requirements, students should first contact their advisor and then the departmental office of the major/minor.

Diploma

The diploma is mailed to students approximately three to four weeks after the end of the semester of graduation. A hold will prevent the release of a student's transcript and diploma. The name used is the name provided by the student on the Intent to Graduate Form.

The diploma lists the degree earned, major(s), and the scholastic honors attained at the end of the semester of graduation. Options within majors and minors are not recorded on the diploma but are on the transcript. Students completing multiple majors in the same degree will only receive one diploma listing all majors.

Reissued diplomas may be ordered by sending a written request and a check or money order payable to Missouri State University in the amount of \$20 to the Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. The written request must include the graduate's name, social security number, date of graduation, mailing address, daytime phone number, signature, and exactly how the name is to be printed on the diploma.

All reissued diplomas and/or certificates produced on or after August 28, 2005, will bear the name Missouri State University.

Dual Enrollment

College. Current students who wish to take courses at other colleges or universities, either while enrolled or between terms, are encouraged to verify transferability of credit with the Office of Admissions prior to enrolling at the other institution. Transfer equivalencies for many Missouri colleges and universities are available at www.missouristate.edu/admissions/collcredit.htm.

High School. Highly qualified high school seniors may be admitted under the precollege enrollment program. See the "Admission" section of this catalog for details.

Enrollment Status

Enrollment status may be reported to external agencies such as the National Student Clearinghouse. Audited classes are excluded when determining enrollment status. For official reporting purposes, Missouri State uses the following definitions:

Full-Time. Undergraduate students carrying 12 or more credit hours and graduate students carrying 9 or more credit hours in the fall or spring semester are considered full-time students. Undergraduate and graduate students carrying 6 or more credit hours during the summer session are considered full-time students.

Half-Time. Undergraduate students carrying 6-11 credit hours and graduate students carrying 5-8 credit hours during a fall or spring semester are considered half-time students. Undergraduate and graduate students carrying 3-5 credit hours during the summer session are considered half-time students.

Less Than Half-Time. Undergraduate students carrying less than 6 credit hours and graduate students carrying less than 5 credit hours during a fall or spring semester are considered less than half-time students. Undergraduate and graduate students carrying less than 3 credit hours during the summer session are considered less than half-time students.

Reduced Course Load Policy

The University complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. These laws mandate that the University provide academic accommodation for students with disabilities.

The purpose of the reduced course load policy is to allow for case-by-case consideration of requests that students with disabilities be considered full-time or half-time when taking a reduced course load due to their disability. Students must petition for this accommodation each academic year. Students obtaining approval under this policy will adhere to the current fee structure of the University, but will be considered full-time or half-time and entitled to all of the services, benefits, rights and privileges of their status. Students must be enrolled in a minimum of 6 credit hours to be approved for full-time status and 3 credit hours to be approved for half-time status.

Reduced course load requests, with supporting documentation, shall be submitted to the Director of Disability Services. Supporting documentation must include a diagnostic evaluation from an appropriate professional that permits evaluation of the current need for accommodation. The Director shall review potential consequences of reduced course load with the student, including slower progress toward graduation, changes in financial aid, and changes in University billing. The Director shall encourage the student to explore potential external consequences of a reduced course load, including changes in vocational rehabilitation funding and federally regulated financial aid.

The Director shall submit the student's request, with supporting documentation, to the Office of the Provost for disposition. If the request is approved, the Office of the Registrar shall ensure that enrollment status is accurately noted on the student's record and accurately reported.

Final Examination Period

A two-hour final examination period is scheduled for each course during the last week of the fall and spring semester. This final examination period is used either for administration of final examinations or for other appropriate course terminating activities. If students must reschedule final exams because of extenuating circumstances or if they have more than three finals on the same day, they must obtain written approval of the academic dean of their major and then of the instructor of the course in advance of the scheduled exam time.

Grade Appeals and Academic Grievances

A student may request that an assigned grade be changed in accordance with the following procedures. **The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.** This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

- A. write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
- B. provide the following information in the letter: name and social security number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College. **A faculty member may not change an F grade to an N grade in those cases in which the student did not follow the proper procedures for dropping the course.**

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

- A. present the appeal first to the faculty member's department head;
- B. then to the college dean;
- C. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
- D. then to the Provost, who may refer the appeal to his/her designee for a hearing and recommendation;
- E. finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy.

Requests for Grade Changes Made After an Extended Period

Appeals for changes in a student's academic record that are not made within one calendar year of receipt of grades must be submitted to the Office of the Provost. Those appeals with documented exceptional circumstances will be considered on a case-by-case basis by the Scholastic Standards and Revision of Records Committee, and the committee will make its recommendation to the Provost.

Grade Re-evaluation Based On Exceptions to University Policy

In those cases in which the grade received by the student is the result of the University policy (e.g., an F resulting from failure to remove an Incomplete grade in the time allowed or failure to officially drop a course) rather than a faculty member's evaluation of performance in a course, the student's written appeal must be directed to the Office of the Provost within one calendar year of receipt of grade(s). Such appeals will be considered by the Scholastic Standards and Revision of Records Committee, and the Committee will make its recommendation to the Provost. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Failure to Satisfy Academic Standards of University, College or Department

The University's colleges and departments have authority to set standards for admission of students to their programs or may deny enrollment for failure to satisfy academic standards or course/program prerequisites, even though no violation of disciplinary standards is involved. Except to the extent that cheating or plagiarism is involved, such standards are beyond the primary scope of this document. The University *Undergraduate Catalog* and/or *Graduate Catalog* and relevant advisement centers or deans' offices should be consulted for academic standards and for the process of requesting a waiver(s) or appeal(s) of a decision(s) involving those standards.

Financial Aid or Scholarships

For disputes related to the awarding or renewal of financial aid or scholarships, the student should consult the Financial Aid Office or the particular college or department under which the award is granted to ascertain the appropriate channel of inquiry. Also the student should obtain a copy of the scholarship eligibility criteria. Such disputes can be referred for appellate review only upon the recommendation of the Vice President for Student Affairs or the Provost or their designee. Where the grounds for denial of a scholarship or financial aid involves academic dishonesty, the matter should follow the procedure described for "Academic Dishonesty by Student Enrolled in a Course."

Grade Point Average

Undergraduate and graduate grade point averages are maintained. A student's Missouri State grade point average is based only on courses completed at Missouri State. A combined grade point average, based on work completed at Missouri State and in transfer, is also maintained by the Office of the Registrar. This combined grade point average is used in determining a student's academic standing and eligibility for graduation and scholastic honors at graduation. Refer to the sections on "Academic Status" and "Scholastic Honors" as well as the individual degree and program descriptions for more details on grade point average requirements.

Grade point average is calculated by dividing the total quality points earned by the total credit hours attempted. The semester grade point average is calculated by dividing the quality points earned for the semester by the credit hours attempted for the semester. See "Grading and the Credit Point System" and "Repeat Policy" sections for more details on grade point average calculation. The grade point average of graduate and postbaccalaureate students is based only on graduate level courses (those numbered 600 and above). If a graduate student enrolls in undergraduate courses, grades earned in those courses will be included in the calculation of the undergraduate grade point average.

Grade Reports

Mid-semester and final grade reports are produced each semester and are available online. While every course is eligible for mid-semester grading, only 100- and 200-level courses are required to have mid semester grades posted.

Grading and the Credit Point System

Grades are awarded to indicate the quality of a student's work and are assigned as follows (point values per credit hour appear in parentheses): **Consistent with the Faculty Senate action of February 14, 2008, the plus/minus grades will be implemented beginning with the Fall 2009 semester.** The following are current grade definitions:

- A (4.00)** **Outstanding work.** Outstanding achievement relative to the level necessary to meet course requirements. Performance was of the highest level. Excellence while meeting course objectives was sustained throughout the course. Not only was the student's performance clearly and significantly above satisfactory, it was also of an independent and creative nature.
- A- (3.70)** **Excellent work.** Excellent achievement relative to the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.
- B+ (3.30)** **Near excellent work.** Achievement was significantly above the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.
- B (3.00)** **Very good work.** Achievement significantly above the level necessary to meet course requirements. Performance was very good, although not of the highest level. Performance was clearly and significantly above satisfactory fulfillment of course requirements (For undergraduates: B = meritorious: For graduates B = adequate).
- B- (2.70)** **Good work.** Achievement at a level just above that necessary to meet course requirements. Performance was notable.
- C+ (2.30)** **Slightly above satisfactory work.** Achievement that meets the course requirements. Performance was slightly more than adequate.
- C (2.00)** **Satisfactory work.** Achievement that meets the course requirements. Performance was adequate, although marginal in quality (For undergraduates: C = adequate: For graduates: C = inadequate).
- C- (1.70)** **Slightly below satisfactory work.** Achievement that barely meets the course requirements. Performance has been slightly below satisfactory and was marginal in quality.
- D+ (1.30)** **Passing work.** Achievement below satisfactory in meeting course requirements. Student demonstrated below satisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.
- D (1.00)** **Minimum passing work.** Achievement barely worthy of credit. Student demonstrated unsatisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.
- F (0.00)** **Failed – no credit.** A failure to meet course requirements. The work of course objectives were either: 1) completed but not at a level of achievement that is worthy of credit, or 2) have not been completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete).
- I (0.00)** **Incomplete.** Grade assigned when due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. (See "Incomplete Grade.")
- AR (0.00)** **Academic Renewal Elected.** Grades removed from GPA calculation.
- EX (0.00)** **Credit By Examination.** Hours passed awarded, no points assigned.
- IP (0.00)** **In-Progress course**
- NP (0.00)** **Not Pass.** Student did not pass the course under the pass/not pass system.
- P (0.00)** **Pass.** Student passed the course under the pass/not pass system.
- V (0.00)** **Visitor.** Student enrolled in and attended the course as an auditor.
- W (0.00)** **Withdrew.** Student withdrew from course without academic penalty.
- XF (0.00)** **Failure due to academic dishonesty**
- Z (0.00)** **Deferred grade.** Assigned only to students enrolled in 600-level or higher courses, restricted to graduate theses, graduate problem courses, or graduate seminars which might not be completed within a semester. If a Z grade is not removed within two calendar years, it will become a "W".

Graduation

All students must inform the University of their intent to graduate before or early in the semester of graduation. Students may submit their Intent to Graduate online through My Information System. More information is available at www.missouristate.edu/commencement.

Hold

A hold may be placed on a student's record for a variety of reasons such as an unpaid bill or fine, failure to return books or equipment, or failure to be admitted to a degree program within the specified time limit. Most holds will prevent a student from registering for upcoming semesters and the release of a student's transcript and diploma. A complete listing of hold code definitions and office contact information is available online at www.missouristate.edu/registrar.

Incomplete Grade

In each instance where an Incomplete (I) grade is assigned, the instructor of the course shall, at the end of the semester in which the I grade is given, indicate on the Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the appropriate department office, one copy must be given to the student, and one copy must be retained by the instructor. If a student needs to repeat a course or a significant portion of a course, a "W" or "F" should be assigned according to regulations governing the assignments of such grades. A "W" grade can only be assigned if the student has officially dropped the course within the semester deadlines.

An I grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, otherwise the I grade automatically becomes an "F" grade. An extension of the time limit to remove an "I" grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the department head for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form online or send a Form to the Office of the Registrar for processing. The grade may be changed from an "I" grade or from an "F" grade to the appropriate grade earned. Any student (undergraduate or graduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework at Missouri State to remove any "I" grades pending at the time of mobilization or received as a result of mobilization.

Graduating Seniors must remove I grades before the beginning of the final semester of enrollment unless an extension has been granted. I grades assigned in any semester immediately preceding graduation must be removed by May 1 for spring graduation, July 15 for summer graduation, and December 1 for fall graduation. I grades assigned during the semester of graduation should be removed prior to mid-semester of the following semester. Failure to meet this deadline will result in the official date of graduation being delayed to a later semester.

Instructor Drop

If a student who has not attended class at all or has had sporadic attendance whereby negatively affecting the student's ability to succeed in the class, and has not informed the instructor or the departmental office of the intent to remain in the course, the instructor may institute proceedings to drop the student from the class. A faculty member may not institute drop proceedings after the deadline to drop a course. **A student cannot drop a course merely by not attending classes.** The student who is dropped by the instructor will be notified of such action by the Office of the Registrar.

Intersession

Intersession classes are considered to be part of the following semester for purposes of admission, financial aid, registration, grading, scholastic action, and graduation. Fall Intersession is part of the Fall semester; Winter Intersession is part of the Spring semester; and Summer Intersession is part of the Summer Session.

Name Change

Students are required to provide their official legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests for applicants, current, and former students must be submitted in writing to the Office of the Registrar and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: the Office of the Registrar, Room 320 Carrington Hall, Missouri State University, 901 S. National, Springfield, MO 65897.

Documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States. Other forms of documentation may be considered on a case-by-case basis. When academic records are maintained on microfilm, the student's name cannot be updated on the microfilm. Students who attended Missouri State University before 1985 have microfilm records. A name change form is available on our web site at: www.missouristate.edu/registrar/name_change.pdf.

Student Name on Diploma and University Certificates

The student name listed on a diploma or certificate must match the official name on file at the University, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name. Students indicate the desired diploma name on the Intent to Graduate form (undergraduate students) or Application for Graduation form (graduates students); and the certificate name on the Notification of Completion form. If you have any questions regarding changing your name, please contact the Office of the Registrar at (417) 836-5520 or send an email to registrar@missouristate.edu.

Overload Permission

Permission must be obtained for hours taken over the maximum allowed as per the student's level. Courses for which a student is enrolled on an audit basis are counted in hours for an overload.

Undergraduate Students:

Maximum*: 18 hours for fall or spring semesters. Maximum of 10 hours for summer sessions Upon the recommendation of their advisors, students who have a 3.00 or higher GPA for a semester in which a minimum of 15 hours is carried may request permission for an overload from the dean of their college.

Obtain overload permission from: Dean of college of student's major. If major is undecided, then Associate Provost for Student Development and Public Affairs.

Graduate Students:

Maximum*: 16 hours for fall or spring semesters. Maximum of 10 hours per summer sessions. Also, Postbaccalaureate students (excluding those seeking teacher certification) may not enroll in more than nine total hours of graduate-level courses including completed, in-progress, and registered without permission from the Dean of the Graduate College.

Obtain overload permission from: Dean of the Graduate College.

Precollege Students:

Maximum*: Nine hours for fall or spring semesters; six hours for summer semester.

Obtain overload permission from: If enrolled in the high school based (dual credit) Program, obtain permission from The Extended Campus. If enrolled in the campus based (dual enrollment), obtain permission from the Associate Provost for Student Development and Public Affairs.

* Hours for fall include fall intersession; hours for spring include winter intersession; hours for summer include summer intersession

Pass/Not Pass Regulations

The Pass/Not Pass option is intended to provide students an opportunity to pursue specialized or outside interests without penalty or reduction of grade point average. It allows students a greater degree of participation in those courses than the audit system permits. Students earning a passing grade in courses for which they were enrolled on a Pass/Not Pass basis are given a "P" grade; those failing will receive a grade of "NP". Pass and Not Pass grades are not used in calculating grade point averages. To place a course on Pass/Not Pass, students must complete a form in the Office of the Registrar, Carrington Hall 320, anytime prior to the "W" grade deadline for that course.

Caution: Prerequisite requirements of other courses may not be met with a course completed on a Pass/Not Pass basis. The decision to take a course on a Pass/Not Pass basis cannot be reversed.

Students may take courses on a Pass/Not Pass basis under the following conditions:

- A. Courses taken under the Pass/Not Pass option cannot be used to satisfy general education, major, minor, professional education, or specific degree requirements.
- B. Honors classes cannot be taken on a Pass/Not Pass basis.
- C. The Pass/Not Pass option is not available to repeat courses in which the student earned a D or F grade prior to Fall 2009.
- D. The Pass/Not Pass option is not available to graduate students for graduate-level courses (600 or above). Departments may elect to offer certain non-didactic graduate courses (e.g., readings, special problems, independent study, clinical internships, research and thesis) on a Pass/Not Pass only basis.
- E. Courses which are graded Pass/Not Pass only are exempt from the limitations otherwise imposed upon students by Pass/Not Pass regulations.

Prerequisites

The student is responsible for having the appropriate prerequisites prior to enrollment in a course. Prerequisites are indicated in the University Catalog and the web class schedule and will be enforced at the time of registration. If any academic department determines that a student does not have the appropriate prerequisites for a course, registration for the course *may* be cancelled either prior to or after classes begin. Any questions concerning the prerequisites should be answered by consulting the current catalog or by contacting the academic department offering the course.

Registration

The University allows currently enrolled, admitted, and readmitted/reinstated students to register well in advance of the beginning of each semester. Students can check their registration status online. New students are informed of registration opportunities with admission materials. Mail and fax registration is available to evening and graduate students through the Adult/Commuter Student Services, The Extended Campus.

Students who are in good academic standing and plan to return under the same classification may be able to register without applying for readmission. Students on academic probation will be required to have advisement prior to enrolling. Students indebted to the University are not permitted to register for any succeeding semester or summer term until the indebtedness has been paid.

Students are not permitted to attend classes unless they are officially enrolled in those classes. Students whose names do not appear on the instructor's official class list should contact the Office of the Registrar.

Once enrolled, students are required to withdraw from their courses if they will not be able to attend. Failure to do so will result in failing grades and continued financial obligations. See "Withdrawal Policies and Procedures" section.

Repeat Policy

A student may repeat any of the courses that he or she has taken at Missouri State University. All attempts at the course and the grades earned (including those resulting in W, I, and Z) appear on the transcript. The grade from the most recent attempt at the course (though not an W, I, or Z) will be the one that counts in GPA calculations. For example, if a student takes the course four times and gets a D, B, C, and W, in that order, then the C would be their official grade that would be used when calculating the student's grade point average. Also, a course that has been repeated will only be counted once in the student's total credit hours earned.

The repeat policy is applicable to transfer credit as well as credit earned at Missouri State. For example, if a student earns a C in a course at Missouri State and repeats an equivalent course at another institution, the C (D) will be removed from the calculation of the Missouri State GPA. The transfer grade, however, will be included only in the transfer and combined grade point averages. See Grade Equivalencies in the "Transfer Credit Policy" section of the catalog for further information.

Students should also be aware that even though a course prefix, number, and/or title changes, it is still considered the same course for repeat policy purposes. The Office of the Registrar maintains the complete listing of course prefix and number changes and should be contacted for such questions.

Students should also be aware that many graduate and professional schools recalculate GPAs taking into account every grade that appears on a transcript.

Students who are receiving financial aid must consider the impact of repeating classes on their eligibility for financial aid for future semesters. While repeated courses are counted when determining a student's enrollment status and annual satisfactory progress, students who fail to progress toward graduation (i.e., by increasing total hours earned) may exhaust their aid eligibility prior to graduation.

Scholastic Honors

Special distinction is awarded to students who demonstrate high scholarship in completing a baccalaureate degree. Honors are conferred according to the requirements in effect at the time of admission into the University (or at time of readmission if the student was not enrolled for more than one calendar year).

Missouri State credit hours and grade point average include courses taken at the West Plains Campus prior to fall 1995. Courses taken at the West Plains Campus fall 1995 and after are considered to be transfer credit.

Requirements to be met for students admitted to the University fall 2004 and beyond:

- A. Completion of 60 undergraduate credit hours at Missouri State, and
- B. a Missouri State grade point average of 3.50 or better, and
- C. a combined (Missouri State and transfer) grade point average of 3.50 or better.

Honors will then be granted based on the lower grade point average of either Missouri State or combined as follows:

- GPA of 3.50 -3.74 — Cum Laude
- GPA of 3.75 - 3.89 — Magna Cum Laude
- GPA of 3.90 - 4.00 — Summa Cum Laude

Requirements to be met for students admitted to the University fall 1992 through summer 2004:

- A. Completion of 60 undergraduate credit hours at Missouri State, and
- B. a Missouri State grade point average of 3.40 or better, and
- C. a combined (Missouri State and transfer) grade point average of 3.40 or better.

Honors will then be granted based on the lower grade point average of either Missouri State or combined as follows:

- GPA of 3.40 -3.74 — Cum Laude
- GPA of 3.75 - 3.89 — Magna Cum Laude
- GPA of 3.90 - 4.00 — Summa Cum Laude

Students who meet the above GPA criteria at the close of the semester immediately preceding their final semester of college work shall be honored at commencement ceremonies. The final eligibility of students for scholarship honors shall be determined on the basis of their credit hour totals and grade point average(s) at the end of the semester of graduation. Students who qualify for scholarship honors shall have those honors entered on their academic record and printed on their diploma.

Questions concerning eligibility for scholastic honors should be directed to the Office of the Registrar, Carrington Hall 320, (417) 836-5520. Refer to "Dean's List" section for further information regarding scholastic honors.

Senior Permission for Graduate Credit

Missouri State seniors and visiting degree-seeking seniors from another institution who are classified as non-degree seeking while at Missouri State, may be permitted to take 600-level or higher courses for graduate credit during the last two semesters of a baccalaureate program upon the recommendation of the head of the department in which the course is offered and approval of the Graduate College. To be eligible, students must have a GPA of at least 3.00 on the last 60 hours of undergraduate course work. Eligible students are limited to a maximum of 9 credit hours of graduate level courses and a maximum of 15 credit hours of graduate and undergraduate courses combined during a semester. A maximum of 12 credit hours of graduate credit may be earned by Senior Permission. Courses completed for graduate credit under Senior Permission cannot be applied toward the undergraduate degree. Graduate credit earned under Senior Permission may be applied toward a graduate degree contingent upon approval of the graduate program department head and the Dean of the Graduate College. Senior Permission forms are available in the Graduate College, Carrington Hall 306 and must be completed and submitted at the time of registration.

Requesting a Transcript from Missouri State University to be Sent Elsewhere

Definition and Description

A transcript is a chronological listing of the student's academic record at Missouri State University printed on safety paper. An official transcript bears the University Seal and is mailed directly to another university or outside agency. If student is to receive the transcript, it is indicated unofficial or placed in a sealed envelope and may not be considered official by some agencies and institutions. All students are issued a transcript (stamped "Issued to Student") upon graduation. Additional information regarding transcripts is provided below.

- Transcripts will not reflect a term's GPA calculation and student's academic status until the end of the semester- typically the day after final grades are due.
- Transfer credit is awarded and posted to transcripts only for students who enroll at Missouri State subsequent to completing coursework at other institutions.
- Courses taken through the West Plains Campus prior to fall 1995 appear on this transcript as institution credit.
- Academic probations, suspensions, and disciplinary expulsions are recorded on the transcript.
- For information on how to change your name with the University, please see the Student Name Change Policy.

Fees and Holds

There is no charge for routine and reasonable transcript requests.

A \$20 fee will be charged for transcripts or other documents sent via express or overnight mail within the continental U.S. The \$20 fee must be paid by check or money order made payable to Missouri State University and must accompany the transcript request form. An additional amount may be required when sending items outside of the country. Do not send cash, please.

Transcripts will not be released for students who have a University hold due to a financial-related obligation. Students may view their transcript online any time. Students with a hold may request an unofficial transcript from the Office of the Registrar.

How to Request a Transcript

Transcript requests are typically processed the same day or the following business day upon receiving the request. The University is open Monday-Friday, except for weekends and holidays. If someone other than the student is to request and/or pick up a transcript, that person must have a signed note from the student stating that the student (student name) gives Missouri State authorization to release the transcript to them (their name). The requesting person must also provide the student's photo ID (or a photo copy of the student's ID) and a photo ID of himself or herself. The following options are available for requesting transcripts.

Option 1

Order online (user ID required). If you do not have a user ID or if your transcript request requires special handling conditions such as overnight, fax, or pick-up at the Office of the Registrar, please see Option 2 below. Transcript requests made online by 4:00 p.m. on business days, are generally mailed the following business day.

Option 2

- Print the transcript request form page, either in Microsoft Word or PDF format, available at www.missouristate.edu/registrar/transcripts.html.
- Complete and fax or mail the form to the Office of the Registrar. The fax number and mailing address are at the top of the form.

Option 3

Send a written request to: Transcripts, Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. Please include the following information:

- student's full legal name and any former names
- student's student identification number and date of birth
- last semester of attendance at Missouri State (please indicate if you attended the West Plains campus)
- student's current address including day phone number
- address to which transcript is to be mailed
- student's signature to authorize the release of the transcript

Option 4

Request and pick up transcripts in the Office of the Registrar, Carrington Hall, Room 320, by completing a Transcript Request Form and presenting a photo identification.

Web Transcripts

Web transcripts (unofficial) are available for viewing 24/7 (user ID required). Please call the Office of the Registrar at (417) 836-5520 if you have any questions regarding requesting a transcript.

Transfer Credit Policy

Introduction

Missouri State University welcomes transfer students from other accredited colleges and universities and endorses the “Joint Statement on Transfer and Award of Academic Credit” approved by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the American Association of Community Colleges. Many of the principles of that statement are inherent to this policy. Please refer to the "General Baccalaureate Degree Policies and Requirements" section of this catalog for the transfer policy regarding the catalog of graduation.

Determination of Transferability

Missouri State University awards credit in transfer for undergraduate courses completed at colleges and universities accredited by the following regional accrediting agencies:

- Middle States Association of Colleges and Schools
- Higher Learning Commission (North Central Association of Colleges and Schools)
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

In addition, transfer credit is:

- awarded for regular academic courses taken at institutions accredited by the Accrediting Association of Bible Colleges (AABC). Mission, theology, doctrine, creation science, homiletics, and religious education courses are not accepted. A limited number of Bible courses (i.e., Old Testament, New Testament, Life of Christ, and Life of Paul) that are substantially similar to courses offered at Missouri State may be accepted. Education courses transfer only as general electives. To be accepted, coursework must have been completed at an institution after it received accreditation or during the time it was granted candidacy status for accreditation from one of the above accrediting associations.
- awarded for courses completed at colleges and universities outside of the United States that are accredited or approved by the Ministry of Education (or other appropriate governmental agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers, National Association of Foreign Student Advisors, and selected other professional organizations and agencies that evaluate foreign educational institutions.
- generally *not* awarded for courses completed at institutions not accredited or approved as indicated above. Exceptions must be approved on a course-by-course basis by the head of the department through which each similar course is offered and by the dean of the department's college. In the case of courses that may be applicable to general education requirements at Missouri State but that do not have specific equivalents, exceptions must be approved by the Associate Provost for Undergraduate Programs.
- *not* awarded for remedial courses.
- generally *not* awarded toward an undergraduate degree at Missouri State for courses taken for graduate credit at other institutions unless approved by the appropriate academic department head as described in the “Appeal of transferability or course equivalencies” section below.
- *not* awarded for courses in vocational-technical programs or programs not offered at Missouri State (e.g., fire science, dental hygiene, occupational therapy). An exception to this policy exists for students who have an Associate of Science or Associate of Applied Science degree and who wish to pursue a Bachelor of Applied Science (BAS) degree at Missouri State. Refer to the “Degrees/Programs and Requirements” section of this catalog for requirements for the BAS degree.
- awarded and posted to transcripts only for students who enroll at Missouri State subsequent to completing coursework at other institutions.

Graduate Transfer Credit

See the “Graduate College” section of the catalog.

Determination of Course Equivalencies

Initial determinations of transfer credit equivalencies are made by the Missouri State Office of Admissions through a comparison of course descriptions and/or course titles. If substantial similarity exists between a course taken at another institution and a Missouri State course, transfer credit will be awarded for the Missouri State course. If substantial similarity does not exist, but the course is in a subject matter taught at Missouri State under a specific course prefix, elective credit will be awarded under that prefix (e.g., MTH electives for a mathematics course).

If the content of a course includes subject matter offered in more than one Missouri State department or if the course description does not provide sufficient information to assign the credit to a specific prefix, general elective credit will be awarded. In some such cases, the course may be designated as applicable to a portion of the Missouri State general education requirement. Elective credits awarded for upper-division courses taken at four-year colleges and universities will be designated as upper-division for transfer purposes (i.e., will apply to the upper-division credit hour requirement for graduation at Missouri State).

Transfer equivalencies are based on current policies and generally reflect course numbers from the Missouri State catalog at the time the evaluation is conducted. Missouri State courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well. Missouri State maintains a transfer course equivalency web site at www.missouristate.edu/transfer. Course equivalencies for most Missouri and many out-of-state institutions are included. Current Missouri State students who plan to take courses at other institutions are encouraged to consult with their advisors and to confirm transferability of such courses prior to enrolling.

Appeal of Transferability or Course Equivalencies

The ultimate authority for transfer of credit rests with the head of the department through which similar courses are offered at Missouri State (except credit for courses taken at non-accredited institutions, which must also be approved by the dean of the department's college). Students who wish to appeal the evaluation or transferability of a course may do so through the appropriate department head. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the other institution's catalog, examples of work). Department heads who wish to approve a revision to a student's transfer credit evaluation must submit a "Change/Preapproval of Transfer Credit Evaluation" form to the Admissions Office.

Students who have taken courses that do not have specific course equivalencies at Missouri State (i.e., do not fall under the authority of a department head) but that are substantially similar to courses in the general education program may appeal to have those courses applied to the general education program. Such appeals should be submitted to the Associate Provost for Undergraduate Education, who also serves as the Missouri State Articulation Officer. Students should be prepared to provide supporting documentation as indicated above.

Credit Hour Equivalencies

Credit is converted to semester hour equivalents. In converting quarter hours to semester hours, a conversion factor of two-thirds is used.

If a course at another institution is offered for fewer credit hours than an equivalent course at Missouri State (e.g., if a three credit hour course at another institution is substantially similar in content to a four credit hour course at Missouri State), the student will be given transfer credit for the equivalent course at Missouri State but only for the number of credit hours earned at the other institution. In such cases, the student may need to take an additional course to fulfill credit hour requirements.

Grade Equivalencies

Transfer grade equivalents will be determined and recorded with the student's transfer credit. Credit will be awarded for courses in which a passing grade was earned. Grades of "F" are included in the calculation of the transfer grade point average.

Transfer grades and grade point averages are assigned on the basis of the Missouri State University grading policy. Through the 2009 summer semester, MSU used a straight A, B, C, D, F grading scale. Effective with the fall 2009 semester, a plus/minus scale will be used. For this reason, plus and minus grades are not transferred for courses taken *prior to* fall 2009 (so, for example, a B+ is converted to a B in calculating transfer grade point average); however, for courses taken at other institutions *during or after* the fall 2009 semester, +'s and -'s will be used in determining transfer grade point average. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used. Courses taken at institutions that use a grading system not comparable to the Missouri State grading system will be evaluated with the transfer grade equivalents of Pass or Not Pass. "Withdraw failing" grades are calculated in a student's transfer grade point average as "F" grades.

Courses for which transfer credit is awarded that are taken at colleges and universities not accredited by a regional accrediting agency or the AABC will be treated as "Pass/Not Pass" courses for grading purposes.

A student's grade point average at Missouri State is based only on courses completed at this institution. A transfer grade point average is carried as part of the student's total record. The Missouri State and transfer grade point average are combined into an overall grade point average to determine academic standing, eligibility for admission to certain programs, graduation and honors, as described in this catalog.

Repeating Courses

As indicated in the repeat policy section of the catalog, the repeat policy is changing for the fall 2009 semester. For courses taken prior to fall 2009, students were only allowed to repeat courses in which they earned a grade of D or F. The second grade replaced the first grade in the calculation of grade point average. Beginning with courses taken during or after the fall 2009 semester, students may repeat any course with no limit on the number of repetitions. Only the final grade will be used in the calculation of the student's grade point average. These same policies will be applied to transfer credit based on when courses were taken.

Transfer of Credit to Professional Programs

A maximum of thirty hours of transfer credit will be awarded to students in the Bachelor of Science in Nursing program who have completed RN training in a school of nursing at the time they are admitted to the program by the Department of Nursing. Similar policies exist for the transfer of credit for professional training in medical technology, radiography, and respiratory therapy for students in these programs, as described in this catalog.

Transfer of General Education Requirements

Missouri State adheres to the guidelines set forth in Credit Transfer: Guidelines for Student Transfer and Articulation Among Missouri Colleges and Universities, approved by the Missouri Coordinating Board for Higher Education (CBHE) in June 2000. Under these guidelines, students who transfer from Missouri public colleges and universities and Missouri private institutions that adhere to these guidelines will be considered as having met the Missouri State lower division general education requirements if they complete:

- an Associate of Arts (AA) degree; or,
- the Missouri 42-hour general education core. In accordance with statewide articulation agreement, the student is exempt from the Missouri State University 42-hour core.
- the designated general education program at the other institution, provided that the institution certifies the student's completion of that program.

Missouri State will also honor an AA degree from any regionally accredited college or university, including private institutions in Missouri and public and private institutions in other states. Students with an AA degree from such an institution will be exempt from the Missouri State lower division general education requirements. This is a policy of Missouri State and may not be recognized by other institutions to which a student may subsequently transfer. Students are not exempt from Missouri Constitution Study Requirement (Senate Bill No. 4) described in the fourth paragraph below.

Students with a two-year degree other than an AA (for example, an Associate of Science or an Associate of Applied Science) are not exempt from Missouri State general education requirements on the basis of their degrees unless approved for an exception by the Associate Provost for Undergraduate Education. Such students will receive a course-by-course evaluation of their transfer credit that will indicate applicability of their courses to Missouri State general education requirements.

Students who have a bachelor's degree from a college or university accredited by one of the regional accrediting agencies referenced above, and who wish to pursue an additional undergraduate degree will be exempt from all general education requirements at Missouri State but not the Constitution Study Requirement (Senate Bill No. 4). See following paragraph.

Students who have completed or been exempted from the general education requirements by any of the provisions listed above are not exempt from specific course requirements for their majors, even if those courses may be used to satisfy general education requirements at Missouri State. Such students are also not exempt from the Missouri Senate Bill No. 4, 1947 (Mo. Rev. St. Sec 170.011) requirement, which provides that students must be "given regular courses of instruction in the Constitution of the United States and the State of Missouri, and in American history including the study of American institutions." Students who have been awarded an Associate of Arts or bachelor's degree from a Missouri public college or university will be considered to have met this requirement. Other students who have had a course in American history or American government will meet this requirement with completion of PLS 103 at Missouri State. Students who have not had a course in either American history or American government will meet this requirement by completion of PLS 101.

Missouri 42-hour General Education Block

Students who are certified by a participating Missouri institution as having completed an approved 42-hour general education block will be considered as having fulfilled the Missouri State 42-hour general education block. To fulfill Missouri State general education requirements, such students will need to complete either HST 121 or HST 122 at Missouri State (unless they took an equivalent course at the other institution). Refer to the "General Education Program and Requirements" section of this catalog for further information.

Transfer of Credit from Two-Year Institutions

Students are generally awarded only lower division credit for courses completed at two-year institutions (community and junior colleges). Departments seldom award upper division credit and typically do so only after the student has completed a validation examination or course at Missouri State.

Professional education courses at Missouri community colleges must be approved by the Missouri Department of Elementary and Secondary Education (DESE) to be acceptable in transfer as specific equivalencies for Missouri State professional education courses required for the Bachelor of Science in Education degree. Such courses that are not approved by DESE may transfer as elective credit. Professional education courses are not accepted in transfer from non-Missouri two-year institutions.

If a direct equivalency is not given by an academic department, but the College of Education decides that substantial similarity exists between a course taken at the community college with the DESE approved education program and a Missouri State University course with respect to MoSTEP competencies, a PEU course code will be assigned to the community college course and used to substitute for the Missouri State University course in a given undergraduate education degree program.

Transfer Credit Limit

No limit exists on the number of credits that may be transferred from other institutions; however, students must meet the minimum residence and upper division requirements in effect at Missouri State to receive a degree, as described in this catalog.

Transfer of Dual Credit Courses

Courses taken for dual credit (courses for which students receive both high school and college credit) are evaluated in the same manner as traditional courses offered by the institution through which they are taken. No limit exists on the number of transfer credit hours that will be awarded for dual credit courses.

Credit for Experiential Learning

Credit is not awarded for experiential learning unless validated through the credit by examination provisions referenced above.

Credit for Military Education

Missouri State grants credit for armed service education and training according to the recommendations of the American Council on Education as stated in "A Guide to the Evaluation of Education Experiences in the Armed Services." Credit is generally not awarded for occupational training. Credit will also be given for most Defense Activity for Non-Traditional Education Support (DANTES) education programs. Veterans should file copies of their DANTES transcripts with the Office of Admissions.

Students having additional courses on the Community College of the Air Force (CCAF), Army/American Council on Education Registry Transcript System (AARTS), the Sailor/Marine/ACE Registry Transcript (SMART) transcript, or the U.S. Coast Guard Institute should request an official copy be sent directly to the Office of Admissions for evaluation. Students who do not have any of the transcripts listed above should file copies of their service records (Form DD-214) with Veteran Services. Military credit courses do not carry a letter grade and do not impact grade point average.

Credit for Correspondence Courses

Credit is granted for correspondence courses taken through accredited colleges and universities according to the same guidelines described above. Students who wish to apply correspondence credit for educational methods courses toward a Bachelor of Science in Education degree must have written permission from the Dean of the College of Education.

Authority for Policy and Right of Appeal

The Academic Council approved this policy in April 2001. The Office of Admissions has the primary responsibility for administration of the policy. In accordance with CBHE guidelines, students have the right to appeal decisions regarding transfer of credit. Students with questions regarding initial determinations of transferability or course equivalencies are encouraged to contact the Office of Admissions for clarification or guidance. Initial appeals of transferability or course equivalency decisions may be submitted as outlined under the "Appeal of transferability or course equivalencies" section of this policy. Students who believe they have been treated unfairly through this level of appeal are encouraged to contact the Missouri State University Articulation Officer (Associate Provost for Undergraduate Education). The final level of appeal within the institution is the Provost. Students from Missouri public institutions have the right of further appeal as outlined in Credit Transfer: Guidelines for Student Transfer and Articulation Among Missouri Colleges and Universities. A copy of this policy is available from the Office of Admissions, the Office of the Provost, or the Articulation Officer. The policy is subject to revision.

Withdrawal Policies and Procedures

Students may withdraw from one or more of their courses online, or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776) Students who drop *all* their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the "Academic Calendar" on the web for specific deadline dates. The following is important information for students who withdraw from all of their classes during a semester:

Financial Aid. Recipients of financial aid, scholarships, or short-term loans for payment of fees or expenses for the semester of withdrawal must be approved by the Financial Aid Office before they will be allowed to complete the withdrawal process. Such students may also be required to participate in an exit interview.

Grades. Assignment of grades for withdrawing students are made on the basis of current grading policies detailed in the "Change of Schedule" section of this catalog. Deadlines are available at <http://calendar.missouristate.edu/>.

Meal Plans. Contact the Dining Services Office, Plaster Student Union 213, regarding their refund policy for meal plans which are independent of a housing contract.

Parking. Parking permits must be returned to the Parking Administration Office, 700 E. Elm, by students who wish to receive a refund of the parking permit fee. Full refunds are issued for withdrawals processed through the second week of the semester, 50 percent refunds are issued for withdrawals processed from the third through the ninth weeks of the semester, and no refunds are issued after the ninth week.

Refunds. Refunds are credited to a student's account according to the policy indicated in the "Costs and fees" section of this catalog. Refunds will be issued by the Financial Services Office approximately four to six weeks following the withdrawal. Prior to issuing a refund check, the office will deduct any outstanding financial obligation to the University from the refund amount. Refunds will be mailed to the permanent address of the student on file at the time the refund is issued. If a student withdraws from the University with outstanding financial obligations, the student's transcript will not be released and the student will not be permitted to enroll for a future semester until the obligation is satisfied. For questions concerning financial obligations, please contact the Financial Services Office, Carrington Hall 113.

Residence Halls. Students living in University housing must terminate their housing contract and vacate their room or apartment within 24 hours of the date of the withdrawal. For information, contact the Office of Residence Life and Services.

Veterans. Recipients of veterans benefits must report withdrawals to the Veterans Certifying Official, Office of the Registrar, Carrington Hall 320.

ZipCard. Students who have a ZipCard Debit Account must complete a ZipCard Debit Account Withdrawal form which is available at the ZipCard Office, Plaster Student Union room 128, (417) 836-8409. This form will cancel the account and authorize a refund of the account balance.

Withdrawal Policy for Students Mobilized for Active Military Duty

Withdrawal Procedure

Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of the Registrar, Carrington 320, or writing a letter of withdrawal, the University shall accept notification from the student or a family member. The Office of the Registrar will verify all notifications.

Refunds

- Students will receive 100% of their tuition & fees when they officially withdraw from one or more classes due to required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the Financial Aid office for more information. Students drawing VA educational benefits should contact Veterans Certifying Official of their withdrawal and orders to report to duty.

- Graduate students who do not have assistantships and withdraw will be refunded 100% of their incidental fees.
- For those graduate students who have assistantships and withdraw, the unpaid balance of the stipend will be returned to the assistantship budget.
- Students shall receive a full refund for textbooks purchased at the University Bookstore and parking permits.
- The housing refund will be prorated based on the actual number of days room and board was used.

Grading of Officially Processed Drops or Withdrawals

- Students who withdraw before a semester begins or during the first week of classes shall not receive a W or any grade on their transcript.
 - Students withdrawing the second week of classes through the automatic “W” grade deadline (9th week) shall receive an “W” grade for each class in which they are enrolled in, except for completed intersession or first block courses.
 - Students withdrawing or dropping individual classes after the automatic “W” grade deadline (9th week) shall receive an “W”.
- Should students be mobilized at such a point in the semester that the course instructor believes that they have completed a majority of the material in their class, the instructor may assign a passing grade or initiate an “I” grade. Students will receive a 100% refund only for those classes that are officially processed as a withdrawal.

Degree Program, Admission to

Any undergraduate student who re-enrolls within one year of being released from military assignment shall be allowed to continue under the same “catalog of graduation.” Any undergraduate student who had been admitted to a degree program or any graduate student with an approved program of study prior to mobilization and who re-enrolls within one year of being released from military assignment shall not be subject to any additional degree requirements enacted in the interim.

Incomplete Grades, Removal of

Any student (undergraduate or graduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework to remove any “I” grades pending at the time of mobilization or received as a result of mobilization.

General Education Program and Requirements

209 Carrington Hall, Phone: (417) 836-4589, Fax: (417) 836-8432

Web Site: <http://www.missouristate.edu/generaleducation>

Administrator: Associate Provost for Undergraduate Education, Professor John C. Catau, Ph.D.

General Information

The General Education Program of the University is administered by the Associate Provost for Undergraduate Education. Appeals for exceptions to the General Education Program and/or requirements should be made to the Associate Provost for Undergraduate Education. Students who are unsatisfied with the Associate Provost's decision may appeal to the Office of the Provost. Such appeals will be considered by the Degrees Committee.

The Aim and Goals of General Education

The Aim of General Education

The aim of General Education at Missouri State University is to develop people capable of making thoughtful choices that lead to creative and productive lives and to responsible participation in society.

The Goals for Learning in General Education

General Education is that portion of the curriculum in which the University directly addresses the knowledge, skills, habits, and dispositions of educated persons. General Education at Missouri State provides for learning that educated persons will use throughout their lives in their many roles and communities. To prepare students for a lifetime of important choices, General Education has at least the following goals for learning:

Part One: Intellectual Abilities and Dispositions

Improving our ability to make important choices involves attention to the intellectual skills, habits, and dispositions which help to guide such choices. General Education has as a goal of student learning the development of the following:

- A. Conceptual and Practical Understanding of Modes of Learning, Problem-Solving, and Creative Inquiry
- B. Information-Gathering, Reasoning, and Synthesizing Abilities
 1. Skill in formulating questions and in setting goals for inquiry

2. Knowing how and when to make generalizations and value judgements
3. Skill in generating and evaluating observations and evidence
4. Skill in making deductive inferences
5. Ability to use relevant quantitative methods
- C. Reflective, Creative, and Critical Dispositions
 1. Striving to be well-informed and open-minded
 2. Looking for multiple possibilities and being able to deal with ambiguity
 3. Striving to achieve one's best with persistence and imagination
 4. Willingness to make choices and to evaluate those choices
 5. Intellectual self-awareness: being conscious of one's own thinking process, including the cultural and social contexts of that thinking
- D. Communication Skills
 1. Writing and speaking with clarity and precision for diverse audiences
 2. Making use of computers and other technological tools
 3. Interpreting and communicating visual information

Part Two: Knowledge and Understanding

Developing educated people requires intensive study in many areas of inquiry as well as interdisciplinary explorations. The process involves different modes of scholarly discourse and methods of inquiry that have evolved in various fields of study. General Education provides students with an opportunity to perceive ways of linking the various areas of inquiry; in this way they can make creative and responsible connections not only among all of their general education courses but also among major, minor, and elective courses as well as with co-curricular educational opportunities in the larger university community. The categories listed below should not be regarded as separate