

Chapter 3: Academic Information

Prior to the first printing of this handbook in 1997, a referral resource for academic advisors did not exist. The University's website was under construction, so we relied heavily on the undergraduate catalog designed for students as our main resource for advisors. Other information was passed on, much like an oral history, from one academic advisor to the next.

In its third major rewrite, we sought input from advisors who have used the past editions of this handbook. We were told that advisors:

- Don't want to hunt for information in several places.
- Don't want to "decode" what they read.
- Do want correct, up-to-date information compiled for the purpose of supporting academic advisement.
- Do want a resource that can be utilized in print form and as an online resource.

Some topics are grouped because they relate to one another, for example a student who has a question about a prerequisite may also wonder how to get permission to waive that prerequisite. Other topics seem to stand on their own, like reinstatement. An alphabetical index has been provided to assist advisors looking for very specific information. If the information was taken from a website or the undergraduate catalog, the original source has been cited in a way that will facilitate further research.

As you use this chapter of the handbook, please feel free to pass on suggestions for additional topics or formatting to a member of the Academic Advisement Center team. It is our goal to provide a useful resource.

Admission to Degree Programs

What Changes have been made to the Admission to Degree Programs?

- For majors without admission to degree program requirements, students will be “admitted” to a program upon declaring that program or at time of University admission. These students will have a catalog year for their major and minor requirements, general education, general baccalaureate degree requirements, scholastic honors requirements, and other specific degree requirements.
- For majors (e.g. COBA, Nursing, Communication, etc.) that have admission to degree program requirements, the students will be assigned to a “pre-major” code until they have satisfied the program’s admission requirements.
- Beginning with registration for spring 2010, students will have a hold if they have earned 75 (instead of the current 60) hours and still have not declared a major.
- Since some students can be admitted to their degree program upon University admission, the basic required courses in general education will no longer be enforced. Instead we will require students to complete these classes prior to completing 75 hours.

Why Should Students Be Admitted into a Degree Program?

- As degree-seeking students, it is important to be admitted into a program of study because it “locks in” the requirements that are in place at the time. If the department decides to change the requirements needed to obtain a particular degree, such as add another required class in order to graduate, that particular requirement would not apply to students who are already admitted into their programs and are not absent from the University for more than one calendar year at a time. Students who are absent for more than one calendar year must reapply for admission to a degree program under the requirements in effect at the time. The only exception to this policy is with students who are pursuing a Bachelor of Science in Education—these students are subject to the State of Missouri’s certification requirements at the time of their graduation.
- Admission to the University does not guarantee admission to a specific degree program. Some programs have established admission requirements to limit enrollment or meet professional standards. Students not able to meet the admission requirements for these programs need to redirect their efforts in order to complete an obtainable program in a reasonable amount of time.

What are the Consequences of not Being Admitted into a Degree Program?

- If a student is not admitted into a degree program by the completion of 75 hours, a hold will be issued preventing the student from registering for the following semester without obtaining appropriate signatures and submitting a Temporary Clearance form to the Office of the Registrar.
- There are two types of holds: DG and DX. DG hold is issued when a student has completed 75-89 hours and can be temporarily cleared by the academic department of the major. A DX hold is issued when a student has completed more than 90 hours and can only be temporarily cleared by an Academic Dean. Note: Beginning with registration for spring 2010, students will have a hold if they have earned 75 (instead of the previous 60) hours and still have not declared a major.

For more information, contact the website:

<http://www.missouristate.edu/registrar/degreeprogram.html> or [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations](#) > Degree Program or the current undergraduate catalog (see “Degree Programs and Requirements” in the index).

Baccalaureate Degree Requirements

General Baccalaureate Degree Requirements

Multiple Use of Courses

- Courses may be counted toward meeting the requirements in more than one area (major and minor, two majors, major and general education requirements, etc.) unless specifically prohibited by the academic departments and stated in the catalog.
- Courses completed for graduate credit cannot be applied toward an undergraduate degree program, nor can courses taken for undergraduate credit be applied toward a graduate degree program.

Subsequent Undergraduate Degree

Definition of subsequent undergraduate degree: A student who returns or transfers to the University to obtain a subsequent undergraduate degree after being awarded the first degree. Students whose first baccalaureate degree was from Missouri State or another regionally accredited college or university will be considered to have met all General Education requirements.

- Major/Minor Requirements. Such students must satisfy all requirements for a major that is in a different field of study from the major in the first degree. If the major in the second degree requires a minor, that minor may not be in the same field of study as the major or minor in the first degree.
- Specific Degree Requirements and General Baccalaureate Degree Requirements. Such students must satisfy all specific degree requirements and all general baccalaureate degree requirements.

Teacher Certification

A Bachelor of Science in Education degree may be granted without a recommendation for a teaching certificate if the graduate does not present evidence of good moral character as determined by the Professional Education Committee.

Time Limit

Credit for courses completed in the major more than eight years before the student's date of graduation *may* be disallowed by the major department.

Catalogs of Graduation

The following catalog requirements shall be met by students pursuing a bachelor's degree:

1. Catalog requirements in effect upon initial enrollment as a degree-seeking student for:
 - General Education
 - General Baccalaureate Degree Requirements
 - Scholastic Honors
2. Catalog requirements in effect upon official admission into each major and minor for those majors/minors and applicable specific degree requirements.
3. Current Missouri State teacher certification requirements in effect at the time of graduation for students completing a bachelor of science in education degree.
4. Current catalog requirements for all other academic policies and regulations.

Note: Students shall remain in the above catalog requirements for as long as they are enrolled at Missouri State. Students who do not enroll at Missouri State for more than one calendar year will no longer be admitted in their degree program and will be required to follow new catalog requirements as indicated above.

Exceptions: Any undergraduate student who re-enrolls at Missouri State 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.

Transfer students from Missouri public colleges and universities may follow the general education requirements in effect at Missouri State when they first enrolled (or re-enrolled after an absence of one calendar year or more) as degree seeking students at the institutions from which they transferred. The general education catalog year for these students will be established at the point of admission on the basis of this policy. Students who elect instead to follow the general education requirements in effect during their first semester may do so by notifying the Office of the Registrar.

Constitution Study

Students may not graduate without complying with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011), which provides that students must be “given regular courses of instruction in the Constitution of the United States and of the State of Missouri, and in American history including the study of American institutions.”

- Students may meet this requirement by completing the American Studies requirements under general education.
- Transfer students who have had a course in American government (PLS 101) that did not include a study of the Missouri constitution must enroll in PLS 103.

Credits and Grade Point Average

All candidates for any baccalaureate degree must meet the following minimum credits and grade point average requirements:

1. Completed a total of at least 125 semester hours of credit.
2. Completed 40 hours of upper-division courses (upper-division courses are numbered 300 or above).
3. Attained at least a 2.00 GPA on all courses attempted at Missouri State.
4. Attained at least a 2.00 GPA on all college courses attempted both at Missouri State and in transfer.
5. Attained at least a 2.00 GPA on all Missouri State and transfer courses used to meet the general education requirements.
6. Attained at least a 2.00 GPA on all courses attempted at Missouri State that are required in the major and all other courses bearing the prefix of the major*.
7. Attained at least a 2.00 GPA on all courses attempted at Missouri State that are required in the minor and all other courses bearing the prefix of the minor*.

Note: Many majors and minors require GPA's higher than the above stated minimums for admission, graduation, or both. Such requirements are listed as a part of the major or minor requirements.

*Excluding those courses which are designated by the departments as not counting toward the major and/or minor.

All information was derived, with minor alterations, from <http://www.missouristate.edu/registrar/genebacc.html> in June 2009. For additional information, see website [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Programs and Requirements > General Baccalaureate Degree Policies and Requirements](#) or the undergraduate catalog (see “Baccalaureate Degree Requirements—General” in the index).

Specific Baccalaureate Degree Requirements and Information

Bachelor of Applied Science

The Bachelor of Applied Science degree provides graduates of Associate Science programs the opportunity to complete a baccalaureate level program and expand their general education and technical core competencies. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements (see “Department of Agriculture” and “Department of Industrial Management” section of catalog)
- Additional course credit to bring the total to at least 125 hours.
- All General Baccalaureate Degree requirements.

Bachelor of Arts

The Bachelor of Arts degree provides graduates with a broad background in the liberal arts. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Specific requirements*:
 1. Language Requirement: All students pursuing a Bachelor of Arts degree must complete a 12 hour language requirement.
 - a. Courses selected within the Department of Modern and Classical Languages. Consult with the department regarding any exceptions or substitutions. There are two options:
 1. Complete the 12 hours in one language.
 2. Complete two 6 hour segments in two different languages.
 - b. American Sign Language (ASL) courses. Consult with the Department of Communication Sciences and Disorders regarding any exceptions or substitutions.
 2. Complete 6 hours in world history (HST 103 and 104)*
 3. Complete 3 hours in philosophy*
 4. Complete 6 hours in Fine Arts**
- Major requirements

*HST 103 or 104 or PHI 115 will also count toward the General Education Culture and Society Humanities Perspective. PHI 105 or PHI 110 may also count toward the General Education Self-Understanding Humanities Perspective.

**See departments of Art and Design; English; Modern and Classical Languages; Health, Physical Education and Recreation; Music; and Theatre and Dance for list of designated courses. Courses used to meet general education requirements may not be used to meet the fine arts requirement on the Bachelor of Arts degree. For a list of courses, review the fine arts section of a student’s degree audit. Note: Students may choose which courses may be used for BA requirements and General Education requirements; contact the Office of the Registrar at 836-5520.

Bachelor of Fine Arts

The Bachelor of Fine Arts degree qualifies a student for professional work and/or graduate study. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements: 72-90 hours
- Additional course credit to bring total to at least: 125 hours
- All General Baccalaureate Degree requirements

Bachelor of Music

The Bachelor of Music degree prepares a student for graduate study, as a performing artist and/or as a private teacher in the field of music. The degree is offered with a comprehensive major. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements: 86-91 hours
- Additional course credit to bring total to at least: 125 hours
- All General Baccalaureate Degree requirements

Bachelor of Music Education

The Bachelor of Music Education degree provides a training program for music teachers. The holder of this degree is normally granted certification to teach in Missouri. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements (see Department of Music in catalog)
Most programs leading to teacher certification require more than the 125 University minimum for graduation. It is the student's responsibility to meet all degree requirements for the Bachelor of Music Education as specified by the Music Department.
- All General Baccalaureate Degree requirements
- All Teacher Education Program requirements

Note: Refer to teacher certification section

Bachelor of Science

The Bachelor of Science degree permits a high degree of specialization in certain fields. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements: not less than 24 hours and a minor not less than 12 hours; or multiple majors; or comprehensive major of not less than 36 hours
- Additional course credits to bring the total to at least: 125 hours
- All General Baccalaureate Degree requirements

Bachelor of Science in Education

The Bachelor of Science in Education provides a training program for teachers. The holder of this degree is normally granted a certificate to teach in Missouri. The candidate for this degree must meet the following requirements.

- General Education requirements: 43-51 hours
- Major requirements (see department of major in catalog)
- Additional course credits to bring the total to at least: 125 hours

Most programs leading to teacher certification require more than the 125 University minimum hours for graduation. It is the student's responsibility to meet all degree requirements for the Bachelor of Science in Education as specified by the department of the major.

- All General Baccalaureate Degree requirements
- All Teacher Education Program requirements

Note: Refer to teacher certification section page 3-3.

Bachelor of Science in Nursing

The Bachelor of Science in Nursing degree prepares registered nurses for increased professional responsibilities and leadership roles in health care. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements (see Department of Nursing section of catalog): 67-81 hours
- Additional course credit to bring total to at least: 125 hours
- All General Baccalaureate Degree requirements

Bachelor of Social Work

The Bachelor of Social Work degree prepares students for beginning generalist social work practice in the human-service field. The candidate for this degree must meet the following requirements:

- General Education requirements: 43-51 hours
- Major requirements (see School of Social Work section of catalog): 63 hours
- Additional course credit to bring total to at least: 125 hours
- All General Baccalaureate Degree requirements

All information was derived, with minor alterations, from <http://www.missouristate.edu/registrar/degrees.html> in June 2009. For additional information, see website [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Programs and Requirements > Degrees/Programs and Requirements](#) or the undergraduate catalog (see “Baccalaureate Degree Requirements” in the index).

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.

Advising a Student Contemplating a Drop

While not required, students sometimes seek the opinion of an advisor before dropping a course. Possible considerations to discuss include:

- Will the student drop below full-time status (12 hours in fall/spring, 6 hours in summer)?
Dropping below full-time status can sometimes affect the student’s living arrangements if living in on-campus housing, health and/or auto insurance if covered by a family policy, financial aid package, and sometimes child support payments. Many students are not aware of these issues, so may be well served by an advisor who brings them up.
- Will dropping a course impact the continuation of a scholarship, military benefits or NCAA-sanctioned sport eligibility?
- Will the course satisfy a degree requirement? If so, how else can this requirement be met if the course is dropped? Is the minimum grade required for the course obtainable?
- Is the course a prerequisite for another required course? Will future course options be limited by dropping now?
- If needed, will this course be offered in a future semester?
- How will dropping this course impact the student’s ability to achieve in remaining courses?
- Is a pattern of dropping courses being established from semester to semester? If so, how will future employers or graduate school admissions officers view this type of record? How will it impact graduation date plans?
- How much will dropping the course cost? While it shouldn’t be a major consideration, it can be expensive to drop a course well into the semester, then be required to take the same course over at a later time and pay full price. The refund schedule can be found through <http://www.missouristate.edu/registrar/costs.htm> or [Missouri State > Registrar > Resources for Students > Costs and Fees](#)

Withdraw

Change of schedule or Add/Drop is in effect when a student wants to change some or all of his or her schedule. If a student wants to **drop all courses from a single semester**, please direct the student to the instructions to **withdraw** found on the following website:

<http://www.missouristate.edu/registrar/withdraw.html> or [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations](#) > Withdrawal Policies and Procedures

Change of Schedule

- All students, *except* those who register through SOAR, may make changes to their schedule online through My Missouri State or in person at an authorized registration center* by completing a Registration Request/Change of Schedule Form & Enrollment Agreement any time after the initial registration and no later than the fifth day after classes begin in the fall and spring and the second day after the summer sessions begin.
- New entering freshmen, who have registered through SOAR, must contact the Academic Advisement Center, University Hall room 109 or (417) 836-5258, for assistance with schedule changes if they wish to change their schedule before the first day of class. From the first day of class and beyond, new entering freshman may make changes to their schedule online.
- While it is good practice to advise a student to discuss potential changes with an academic advisor, no advisor approval is needed for a change online or in person (Except for those students participating in SOAR as noted above).
- Students who are not eligible for the Deferred Payment Plan must pay any increase in fees within **24 hours** or as otherwise specified on the registration invoice. If they do not pay by the deadline, their entire schedule is cancelled (not just the additional hours).
- If the student maintains the same number of hours for which he or she originally registers, fees will not be altered. If a student drops below the original number of hours for which he or she registers, fees will be affected depending on the date of the drop. The Refund Schedule is posted at <http://www.missouristate.edu/registrar/costs.htm> or [Missouri State > Registrar > Resources for Students](#) > Costs and Fees

After the Change of Schedule Period

Adds, drops, and section changes may be processed online through My Missouri State or at any authorized registration center (see list on 3-10). Students must complete a short form and present photo identification. To add a course which requires permission, the student must first obtain permission from the instructor or the department. Students are responsible for ensuring compliance with stated prerequisites.

- **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. To add a course that has not yet begun, students may either add online via My Missouri State or complete a Registration Request/Change of Schedule Form and Enrollment Agreement and take to an authorized registration center* for processing. 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.
- **To drop a course:** Dropping courses may be completed online through My Missouri State or at an authorized registration center*. If the course is dropped after the Change of Schedule Period and prior to the No Penalty Drop Deadline, a grade of "W" will be reported on the transcript. This "W" will not impact the GPA, but will indicate a course was dropped before completed. See Withdrawal Policies and Procedures if student is dropping *all* his/her classes.
- **To change sections:** A section change should be completed during the Change of Schedule period. After the change of schedule period, students should 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 a Registration Request/Change of Schedule Form and Enrollment Agreement form and affix the department signature and stamp. Students should take the completed form and photo identification to an authorized registration center* for processing.

Students are responsible for reviewing their record for accuracy and requesting corrections immediately. Students' schedules and transcripts are available for review online through My Missouri State.

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Dropping Courses After the No Penalty Drop Deadline

The No-Penalty Drop Deadline occurs about two weeks after mid-term grades are released. The exact date can be found each semester on the academic calendar at <http://calendar.missouristate.edu/academic.asp?campus=s> or [Missouri State University > Calendar of Events > Academic Calendar](#). Like any drop, a drop after the No Penalty Drop Deadline may be initiated in any authorized registration center* or online (if eligible). No advisor, departmental, or instructor approval is required, but students are encouraged to discuss their options with the course instructor and their academic advisor. If students do not drop the course online, they must complete a form and present a photo identification. Students will be provided a revised schedule and invoice. No financial refund is issued after the No Penalty Drop Deadline.

If a student chooses to talk with a course instructor prior to dropping after the No-Penalty Drop Deadline, they may want to use a Grade Verification Form to confirm the conversation took place. This form can be printed from http://www.missouristate.edu/registrar/grade_verification.htm or [Missouri State > Registrar > Resources for Students > Grade Verification Form](#). This form will provide documentation of a conversation regarding the grade a student can expect to be reported at the end of a term. There are two grade options for a course dropped after the No Penalty Drop Deadline:

- “W” indicates the student was passing at the time of the drop. It does not impact the GPA calculation.
- “F” indicates the student was failing the course at the time of the drop. It does impact the GPA calculation.

Last Day to Drop

Students may drop courses through the next-to-last week of classes. No drops are to be processed after one week prior to the last day of classes.

Instructor Drop

If a student does not attend class by the second meeting of a semester or summer session, and has not informed the departmental office of the intent to remain in the course, the instructor *may* institute proceedings to drop the student from the class. (This is generally done only when the space is needed for another student.) A faculty member may not institute drop proceedings after the first week of class. **A student cannot drop a course merely by not attending class.** The student who is dropped by the instructor will be notified of such action by the Office of the Registrar.

Exceptions

When extraordinary extenuating circumstances are documented, exceptions to the published policies and deadlines regarding refunds may be considered. Students who wish to appeal must

do so in writing during the semester in which the withdrawal is requested. Students must provide supporting evidence and documentation to the:

Assistant Registrar
Office of the Registrar, CARR 320
Missouri State University
901 S. National
Springfield, MO 65897

Authorized Registration Centers

These offices may process registrations and schedule changes year round (due to conversion to our Banner system, the following list is subject to change).

- University Athletes **must** process registrations/schedule changes in the Achievement Center for Intercollegiate Athletics, Forsythe Athletic Center room 239.
- Evening, Graduate, and Extended University students may process registrations/schedule changes in Adult/Commuter Registration Services, Carrington Hall room 314.
- All other students may process registrations/schedule changes in the Office of the Registrar, Carrington Hall room 320.

Classification

Undergraduate degree-seeking students are classified according to the number of credit hours earned, as follows:

- 0-29 hours= freshmen
- 30-59 hours= sophomores
- 60-89 hours= juniors
- 90 + hours= seniors

Other undergraduate classifications include precollege and nondegree seeking. Graduate classifications include graduate masters, graduate specialist, doctoral, and postbaccalaureate (nondegree seeking).

All information was derived from <http://www.missouristate.edu/registrar/classification.html> in June 2009. For additional information, see website or the undergraduate catalog (see [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations > Classification](#) or "Classification of students" in the index).

Credit by Examination

Missouri State University recognizes four credit by examination programs and grants credit for certain military experiences. College credits earned through these programs may count toward degree requirements and allow qualified students to take advanced courses earlier in their college career. Military credit and 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. Decisions on credit by examination are based upon the policies stated below. Students must request that original score reports be sent directly to the Office of Admissions to be considered for credit.

Credit by Examination information above was copied directly from <http://www.missouristate.edu/admissions/CredByExam.htm> in June 2009.

Advanced Placement (AP)

High schools will sometimes offer more rigorous courses for college bound students. These schools may designate a counselor as a coordinator of the AP options to provide students and their parents with information on these courses. There may also be special criteria for teachers to be designated as AP teachers. There are options for AP credit through independent study for students who are home schooled or those who attend a high school that does not offer AP courses.

It is possible for a student to take a course designed for the purpose of taking a final exam within the AP program, but not pay for or register for the final exam. In that case, the student would receive credit for taking the course to meet high school graduation requirements, but not have the opportunity to receive college credit for the same course. The decision to test for college credit must be made prior to taking the exam—students can not test first, find out the score, then pay for the college credit.

A standardized final exam is given in May of each year. The exam is proctored by the high school to protect academic integrity. Score reports are usually mailed to higher education institutions in mid summer upon the request of the student.

Each university establishes how AP courses will be awarded college credit. A chart of Missouri State University's score requirements and course equivalencies can be found in the undergraduate catalog (see "Advanced Placement (AP)" in the index) or go to: <http://www.missouristate.edu/admissions/advancedplacement.htm> or [Missouri State > Admissions > Transfer Students > Transferring Credit to Missouri State > Credit By Examination > Advanced Placement](#)

Contact Information:

Advanced Placement Exam
PO Box 6671
Princeton, NJ 08541-6671
(609) 771-7300
<http://www.collegeboard.com/student/testing/ap/about.html>

College Level Examination Program (CLEP)

The website for the CLEP exams offers a description of the program at <http://www.collegeboard.com/student/testing/clep/about.html>.

Each university establishes how CLEP courses will be awarded college credit. Missouri State awards credit for selected CLEP Subject Examinations, but does not award credit for CLEP General Examinations. A chart of Missouri State University's score requirements and course equivalencies can be found in the current undergraduate catalog (see "CLEP Credit" in the index) or go to: <http://www.missouristate.edu/admissions/CLEP.htm> or [Missouri State > Admissions > Transfer Students > Transferring Credit to Missouri State > Credit By Examination > College Level Examination Program \(CLEP\)](#)

Contact information:

College Level Examination Program (CLEP)

PO Box 6600

Princeton, NJ 08541

(800) 257-9558

<http://www.collegeboard.com/student/testing/clep/about.html>

International Baccalaureate (IB)

The website for the IB program offers a description of the program to higher education personnel on their website at <http://www.ibo.org/ibna/recognition/slideb.cfm> . The following information was retrieved in June 2009.

The Diploma Programme of the International Baccalaureate (IB) is a demanding pre-university two-year course of study that leads to a set of six final examinations. Designed for highly motivated secondary school students aged 16 to 19, the Diploma Programme incorporates the best elements of many national systems without being based on any particular one.

The goal is to provide students with the opportunities that will enable them to develop sound judgment and values, exercise wise choices, and learn to respect others in the global community. IB was founded in 1968, and since that time has become a symbol of academic integrity and intellectual promise. Students who satisfy the rigorous demands of the Diploma Programme demonstrate a strong commitment to learning – both in terms of the mastery of subject content and in the development of the skills and discipline necessary for post-secondary success. Colleges and universities do well to encourage the enrollment of these able young scholars.

As of 2009, there are over 2,600 IB Diploma Programs worldwide. Eleven of these programs are located in the state of Missouri with the closest being Central High School in the Springfield Public School System.

Each university establishes how IB courses will be awarded college credit. A chart of Missouri State University's score requirements and course equivalencies can be found in the current undergraduate catalog (see "International Baccalaureate Credit" in the index) or go to: <http://www.missouristate.edu/admissions/ibprogramsheets.htm> or [Missouri State](#) > [Admissions](#) > [Transfer Students](#) > [Transferring Credit to Missouri State](#) > [Credit By Examination](#) > International Baccalaureate

Contact information:

International Baccalaureate (IB)

200 Madison Avenue

Suite 2007

New York, NY 10016

(212) 696-4464

<http://www.ibo.org/universities/>

Military Experience

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 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 Missouri State 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), or the Sailor/Marine/ACE Registry Transcript (SMART) should request an official copy be sent directly to the Missouri State 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 Missouri State Veteran Services located in the Office of the Registrar in CARR 320.

This information was copied, with minor edits, from <http://www.missouristate.edu/admissions/credmilitaryedu.htm> in June 2009.

Contact information for transcript request:

AARTS Transcript (Army)

Mail or fax the request form linked from <http://aarts.army.mil>

AARTS Operations Center

415 McPherson Avenue

Ft. Leavenworth, KS 66027-1373

Toll Free: (866) 297-4427

Phone: (913) 684-9480

FAX: (913) 684-2011

DSN: (913) 552-9497

CCAF Transcript (Community College of the Air Force)

Visit your Air Force education center or send a written request that includes your full name or former name if appropriate, social security account number, and the address of the location you want the free transcript to be sent. Your signature is required for release of a transcript. For further information, go to: <http://www.au.af.mil/au/ccaf/>

130 W. Maxwell Blvd.

Maxwell-Gunter AFB AL 36112-6813

SMART Transcript (Navy & Marine Corps)

For a request form, go to: www.navycollege.navy.mil Please note: If separated or retired on or after Jan. 1, 1990, a DD214 is not required. If prior to Jan. 1, 1990, a notarized DD214 is required.

Navy College Center

6490 Saufley Field Rd.

Pensacola, FL 32509-5204

Email: ncc@navy.mil

Toll Free: (877) 253-7122 Phone: (850) 452-1828

FAX: (850) 452-1281 DSN: (850) 922-1281

Departmental Examinations

ACC 201

Some students may have accounting skills and knowledge obtained through on-the-job training, high school course work or community college course work not evaluated as our ACC 201 course. These students may contact the School of Accountancy Office at (417) 836-5414 to discuss the option of receiving credit by examination for ACC 201. The test will take less than two hours to complete. There is no cost and no penalty for taking the exam, however, a student is limited to one attempt. If the minimum score (70% or better) on the exam is achieved, the student is waived the ACC 201 requirement assuming the prerequisites for ACC 201 are satisfied.

Music Theory (MUS 100, 111, 112, 113, 114, 211, 212, 213, & 214)

Some students may have obtained music theory knowledge and/or ear training and sight singing skills through private lessons, high school course work, or college-level course work not evaluated as equivalent to our theory courses. These students may contact the Music Department Office at (417) 836-5648 or Dr. Michael F. Murray, Coordinator of Music Theory, at (417) 836-4250 or MikeMurray@MissouriState.edu to arrange a time and place to take exam(s) that are equivalent to the final exams for each listed course. The exams for MUS 100, 111, 113, 211 and 213 are two hours each, and those for 112, 114, 212 and 214 are one hour each. There is no cost or penalty involved in taking the exam(s). To obtain credit for any of the listed courses, a score of 80% or better on the exam is required.

Students wishing to obtain credit by examination in Music Theory are encouraged to contact the Theory Coordinator for information concerning the scope of material covered on the exams. It should be noted that MUS 111 (Theory I) goes well beyond the fundamentals of music theory that many entering students have learned. Only those students with experience in Roman numeral analysis and writing of four-part harmony should attempt the exam for MUS 111.

MUS Courses, other than Music Theory (MUS 120, 137, 138, 216, 237, 238, 337, & 338)

Students who believe they have experience at the college level in audio technology (MUS 120), piano (MUS 137, 138, 237, 238, 337 & 338), or theatrical voice (MUS 216) may contact the instructor of the course listed in the current class schedule to find out about testing options in these areas.

FRN, GRM & SPN 101-202

Students with foreign language experience (typically one or more years of high school language study, or equivalent) in French, German, or Spanish who wish to place into a course higher than 101 are required to take the Computerized Adaptive Placement Exam (WebCAPE) *prior* to enrolling in language courses. This exam can be accessed through <http://webcape.byuhttrsc.org>. The password is "bears1."

Students must be admitted to Missouri State to take the test. There is no cost for the exam and it can only be taken once. The assessment will cover reading, writing, listening, comprehension, and culture. Students will receive the results when the test is complete, including the course number of the course they may take on this campus. These results can also be accessed by advisors and students through My Missouri State from the "Test Scores" option. If students feel they are "borderline" and want to take a lower level class, they need approval from the department head.

All language students that have been assessed and placed can obtain retroactive credit (up to 9 hours) provided they complete the class they placed into with a grade of B or higher and apply to the department to receive the retroactive credit. Credit will not be automatically granted.

FRN, GRM & SPN 202 and higher and Other Languages

Students with more advanced experience in French, German, or Spanish (native speakers included) and students with experience in languages other than French, German, or Spanish must contact the Department of Modern and Classical Languages for an individualized assessment and placement. All language students that have been assessed and placed can obtain retroactive credit (up to 18 credit hours) provided they complete the class they placed into

with a grade of B or higher and apply to the department to receive the retroactive credit. Credit will not be automatically granted.

CIS/CSC 101 or CSC 111 (Computers for Learning Waiver)

The University realizes that students come to campus with varying levels of experience in working with computers. Students who have a strong computer use background, particularly with Microsoft Word and Excel 2007 applications, may want to take a proficiency examination for the Computers for Learning (CIS/CSC 101, CSC111) component of the General Education Program. Students who receive a satisfactory score on proficiency examinations will be exempt from the requirement but *will not* be awarded credit for the course.

There is no cost or penalty for taking the exam. Students enrolled in CIS/CSC 101 or CSC 111 past the change of schedule period are not eligible to sit for the exam. Students may only take the exam one time. Specific questions should be directed to the Computers for Learning Coordinator, Sue McCrory, at (417) 836-6120 or SueMcCrory@MissouriState.edu.

Complete information, including a description of the topics to appear on the exam and online registration can be found from <http://learning.missouristate.edu/waiver.htm> or [Missouri State University > Computers For Learning > Page Title](#)

FERPA : Understanding & Complying

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the rights of students and the obligations of institutions to ensure the privacy and accuracy of education records. The Act applies to all institutions that receive federal funds administered by the U.S. Secretary of Education (financial aid, veteran benefits, grants, etc.). Institutions found to be in violation could have these federal funds withheld.

Who has FERPA rights?

Students who are currently or were formerly enrolled, regardless of their age or status in regard to parental dependency, have rights under FERPA until their death. Those who have applied but never attended (including those denied admission) do not come under FERPA guidelines.

What rights does FERPA afford students with respect to their education records?

- The right to inspect and review their education records.
- The right to request an amendment to the education records that the student believes are inaccurate or misleading. (The right to challenge grades does not apply unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.)
- The right to limit disclosure of personally identifiable information, including “directory information.”
- The right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures of an institution to comply with the requirements of FERPA.

What are education records?

With certain exceptions, an education record is any record:

“Advising Notes” on My Missouri State are covered by FERPA. If an advisor wants to keep notes of a more personal nature in an effort to more effectively advise a student, he or she may write them in private and should store those notes in a locked desk drawer or on a password -protected computer.

1. from which a student can be personally identified and
2. maintained by the institution.

What are not education records?

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel. Notes made in the presence of others are not sole possession notes and are thus considered an education record.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Records relating to individuals who are employed by the institution (unless employment is contingent upon being a student).
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing such treatment.
- Records of an institution that contain information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.

Who may obtain or have access to a student's education record?

- The individual student
- Whomever the student authorizes by providing the institution with a written release (release must be written, signed and dated and must specify the records to be disclosed and the identity of the recipient). An example of such a release can be found at: <http://www.missouristate.edu/advising/35693.htm>
- Any party requesting directory information (unless the student has a FERPA hold)
- University officials of Missouri State University who have a legitimate educational interest
- Officials of other schools in which a student seeks or intends to enroll or is enrolled
- Parents if parents claim the student as a dependent for tax purposes. The University will exercise this option only on the condition that evidence of such dependency is furnished to the Office of the Registrar and all requests for disclosures are referred to that office
- Persons in connection with a health or safety emergency
- An alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a Disciplinary Proceeding
- Parents regarding alcohol and drug violations of a student under 21 years of age
- As otherwise provided in 20 U.S.C. 1232g(b) and 34 CFR Sec. 99.31

What is Directory Information?

FERPA allows institutions to determine, within established guidelines, the items of information that can be released without the student's consent. This allows institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying degrees earned for employment purposes, providing basic contact information so that students may contact each other, and so on. However, students may request that this information not be

At Missouri State University, the following is considered to be directory information:

- Name
- Address
- Telephone number*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including deans list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, & university-funded scholarships (excluding those that are need-based)

released and such requests must be honored.

*All non-University contact information provided for purposes of the emergency notification system is not considered directory information.

In addition, Missouri State University will provide an individual's photo to campus community and law enforcement personnel if issues of health and safety can be documented.

How do students request non-disclosure of directory information?

Students who do not want their directory information made available must complete a "Refusal to Permit Disclosure of Directory Information" form in the Office of the Registrar, Carrington Hall room 320.

FERPA Hold – *all* directory information will not be available to the general public and to most University employees. Off campus inquiries regarding a student with this level of protection can only be answered with the statement of, "I have no information to provide for that person." We cannot even indicate that the person is or was a student at our institution. Faculty, advisors, and students are now able to access transcripts, degree audits, etc. through My Missouri State.

How do I know if a student has requested a non-disclosure hold?

The computer database and web systems including My Missouri State will display a highlighted message on the screen for such students. This message will be located on several different links including test scores, holds, transcripts, and student information. It will state "confidential information for student's name" with a caution indicator.

Partners in Education (PIE) Program

The Academic Assistance Office in University Hall room 122 provides a means for freshman students to indicate a partner (generally a parent) who may obtain non-directory information upon request without the student providing authorization each time. The partner will receive mid-term and final grade reports for the student and may telephone the Academic Assistance Office to obtain other information regarding the student's academic progress. Students may rescind permission to release information to the partner at any time.

Please note that only the PIE Coordinator, Lori Roessler, may release non-directory information to the partner. The phone number for that office is 836-5034. Additional information on this program can be found on the web at <http://www.missouristate.edu/StudentSuccess/51519.htm> or [Missouri State > Undergraduate Programs > Information for Students > Partners in Education \(P.I.E.\)](#) or the undergraduate catalog (see "PIE Program" in the index).

Class Lists

Instructors should never circulate a class list that contains student identification numbers. Instructors who use this method to have students indicate attendance should use the class list available to them on My Missouri State.

Posting Grades

Instructors may post grade information in a public area, but only if the listing contains no personally identifiable information on the students. The students must be listed in a random order (not alphabetically) and by a number or code known only by the instructor and the student.

Letters of Recommendation

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student. However, if

personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student that:

- 1) specifies the records that may be disclosed,
- 2) states the purpose of the disclosure, and
- 3) identifies the party or parties to whom the disclosure can be made.

If kept on file by the person writing the recommendation, it would be a part of the student's education record and the student would have the right to review unless the student had waived that right of access and this is indicated on the signed release.

For additional information regarding FERPA including the Notification of Student's Rights, please visit the web at: <http://www.missouristate.edu/registrar/ferpa.html>

If you have questions regarding FERPA, campus officials to contact are:

Sebrina Glenn, Assistant Registrar

Don Simpson, Associate Vice President for Enrollment Management and Services

Dr. Earle Doman, Vice President for Student Affairs and Dean of Students

Penni Groves, Legal Counsel

Produced by the Office of the Registrar September 2003, updated June 2009

All FERPA Information above was copied, with minor alterations, from

http://www.missouristate.edu/registrar/what_is_ferpa.htm in June 2009. For additional information go to <http://www.missouristate.edu/registrar/ferpa.html> or [Missouri State > Registrar > Resources for Faculty and Staff](#) > Family Educational Rights and Privacy Act (FERPA) or the current undergraduate catalog (see "FERPA" in the index).

General Education

The current general education requirements have been in place since 1997, with only a few course additions and deletions. Entering freshmen students are given a General Education worksheet at Student Orientation, Advisement, and Registration (SOAR) when the requirements are explained to students and families by an academic advisor. This information is reviewed again when academic advisors visit IDS 110 courses. A copy of the worksheet is provided in the appendix of this handbook and can be found linked from:

http://www.missouristate.edu/GeneralEducation/GenEd_Worksheet.htm or [Missouri State > General Education](#) > General Education Worksheet

Additional information about our current general education program can be found at: <http://www.missouristate.edu/generaleducation/> or [Missouri State > General Education](#)

General Education Assessment Examination

When do students take the General Education Assessment Examination?

- The exit exam should be taken during the student's senior year and must be taken prior to graduation. This requirement is for all students, including transfer students.
- If the student is working as an intern off campus or participating in student teaching, he or she should take the exit assessment before leaving campus once 90 credit hours have been completed.

Why do students take the General Education Assessment Examination?

- To help evaluate the effectiveness of the Missouri State University general education curriculum.
- To represent the performance of Missouri State University students to the public.
- To represent the University in funding decisions.
- To provide students with an estimate of how they rank relative to the graduating class. Students' individual exam scores will provide an assessment of their abilities that may be helpful to them in applying for employment.

Where do students register and take the General Education Assessment Examination?

- Students register for the exam online (see the Assessment Registration page to register online). The exam is offered several times during each semester.
- All exams are given in Glass Hall, Room 101.
- It is important to make sure that the student arrives at least five minutes early. If the student arrives at the assessment after the scheduled start time, he or she will have to reschedule. Also, the student will need to stay for the entire session (1 hour and 15 minutes).
- There is no cost to take the General Education Assessment Exam.

What items do students need to bring with them on the day of the exam?

- Student identification or driver's license (if students do not bring identification, they will not be allowed to take the assessment).
- A four-function, non-graphing calculator
- Two #2 pencils
- A self-addressed, stamped business envelope if the student wishes to have scores mailed (scores are mailed approximately six weeks after the end of the semester).

All information was derived, with minor alterations, from <http://www.missouristate.edu/assessment/11863.htm> in June 2009. For additional information, see website [Missouri State](#) > [CAIS](#) > CAIS Exit Exam or the undergraduate catalog (see "General Education Program & Requirements" in the index)

Grades

Grade Reports

All students may access their final grade reports at the end of each semester in which they are enrolled through "My Missouri State."

<https://my.missouristate.edu/cp/home/loginf> or [Missouri State](#) > Current Students > My Missouri State → Academics tab

Students may request a copy of their grades to be mailed to them by completing a form in the Office of the Registrar in Carrington Hall room 320. The only other students who will receive printed midterm and final grades sent to their permanent address are:

- Partners in Education (PIE) students and their partners.
- Students on academic probation or who have been suspended.

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. A course that is currently in progress and has not been awarded any credit.

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".

All information was derived from <http://www.missouristate.edu/registrar/grades.html> in June 2009.

Grade Point Average Calculation

Grade Point Average (GPA) is a numeric representation of a student's academic performance. Courses worth more academic credit hours should have more impact on the GPA than those courses worth fewer academic credit hours. The more academic credit hours earned, the less impact any one grade will have on the GPA. GPA calculation considers the number of hours attempted, the letter grades awarded and the number of credit points earned based on those letter grades. Missouri State University utilizes a four-point grading system.

The website provides an electronic GPA calculator at <http://www.missouristate.edu/registrar/gpacalculator.asp> or [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations > Grading and the Credit Point System](#) GPA information for individual students can be found on the Degree Audit and through "My Missouri State" for students and advisors.

In order to graduate, students must have a 2.00 or higher GPA ("C" average) on the courses that fulfill:

- General Education Requirements
- Major Requirements & all courses with the prefix of the major
- Minor Requirements & all courses with the prefix of the minor
- Combined, Cumulative Coursework (All Missouri State and Transfer Courses)
- Missouri State Coursework (Courses taken only at Missouri State University)

Note: Some majors and minors may have higher GPA requirements due to accreditation standards or departmental standards. These higher requirements will be specifically noted on the Degree Audit and in the catalog in the section stating requirements for a specific major.

Grade Appeals

When should a student request a grade appeal?

- The grade appeal 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 due to academic dishonesty.
- For additional information, refer to the “Academic Integrity Policies and Procedures” section of the catalog and to the “Student Academic Integrity Policies and Procedures” document online at <http://www.missouristate.edu/provost/22102.htm>.

Who may authorize a grade change?

- Since instructors are accountable for any and all grades assigned to students, they should maintain records to support student evaluations and grades. For instructors who are no longer teaching at Missouri State, students should see the appropriate department head.
- An instructor may not change an F grade to a W 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 an instructor. The steps in the appeal process begin with the instructor’s department head → college dean → dean of the graduate college, if the appeal is in a course taken for graduate credit → Provost → President of the University.

When should a student contact the Office of the Provost to request a grade appeal?

- Appeals for changes in a student’s academic record which are not made during the following semester must be submitted to the Office of the Provost.
- In those cases in which the grade received by the student is the result of the University policy rather than an instructor’s evaluation of performance in a course (e.g. an F resulting from failure to remove an I grade in the time allowed or failure to officially drop a course), the student’s written appeal should be directed to the Office of the Provost.
- For additional information regarding academic integrity and dishonesty, refer to the “Academic Integrity Policies and Procedures” section of the catalog and to the “Student Academic Integrity Policies and Procedures” document located at the following website [Missouri State > Office of the Provost > Instructional Resources > Academic Integrity](#)

Who should a student consult for disputes related to 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. Additionally, the student should obtain a copy of the scholarship eligibility criteria online at http://www.missouristate.edu/registrar/financial_aid.html.
- 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 involve academic dishonesty, the matter should follow the procedure for “Academic Dishonesty by Student Enrolled in a Course.”

All information was derived, with minor alterations, from <http://www.missouristate.edu/registrar/graderev.html> in June 2009. For additional information, see website [Missouri State > Registrar > Undergraduate Catalog > University Regulations and](#)

[Academic Programs and Requirements](#) > [Academic Regulations](#) > Grade Appeals and Academic Grievances or the undergraduate catalog (see “Grade Appeals” in the index).

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.

What conditions apply to a student interested in pursuing academic renewal?

- This policy applies only to undergraduate students and must be pursued prior to graduation.
- 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.
- 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.
- 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.
- Credit hours subjected to academic renewal cannot be used to meet any requirements (e.g. graduation, prerequisite, or certification).
- 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.
- For additional information, contact the Academic Student Services Associate in the Office of the Provost, at 836-4589.

All information was derived, with minor alterations, from <http://www.missouristate.edu/registrar/acaren.html> in June 2009. For additional information, see website [Missouri State](#) > [Registrar](#) > [Undergraduate Catalog](#) > [University Regulations and Academic Programs and Requirements](#) > [Academic Regulations](#) > Academic Renewal Policy or the undergraduate catalog (see “Academic Renewal” in the index).

Academic Status

At Missouri State, a student’s grade point average is used to categorize his or her academic status of good standing, warning, probation, or suspension.

- **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 prohibit 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.

- **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.

All information was derived from <http://www.missouristate.edu/registrar/acstat.html> in June 2009. For additional information, see website [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations > Academic Status](#) or the undergraduate catalog (see "Academic Status" in the index).

Honors College

Who can be a member of the Honors College?

- Membership is offered to all students who have at least an ACT composite score of 27 or an SAT of 1220 or higher and who have graduated in the top 10% of their high school class or with a grade point average of 3.90 or higher.
- Other students who meet the above criteria may apply for membership no later than the first semester of the sophomore year.

What criteria must be maintained for membership to the Honors College?

- A student must have a 3.25 cumulative grade point average and should also carry a full-time load of at least 12 credit hours per semester. The Director will review eligibility at the end of each semester. Members in the Honors College should normally carry no more than two honors classes in any one semester. (Students should take at least one honors class in each of the first five regular semesters until UHC 110 and the five general honors courses are completed.)
- Students who complete the general honors requirements maintain membership in the college by having at least a 3.25 cumulative grade point average at Missouri State, regardless of whether they pursue departmental distinction.

What happens if a first-semester freshman does not achieve the required grade point average?

- First-semester freshmen who do not achieve the required grade point average of 3.25 will be given one more semester to achieve that level, provided it is mathematically possible.
- Students who remove themselves from the Honors College due to a low grade point average may apply for readmission when they have raised their grades to the required level. Students who remove themselves from the Honors College a second time due to a low grade point average are not eligible for readmission.

Who can answer questions about Honors College?

- Dr. Arthur L. Spisak, Director
Honors College
University Hall 212
- Ms. Marcia Morriset, Assistant Director
Honors College
University Hall 212
417-836-6370

When do Honors students have to visit the Honors College?

- Advisor assignment and change of major
- Advisement and registration clearance until a major is declared/admitted to a degree program.

All information was derived, with minor alterations, from <http://www.missouristate.edu/honors/member.htm> in June 2009. For additional information, see website or the undergraduate catalog (see "Honors College" in the index).

Individualized Majors & Personalized Minors

Individualized Majors

An individualized major is designed for the highly motivated student who has a specific and focused idea of an educational program that is not currently available; however, there must be courses available at Missouri State to support that particular individualized major.

Students who wish to pursue an individualized major should:

- discuss ideas with present advisor and other faculty members with expertise in the areas that may be included in the individualized major.

- contact Lori Roessler in the Academic Assistance Office (University Hall room 122) to express intent to pursue an individualized major and to receive an Individualized Major Guide.
- prepare a proposal to clarify reasons why an individualized major is necessary for the achievement of academic goals, as outlined by the Individualized Major Guide.
- show final copy of proposal to each committee member prior to submission in order to ensure each is satisfied with the content. A copy will be mailed to each faculty member from the Academic Assistance Office.
- contact the Academic Assistance Office at 836-5034 University Hall room 122 with any additional questions.

Degree requirements for individualized majors

1. Satisfactory completion of general education requirements
2. Major of not less than 45 hours with no fewer than 15 hours of upper-division credit
3. No minor required
4. Satisfactory completion of general baccalaureate requirements
5. Satisfactory completion of the Senior Integrating Experience
6. Minimum of at least 125 credit hours.

Available on both the Bachelor of Science and the Bachelor of Arts degrees.

All information was derived, with minor alterations, from <http://www.missouristate.edu/StudentSuccess/51599.htm> in June 2009. For additional information, see website [Missouri State > Undergraduate Programs > Information for Students > Individualized Majors](#) or the undergraduate catalog (see “Individualized Majors” in the index).

Personalized Minors

A personalized minor is designed for the student whose educational objectives cannot be best served by existing minors within a department.

General information for personalized minors

- Available for any degree.
- Student needs to complete a minimum of 30 hours and is then able to petition in writing the department head of the area in which the minor is to be taken. This petition is prepared in consultation with the student’s advisor and the department of the minor and includes a list of the proposed courses to be taken with a detailed statement of justification.
- The department head may then accept or reject the petition.
- If the department head accepts the petition, a personalized program is written and forwarded to the Office of the Registrar, Carrington Hall room 320.
- The Personalized Minor form may be accessed through the following link: <http://www.missouristate.edu/registrar/47212.htm>.

All information was derived from <http://www.missouristate.edu/registrar/47207.htm> in June 2009. For additional information, see website [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Programs and Requirements > Degrees/Programs and Requirements > Personalized Minor Requirements](#) (any degree) or the undergraduate catalog (see “Personalized Minor” in the index).

Majors

Changing a major

Beginning fall 2009, students are admitted into a degree program at time of university admission if the major does not have any admission requirements. The basic required courses are no longer being enforced as admission requirements for any degree program, unless indicated by that specific department. The Application to a Degree Program will only be utilized for majors with admission requirements and will continue to be processed through the Office of the Registrar. Students should go to the department office of the major desired to determine if admissible and to complete the Application to a Degree Program form. Once the form has been completed and fully approved, the form is taken to the Office of the Registrar, Carrington Hall room 320, to be processed. This office will update the major(s), minor(s), and the advisor information.

Students are recommended to first visit the department of the major to learn more about the program, including any admission requirements (if required). Students will continue to visit the Academic Advisement Center in University Hall room 109 in the following scenarios:

- **Student is changing from a pre-major to a different pre-major**
- **Student is changing from a major without admission requirements to another major without admission requirements**
- **Student is changing from a pre-major to a major without admission requirements**
- **Student is changing from a major without admission requirements to a pre-major**
- **Student is changing to undeclared status**

Note: Only students who are currently in classes may submit the Application to a Degree Program form. Students can view their current major/minor/advisor and degree program status through My Missouri State.

Comprehensive major and non-comprehensive major

- Comprehensive majors do not require a minor. Students may elect to have a minor as long as it is offered in the same degree as the major, but it may extend the student's graduation date.
- Non-comprehensive majors do require a minor offered in the same degree. Specific requirements for each major are listed in the undergraduate catalog. Note: Most minors require 15-18 hours, and all minors require at least 12 hours.

Multiple degrees and/or multiple majors

Students may pursue multiple majors and/or degrees at the same time. The first major will determine the student's department and dean for various administrative purposes as well as the official advisor of record.

- **Definition of multiple degrees:** A student who completes all requirements for two or more different degrees (e.g. Bachelor of Arts and Bachelor of Science) in the same semester will be awarded multiple degrees and will receive multiple diplomas.
- **Definition of multiple majors:** A student who completes all requirements for two or more majors under the same degree in the same semester will be awarded one degree and will receive one diploma. If one or both of the majors is non-comprehensive and requires a minor, the other major will fulfill this requirement.

Effective fall 2009 and beyond, if a student is seeking any type of multiple degrees (could be a BA and BFA or BS and BSED), the student is not required to get a minor if a minor is usually required.

All information was derived, with minor alterations, from <http://www.missouristate.edu/registrar/genebacc.html> in June 2009. For additional information, see website [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Programs and Requirements](#) > General Baccalaureate Degree Policies and Requirements or the undergraduate catalog (see “Multiple Majors” in the index).

Placement & Assessment Examinations

ACT Exam

Who needs to submit ACT scores?

- Missouri State University requires ACT scores for admission and registration purposes for all new degree-seeking students who have fewer than 30 credit hours and for students seeking admission to teacher-certification programs.
- The ACT must have been taken within the last five years.
- Students 22 years of age and older are not required to have ACT scores on file for admission purposes.
- Note regarding education students: the Department of Elementary and Secondary Education (DESE) requires that when Missouri State recommends a graduate for initial certification, ACT scores must be furnished for students who enrolled in college within one year of high school graduation and who took the test within the last five years.

How is the ACT score used for English placement?

- Students who have an English score of 18 or less are required to enroll in ENG 100. All other students take ENG 110.
- There is no appeal to the ACT placement other than re-taking the ACT. Students 22 years of age and older may take an English writing placement exam through the Adult Student Services Office 836-6929.
- International students must contact Dr. Christina Biava, English Department TESOL Coordinator, or a faculty member she designates, at 836-5867 to determine placement (using TOEFL scores and other measures).
- For additional information, contact the English Department, Siceluff Hall room 215, at 836-5107.

How is the ACT score used for Math placement?

- The ACT math score is used to identify the math placement options of all students with a math score of 19 or higher. Students with scores of 19 or less must either take MTH 101 or take a math placement test.
- Students with a score of 20 or higher who are not satisfied with their placement, according to the following table, may elect to take the placement test by contacting the Mathematics Department at 836-5112.
- When the outcome from the placement test differs from the one based on the ACT score, the student has the option to choose either one after consulting with his or her advisor.
- For additional information, contact the Mathematics Department (Cheek Hall room 10M) at 836-5112.

ACT Math Sub Score	Course Options
27 or higher	MTH 340, 287, 261, 215, 181, 138, 135, 130
26	MTH 181, 145, 138, 135, 130
24 or 25	MTH 138, 135, 130, 103, 101
22 or 23	MTH 135, 130, 103, 101
20 or 21	MTH 103, 101
19 or lower	Must take MTH 101 or take math placement test.

All information was derived, with minor alterations, from http://www.missouristate.edu/generaleducation/act_exam.htm in June 2009. For additional information, see website [Missouri State](#) > [General Education](#) > [Placement and Assessment](#) > ACT Exam or the undergraduate catalog (see “Placement Tests” in the index).

Modern & Classical Languages—Language Resource Center Placement Policy

Who needs to take a language placement exam and which languages are available?

- The Department of Modern & Classical Languages requires student candidates who have had two or more years of high school language studies to take the computerized placement exam.
- The placement exam is available in French, German, and Spanish.
- The placement exam may only be taken one time before enrollment in French, German, or Spanish.
- Students of modern languages other than French, German, and Spanish should contact the department head at 836-5122 to check for availability of additional language placement exams.
- Though there is no formal assessment for non-native English speakers, the department head does allow students to test out of appropriate courses after they talk to faculty members in their target language. Students should contact the department head to discuss their options.

How is the placement exam given and where do advisors access the scores?

- The placement exam is available online from the Learning Resource Center website
- These results can also be accessed by advisors and students through My Missouri State from the “Test Scores” option.
- If students feel they are “borderline” and want to take a lower level class, they need approval from the department head.

How are students given credit for classes that were “skipped” during placement?

- Credit is given provided the student takes the computerized placement examination before taking any university-level French, German, or Spanish classes and completes the highest level of placement with a minimum grade of “B.”
- The student must then apply to the department office to receive credit for courses in the same language below the placement.
- Language credits awarded by exam at another institution are not recognized by Missouri State.

- For additional information, contact the Modern & Classical Languages Department Siceluff Hall room 223 at 836-5122.

All information was derived, with minor alterations, from <http://www.missouristate.edu/lrc/placementtest.htm> in June 2009. For additional information, see website [Missouri State > Language Resource Center](#) > MCL Placement Test or the undergraduate catalog (see “Placement Tests” in the index).

Computers for Learning—Waiver Exam

Who is eligible to take the Computers for Learning Waiver Exam?

- Students who have not taken CIS 101, CSC 101 or CSC 111.
- Students enrolled in or attending CIS 101, CSC 101, or CSC 111 must drop the class within the first week of class to be eligible to take the exam.
- Students who have completed the classes listed above (with either a passing or failing grade) are not eligible.

What information is covered on the Waiver Exam?

- The exam is a combination of objective questions regarding computer concepts/topics and “hands-on” tasks.
- To pass, a student must correctly answer 80% of the questions.
- For additional information, contact the Computers for Learning Coordinator, Sue McCrory, at 836-6120.

Student receives no credit for passing the exam and may need to compensate for the two credit hours in the overall degree program by taking another course.

All information was derived, with minor alterations, from <http://learning.missouristate.edu/waiver.htm> in June 2009. For additional information, see website [Missouri State University > Computers For Learning](#) > Page Title or the undergraduate catalog (see “Computer Information Systems” in the index).

Partners in Education (PIE)

Partners in Education (PIE) helps address the needs of students in their freshman year by creating a partnership of students, their families, and Academic Assistance staff. These professional staff members open communication lines and provide support services to improve the academic success of students.

Services will be provided to members of PIE after the student signs the waiver to release information. Members are entitled to the following exclusive benefits: a welcome letter, printed mid-semester progress report, printed final grade report, academic advisement by request, and telephone assistance when questions, concerns or problems arise.

PIE is limited to freshman students and their identified partners.

To become a member of PIE, a student must sign and return the Student Release form. (The release does not apply to personal counseling, health, or financial information protected by FERPA; however, if students are experiencing problems in these areas, Academic Assistance staff will be happy to assist in identifying available resources.) Enrollment typically takes place at SOAR. The student has the right to withdraw the release at any time.

The student has the right to withdraw the release at any time.

Questions about the PIE program or students interested in joining should be referred to Lori Roessler, PIE Coordinator, in University Hall room 122 or (417) 836-5034.

This information was adapted from <http://www.missouristate.edu/StudentSuccess/51519.htm> or [Missouri State > Undergraduate Programs > Information for Students](#) > Partners in Education (PIE) in June 2009.

Permission

Course Permission

The reason a course requires permission determines the process in seeking that permission.

- **Permission to Exceed Course Enrollment:** Sometimes departments will allow students to enroll in a course beyond the original capacity. Some departments will allow individual instructors to make the decision. Only the instructor of record will be allowed to grant permission of a closed class by utilizing the registration overrides link in the Faculty Services menu of My Missouri State. If the department chooses not to allow the instructor of record to grant permission, the department will be required to issue the override through Internet Native Banner. Please note: It is the instructor or department's responsibility to ensure that the fire code is not being exceeded.
- **Permission Required to Waive a Prerequisite:** Effective fall 2009, all prerequisites are enforced at time of registration. If a student wishes to have a prerequisite waived for registration purposes, the instructor of record can utilize the registration overrides link in the Faculty Services menu through My Missouri State. If the department chooses to take on this responsibility on behalf of the instructor, it can only be done through Internet Native Banner.
- **Courses that Require Permission:** In an effort to restrict enrollment for certain courses for students with a specific skill set or who have reached a certain point in their academic program, some courses require permission for all students wishing to enroll. The instructor of record can grant permission by utilizing the registration overrides link in the Faculty Services menu through My Missouri State. If the department needs to issue an override on behalf of the instructor, it can only be done through Internet Native Banner.

Degree Program Admission & Exception Requests

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.

Note: Policy change effective fall 2009: Students must be admitted to a degree program before completing **75 credit hours** or a DG hold will be placed on their record and they will not be allowed to register until this hold is removed. Students are required to complete IDS 110/UHC 110 in their first semester; further, students are strongly encouraged to complete: CIS/CSC 101 or CSC 111, COM 115, ENG 110, MTH 130 or higher, and PED 100 within their first 30 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.

Note: Any student who has completed more than 75 credit hours and has not been admitted into a degree program will have a DG hold and must get permission from the academic department head of the program in which he or she plans to enroll. Any student reaching senior status (90+ hours) and has not been admitted into a degree program will have a DX hold and must be

granted permission to enroll by the Academic Dean of the college in which he or she plans to enroll. In either case, the Department Head or Dean must sign a Student Temporary Clearance to Register to grant permission. This form may be submitted in person upon registration at an authorized registration center* or can be submitted to the Office of the Registrar prior to the registration date so the student will be allowed to register online.

Overload

Permission must be obtained for hours taken over the maximum allowed as per the student's classification. Courses for which a student is enrolled on an audit basis are counted in hours for an overload. Overload permission is granted by a departmental representative through SFAREGS in Internet Native Banner.

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, who has designated Kathy Davis, Director of the Academic Advisement Center, to see these students.

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.

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

This information was copied from <http://www.missouristate.edu/registrar/overload.html> in June 2009 with minor modifications to format. For more information, see "Overload Permission" in the undergraduate catalog.

Pre-College Programs

Dual Credit (DC) Courses

According to the 2007 brochure Missouri State Dual Credit Program for High School Students:

Through the Dual Credit program, qualified high school students are able to enroll in specially approved classes taught in their local high schools during normal school hours. Students receive “dual credit,” i.e., both high school and university credit for the completed course work. Dual credit gives motivated, college bound high school students the opportunity to get a “jump start” on college by earning college credit before attending on a full-time basis.

High school teacher resumes are approved by the department head and dean of the college offering the course. These instructors are considered adjunct faculty and the course syllabus must be approved by the appropriate Missouri State department. These courses use textbooks approved by the department and are comparable, possibly even identical, to those used in on-campus courses.

Students must meet minimum requirements to enroll: 3.00 GPA or higher, 21 Composite on ACT (or equivalent SAT) for juniors and seniors (younger students may apply, but must be unusually high achieving), be recommended by a high school administrator, have permission from a parent or guardian, and successfully complete placement exams for courses if required for on-campus students.

Grades are noted on the Missouri State University transcript. The current fee is one-half the rate charged for courses taken on the Missouri State University campus.

Dual Enrollment (DE) Courses

When a high school student wants to take a course on Missouri State’s campus, he or she needs to apply for admission as a pre-college student. Students must meet the minimum requirements to register for dual enrollment courses: 3.00 GPA or higher (on a 4.00 scale) and 21 composite on ACT, and have junior or senior status.

As a dual enrollment student, he or she is held to the same standards as any other Missouri State student, and it is important to note that any grade earned will appear on the college transcript.

For additional information, please contact Tracey Glaessgen at 417-836-5258 or TraceyGlaessgen@missouristate.edu

Prerequisites

Prerequisites for each course are listed in both the Undergraduate Catalog and the online Class Schedule. Prerequisites are enforced at the time of registration. When a prerequisite is listed, the student must have met the prerequisite successfully (i.e., passed the prerequisite course or course is in progress and/or, in some instances, attained a **C** grade or better) to enroll in the next course or completed any departmental or degree admission prerequisites with their stipulated GPAs to be admitted into their degree programs.

(In many cases a student may plan to take the prerequisite course during a summer term at another institution; if this is the case, the student should contact the department to see if he or she may register for the course.)

Requesting Permission: Information to Share with Students

The department decides whether the individual instructor of record or the academic department grants a registration override. The student should initially contact the instructor to seek a

registration override. If the instructor cannot issue the override, it is the student's responsibility to contact the department.

Repeat Policy

- The repeat policy at Missouri State will allow students to repeat any course regardless of the grade and number of attempts, with no special permission required.
- All attempts at the course and the grades earned (including those resulting in W and Z) will appear on the transcript. The grade from the most recent attempt at the course (excluding W, Z, or I) 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. Also, it is important to note that the course credits (earned hours) only count once for graduation purposes.
- The repeat policy is applicable to transfer credit as well as credit earned at Missouri State.
- The repeat policy was implemented in fall 2009. It is NOT applied retroactively to a course repeated prior to fall 2009 (unless it was repeated again during or after fall 2009). In other words, academic history will not be changed in these circumstances.

All Repeat Policy information above was copied, with minor alterations in format, from <http://www.missouristate.edu/registrar/repeat.html> in May 2010.

Registration

When is the Preregistration Period?

- Current and newly-admitted transfer students are encouraged to register as early as possible for the best selection of courses. This preregistration period is typically April for summer and fall semesters, and November for spring semester.
- The Class Schedule is posted online early in the month prior to registration. The Class Schedule retains information for each semester until the new schedule is posted, which can be helpful in predicting what may be offered in future semesters. Additionally, departmental secretaries may be able to provide information about future course offerings.

Why Do Newly-Admitted, First-Time Students Register through SOAR?

In order for first-time students to learn more about the university, advisement, and registration, they attend the Student Orientation, Advisement, and Registration (SOAR) program. During SOAR, students learn how to use the online registration system.

What Determines the Registration Date?

- Registration dates are determined by the number of hours a student has completed. It does not include hours in which the student is currently enrolled. Completed transfer hours do count toward hours completed.
- Graduate students and seniors are given priority due to the limited number of course options they have remaining; juniors, sophomores, and freshmen register later, respectively.
- Students may find their registration date from the My Missouri State website. When the Class Schedule is released, the registration dates for the upcoming semester(s) are posted. Students may register any time *after* their registration date, just not before.
- 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. Some 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 linked from <http://www.missouristate.edu/registrar/encum.html> or [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations > Holds](#)

Who Needs an Advisor Release to Register?

- Freshmen, sophomores, juniors with fewer than 75 credit hours, student athletes, students on probation, and graduate students are required to speak with an advisor about their academic plans and goals, and therefore, need an advisor release. Juniors (with at least 75 credit hours) and seniors in good academic standing who have been admitted into a degree program are not required to have an advisor release to register.
- Once this conversation occurs, whether in person, over the phone, or through email, the advisor may release the student electronically (via My Missouri State) or sign a Registration Request form. While advisors agree on the courses to be taken, they are not expected to select specific course times for students. The advisor should document the approved courses and alternatives through an Advising Note.

If students decide not to attend after registering for classes, they must officially withdraw to avoid any financial obligations.

What about Late Registration?

- Late registration is permitted in the first five days of the fall and spring semesters or the first two days of the summer sessions. (Specific dates for each semester can be found on the academic calendar at <http://calendar.missouristate.edu/academic.asp?campus=s> or [Missouri State University > Calendar of Events > Academic Calendar](#))
- A non-refundable late registration fee of \$25 is assessed of all students who register during this period.

Where Do Students Register?

- Most students will register through My Missouri State. The Office of the Registrar, Carrington Hall room 320, allows students the option of registering in person, mail, fax, or proxy. NCAA student athletes are required to register in person at the Achievement Center for Intercollegiate Athletics (ACIA).
- Specific registration instructions can be found at http://www.missouristate.edu/registrar/reg_info.html or [Missouri State > Registrar > Resources for Students > Registration](#).

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.

Student 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, GPA will be closely monitored to ensure academic success. A student requesting reinstatement may be required to take certain tests and receive other assistance from the Counseling and Testing Center as a part of consideration for reinstatement. 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 Office of Admission website at: www.missouristate.edu/admissions/apply.htm. Once readmission has been completed, the dean of the college of the student's 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.

Further information can be found at <http://www.missouristate.edu/registrar/acstat.html> or [Missouri State > Registrar > Undergraduate Catalog > University Regulations and Academic Programs and Requirements > Academic Regulations](#) > Academic Status or under "Reinstatement" in the undergraduate catalog.

Residence

Students who begin their college career at Missouri State University and take the vast majority of their hours on this campus will automatically meet this requirement, unless they want to leave the Springfield campus in their last few semesters. Department heads may waive this requirement if the student has completed at least 90 hours on our campus. Degree Audits will sometimes indicate that a native student has not met a residence requirement if some hours are taken during a study away experience--contact the Office of the Registrar (NathanHoff@MissouriState.edu or 836-4302) if this is an issue.

Exceptions
are listed in
the catalog.

Residence is of most concern for students who transfer to Missouri State University with a significant number of hours (60 or more). Transfer students are sometimes delighted to find out MSU does not limit the number of transfer credits accepted, but need to be reminded of this residence policy. As with most institutions, students are expected to take a significant number of credit hours on our campus before a degree is conferred. The residence requirement dictates how many credit hours must be completed on the Missouri State University, Springfield campus, and divides these hours among the following areas:

- Minimum of 30 hours
- 12 hours upper-division (300+ course number) in the major
- 6 hours upper- or lower-division in the minor
- 20 out of the last 30 hours

Exceptions can be made to this policy and are clearly outlined in the undergraduate catalog online (<http://www.missouristate.edu/registrar/genebacc.html> or [Missouri State > Registrar > Resources for Students > Undergraduate Catalog > Academics](#) > General Baccalaureate Degree Requirements) or the undergraduate catalog (see "Residence" in the index).

Scholastic Honors and Dean's List

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 for fall 1995 and after are considered to be transfer credit.

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

1. Completion of 60 credit hours at Missouri State, and
2. a Missouri State grade point average of 3.50 or better, and
3. 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 indicated below.

GPA	Scholastic Honor
3.50-3.74	Cum Laude
3.75-3.89	Magna Cum Laude
3.90-4.00	Summa Cum Laude

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

1. Completion of 60 credit hours at Missouri State, and
2. a Missouri State grade point average of 3.40 or better, and
3. 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 indicated below.

GPA	Scholastic Honor
3.40-3.74	Cum Laude
3.75-3.89	Magna Cum Laude
3.90-4.00	Summa Cum Laude

Note: Students who fall into one of the above Scholastic Honors categories by the completion of the semester immediately preceding their final semester of college will be honored at commencement ceremonies. The final eligibility of students for scholarship honors shall be determined on the basis of credit hour totals and grade point average(s) at the end of the semester of graduation. Students who qualify for scholastic honors shall have those honors entered on their academic records and printed on their diplomas.

Information derived from website: <http://www.missouristate.edu/registrar/schlhnrs.html>. Also available in the Catalog (see "Scholastic Honors" in the index).

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 or 6 hours of graded credit during the summer session, with a semester grade point average of 3.50 or better. Courses taken pass/not pass will not count toward the total semester hours required for eligibility.

Information derived from website: <http://www.missouristate.edu/registrar/deanlist.html> in June 2009. Also available in the Catalog (see "Dean's List" in the index).

Transfer Students

Pre-Admission Visits

Much like entering freshmen, transfer students are encouraged to find out more about Missouri State University and the programs offered before making a decision to enroll. Some students apply with a definite plan in mind—in fact, they may have carefully chosen courses at other institutions to match our requirements. Course suggestions for students at some Missouri schools interested in some of our majors can be linked from <http://www.missouristate.edu/transfer/>.

Other students transfer for very different reasons which are not always academically related—a job or family is relocated; scholarship opportunities became limited elsewhere, interest in a particular program has diminished, etc. Regardless of the event that initiates a transfer, students should be afforded an opportunity to find out more about Missouri State before applying for admission. Ideally, the first day of class should not be the first time a student steps foot on this campus. Advisors should encourage potential transfer students to schedule a campus tour through the Campus Tour Desk at <http://www.missouristate.edu/admissions/visithome.htm> or [Missouri State](#) > [Admissions](#) > [Future Freshmen](#) > Visit Our Campus.

All faculty and staff are encouraged to participate in recruitment efforts. If the campus tour desk contacts an advisor to schedule a meeting with a possible transfer student, the advisor is encouraged to make time for this conversation. If one of these students makes direct contact by phone or email, it is expected for the advisor to reply. While specific answers to a question like, “How long will it take to graduate?,” are not possible to answer, the advisor can direct a student to helpful websites like our transfer admissions website found at <http://www.missouristate.edu/admissions/transfer.asp> or [Missouri State](#) > [Admissions](#) > Welcome Transfer Students, the transfer equivalency website at <https://www.secure.missouristate.edu/appadm/transequiv/transequiv.asp> and departmental resources which can provide information on specific academic programs.

Academic advisors are *not* encouraged or expected to provide an “unofficial” transcript evaluation. These evaluations can be very time intensive and allow room for error. If a student needs more information than can be secured from our website or talking with an advisor for a pre-admission consult, he or she should be encouraged to complete the application process.

Transfer Application Process

While printed transfer applications are available through the Office of Admissions, most students apply online at <http://www.missouristate.edu/futurestudents/> linked from [Missouri State](#) > Future Students>. Transfer students must submit all three items needed by the Office of Admissions **before** the record is reviewed for admission:

1. Application
2. Application Fee
3. Transcripts from all post-secondary institutions previously attended

Students may check their own admission status at <https://www.secure.missouristate.edu/admstatus/adm5010.asp> or [Missouri State](#) > [Admissions](#) > Welcome Transfer Students > Check Admission Status. If there is a delay in admission of more than two weeks, it can usually be explained by a missing transcript (even when students request a transcript, it is not always sent right away or may have a hold, unbeknown to the student). The Admission Status page can usually identify the reason for any delays.

While students will be admitted based on pending or unofficial transcripts, we must have final, official transcripts for all previous college coursework prior to registration for the student's second semester on campus. If students have questions or experience problems during the application process, they should contact the Office of Admissions at 417-836-5517 or 800-492-7900 or info@missouristate.edu.

Once admitted, a transfer student will receive a folder from the Office of Admissions containing a campus map, a transcript evaluation, list of contact information for transfer advisors in each academic program and a detailed checklist for new transfer students. This checklist is also posted on the web at <http://www.missouristate.edu/admissions/InfoAdmTran.htm> or [Missouri State > Admissions > Transfer Students](#) > Checklist for Admitted Transfer Students.

Advising Incoming Transfer Students

Incoming transfer students require a great deal of information in order to be successful in their first semester at Missouri State. The New Student Checklist provided to admitted transfer students instructs students to set up an appointment with an advisor designated by a department to meet with transfer students. Undecided students will be assisted by the transfer advisor in the Academic Advisement Center. Both the advisor and the student should expect to meet for about an hour to allow time for the entire advisement process, then the student may register using a registration center or on their own online.

Advisors should document these appointments using the "Advising Notes" function through My Missouri State. These notes can prove helpful to both the student and future advisors.

It is best to follow a routine in transfer advising appointments so that information is not forgotten. The following steps may prove helpful in developing a routine:

- **Verify the student's status prior to scheduling the appointment.** Check to make sure the student is fully admitted, transcripts have been evaluated, his/her registration date is posted and that there are no holds. If there is information available on the web the student should review prior to the advising appointment, let he or she know how to find it and explain any expectations.
- **Find out why the student has decided to come to this institution.** A student's answer may provide some clues about his or her level of understanding of the degree program selected and if it is a correct fit.
- **Ask the student if he/she is finished or near finishing a degree or a 42 hour certified block.** In some cases, if a student is close to finishing one of the above options, a transferring institution may make an exception to its residence requirement and allow a student to transfer back a course to complete the native school's requirements. In other situations, a student may actually benefit from transferring to Missouri State early, rather than completing a degree at another school. However, student eligibility for some scholarships may be affected by transferring prior to the completion of an AA. It may be helpful to discuss how many hours a student may need in our general education program vs. completing the AA or 42 hour block. Any scholarship questions should be referred directly to the Office of Financial Aid at 836-5262 or FinancialAid@MissouriState.edu

If a prior degree or 42 hour certified block is complete, but not noted on the transfer evaluation, our degree audit system will not recognize it and will indicate general education requirements will still need to be met. If the transcripts we have do not indicate the degree was completed (because it was sent before degree notations were made or because the student did not complete the graduation process at the previous institution) the student may

need to request an additional transcript with the appropriate notation. When in doubt, contact the Admissions Evaluator listed on the Frequently Asked Questions worksheet on Experts documentation website, <http://experts.missouristate.edu/pages/viewpage.action?pageId=14909463>.

Below is an explanation of the benefits of having a degree or 42 hour certified block notation:

- **Subsequent Undergraduate Degree:** According to our current catalog (see “Subsequent Undergraduate Degree” in the index), a student who returns to the University to obtain a subsequent undergraduate degree after being awarded the first baccalaureate degree will be considered to have met all general education requirements if their first baccalaureate degree was from Missouri State or another regionally accredited college or university.
- **Associate of Arts Degree (AA):** Beginning fall 2001, Missouri State University accepts the AA degree from in-state and out-of-state accredited community or junior colleges as fulfilling our lower-division general education. Beginning fall 2008, the capstone class, GEP 397, has been suspended until fall 2010. As of the date of this publication, no course from another institution has been identified as an equivalent, including courses with the word “capstone” in the title from community colleges.
- **Associate of Arts in Teaching Degree (AAT):** This is a relatively new degree in which students can meet lower-division general education requirements as well as 12 hours of professional education coursework.
- **Associate of Science/Applied Science Degree (AS/AAS):** Students who have completed an AS or an AAS degree will be required to meet Missouri State University's general education requirements. The courses from these degrees transfer individually and are evaluated as such. **These degrees do not complete Missouri State's general education requirements.** BAS degrees do accept AAS degrees to meet some requirements for the major, but general education requirements are not waived for these students. Because these degrees often include courses which are considered “technical education,” credit may not be awarded for all transfer work.
- **Students from a Missouri institution who have completed a 42 hour certified 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 (unless they took an equivalent course at the other institution) and GEP 397 at Missouri State (GEP 397 has been suspended until fall 2010).

Special Notes for transfer students with a degree or 42 hour certified block:

- Courses required by a major or minor are still required, even with the lower-division general education waiver. Please explain to a student in this situation *why* courses are required—not because they are general education, but because they are major or minor requirements—to minimize frustration.
- Students must meet the MO Senate Bill #4 requirement. If an American History or Political Science course was completed for a previous degree, PLS 103 at Missouri State (a one-hour course on Missouri government) may be required for graduation. This will affect all out-of-state transfer students and some in-state transfer students from private schools.

This information was derived, with minor alterations, from <http://missouristate.edu/registrar/transfercreditpolicy.html> in July 2009. For additional information, see website Missouri State > Registrar > [Undergraduate Catalog](#) > [University Regulations and Academic Programs and Requirements](#) > [Academic Regulations](#) > Transfer Credit Policy.

- **Discuss the status of the transfer work and how the courses transferred will meet degree requirements, including general education requirements.**

Degree audits are available on My Missouri State for admitted students, but will not include any courses that are listed as “in progress” on the student’s transcript. “In progress” courses will appear on the student’s transcript evaluation. An audit for an admitted transfer student may also erroneously report the student needs IDS 110. This error will not be corrected until the third week after enrollment. General education worksheets can sometimes be easier for new students to understand, so using the worksheet in conjunction with the audit is a good idea if the student hasn’t completed an AA or 42 hour block. Current general education worksheets may be printed from http://www.missouristate.edu/GeneralEducation/GenEd_Worksheet.htm or [Missouri State](#) > [General Education](#) > General Education Worksheet

- **Discuss re-evaluation options if necessary.**

Discuss opportunities to waive degree requirements or request the use of a transferred course as a degree substitution. The Degrees Committee has often heard cases involving students who were “promised” a transfer course would fulfill a requirement, then comes up short in the semester of proposed graduation. Please avoid glib reassurance and give the student clear instructions on who has the authority to make the change and how to request a possible re-evaluation. Document all suggestions for course re-evaluation in Advising Notes.

Encourage students to follow up on re-evaluation issues as soon as possible. While there is no time-limit, continued questions can cause scheduling challenges in future semesters.

Re-evaluation Options:

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 Office of Admissions.

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.

- **Help the student understand the difference between “a pre-major code” and “being admitted into a degree program.”**
All new transfer students are allowed to register for their first semester without a degree hold, regardless of the number of hours. Some transfer students will have a degree hold on their record prior to registering for their *second* semester if not admitted to a program while attending classes in their first semester on this campus. Explaining how to complete the paperwork to become admitted into a degree program and putting a deadline to complete this task in your Advising Notes may prove helpful. This may also be a time to discuss GPA requirements and our repeat policy.
- **Agree to courses appropriate for the student’s first semester here.**
Give detailed information about what the student must do after the advising appointment in order to register. Provide assistance how to obtain permission for courses if necessary. Suggest alternatives in the event courses are closed. Demonstrate where to find the online class schedule and the trial schedule tool. If time allows, help the student build the first schedule to ensure the registration process will go smoothly. Discuss the options to change a schedule if it becomes necessary.
- **Invite the student to return if there are any further concerns or questions.**
Help the student understand when the registration process begins for the following semester, since schools register students in different ways and times. Explain how to schedule advising appointments. Clarify the role of an advisor and expectations of advisees.
- **Remind the student to “take care of university business.”**
Many final steps (e.g. getting a student ID, parking permit, campus email, and computer accounts) can be overlooked by students with “information overload.” Students are reminded of these things in the New Student Checklist sent from the Office of Admissions, but it might be helpful to review these expectations. Many students will bring a two-pocket folder to their appointment containing the materials from the Office of Admissions. If they don’t have it, the Checklist for Admitted Transfer students can be printed from <http://www.missouristate.edu/admissions/InfoAdmTran.htm> or [Missouri State > Admissions > Transfer Students](#) > Checklist for Admitted Transfer Students.

Transfer Student Academic Policies

General Education Catalog Year

Transfer students from Missouri public colleges and universities may follow the general education and general baccalaureate degree requirements in effect at Missouri State when they first enrolled (or re-enrolled after an absence of one calendar year or more) as degree seeking students at the institutions from which they transferred. The general education catalog year for these students will be established at the point of admission on the basis of this policy. Students who elect instead to follow the general education and general baccalaureate degree requirements in effect during their first semester at Missouri State may do so by notifying the Office of the Registrar in Carrington Hall room 320.

Missouri State University underwent a major revision of general education requirements in fall 1997. If students completed or were within one course of completing the old general education requirements, they may seek permission to complete their current degree using the old general education requirements by talking with Dr. John Catau, Associate Provost for Undergraduate Education.

Admission to Degree Program

Transfer students will be admitted to majors without any admission requirements at time of university acceptance. Students will need to contact departments for majors with admission requirements to determine admission to degree program process.

Key Terms

This reference guide is designed to assist in defining terms frequently used at Missouri State University and in the undergraduate catalog. The information was copied from http://www.missouristate.edu/registrar/key_terms.htm or [Missouri State > Registrar > Undergraduate Catalog > Introduction](#) > Key Terms in July 2009.

Academic Good Standing Academic status of students who are not on probation or suspended.

Academic Year Starts in August with the fall semester, continues through the spring semester, and concludes in July with summer session.

Accelerated Masters Students admitted into an approved accelerated masters degree program may have a limited number of 600-level or higher courses counted towards their undergraduate and graduate degree.

Admitted to Degree Program Process admitting the student to his or her major and/or minor. This locks the student into a particular catalog's major and/or minor requirements.

Alumni Individuals who have attended or graduated from a particular college or university.

Audit Grading option that allows completion of a course without receiving credit or a traditional grade. An audited course cannot be used to fulfill a degree requirement.

Block Courses Meets for only the first or second half of the semester.

Board of Governors Governing body for Missouri State University.

Catalog University document that lists academic regulations, programs, and course offerings for a particular academic year.

Certificate Document representing that the student has completed a prescribed program of study in a defined area; a limited number certificates are offered.

Change of Schedule Period For full-semester classes, the first five days during a fall and spring semester and first two days of summer semester in which students can add and drop classes.

Class Schedule Listing of current courses available for a specific semester.

College Academic area in which departments of similar disciplines reside.

College Level Examinations Program (CLEP) Program that allows students to receive credit by examination instead of course enrollment.

Commencement Ceremony held at the end of the spring semester, summer session, and fall semester to recognize candidates for graduation.

Core Courses Group of foundation courses required by a college, department or major.

Corequisite Two or more courses that must be taken during the same semester.

Credit by Examination Method of earning academic credit outside of traditional course offerings.

Credit Hour Standard unit of measuring coursework.

Cross-listed Courses Two different courses that meet in the same room at the same time; while they are not generally identical, they are similar enough that student can only receive credit toward graduation for one.

Dean (academic) The highest administrative officer of a college.

Degree Audit Advising tool designed to assist in tracking a student's progress towards his or her program of study. It lists the general education, major, minor, and other academic requirements of the University.

Department Head Administrative officer holding faculty rank; responsible for a primary unit within an academic organization.

Diploma Document provided by the University certifying that the student has earned a degree.

Dual Enrollment Typically refers to high school students who are receiving high school credit while also being enrolled in college-level credit. This term can also refer to students who are concurrently enrolled in two or more higher education institutions.

Enrollment Status Terms used for reporting a student's academic load to external agencies. (i.e. full-time, half-time, less than half-time)

First-time Student Student who has not yet earned any transferable credit hours after high school graduation.

General Education Assessment Exit Exam Required for all bachelor degree graduates for assessment purposes.

General Education Program Group of foundation courses required of undergraduate students regardless of the student's major.

Grade Point Average (GPA) Calculation derived from the division the grade points earned by the number of credits attempted.

Hold Block which prohibits students from functions such as registering for courses or receiving a transcript or diploma. Most holds are due to an unpaid financial obligation, or failure to complete a required process.

Honors College Program Designed to serve the needs of academically talented, high-achieving students accepted into the Honors College Program.

Incomplete Grade Assigned when a student has not completed all work for a course and the instructor agrees to allow additional time for completion of the course. (Must be removed within

one calendar year after the Incomplete is received, or earlier as specified by instructor, or it will become an F.)

Intent to Graduate Form completed by students who believe they are in their final year of coursework. This form triggers a review of the student's academic record, inclusion in the commencement program, and diploma ordering.

Intersession Brief period (typically 1-3 weeks) between semesters when a limited number of courses are offered.

Major Collection of courses and requirements that is designated as the student's primary area of specialization. Appears on the student's diploma and transcript.

Minor Collection of courses indicating additional specialization in an area of study beyond the major. It is not as comprehensive as a major and does not appear on the student's diploma. It is designated on the student's transcript.

Mixed Credit Courses that are part of an accelerated masters program in which students can receive both graduate and undergraduate credit.

Non-resident Student who does not meet requirements for classification as a Missouri resident for fee purposes in accordance with the residence policy.

Non-traditional student Includes evening students, married students, students with children, and students of 22 years of age or older.

Overload Semester credit hours that exceed the maximum number of hours permitted based on the student's classification. Permission is required for overload.

Pass/Not Pass Grading option that allows students to pursue coursework without affecting their GPA. See "Academic Regulations" for restrictions.

PIE (Partners in Education) Program designed to facilitate communication between first-year students and their families. Through written consent of the student, members will have increased access to their student's information.

Postbaccalaureate Student who has earned a bachelors degree and wishes take additional courses but not pursue an additional degree; a non-degree seeking graduate student.

Prerequisite Specific requirements that must be completed prior to enrolling in a given class, program, or field of study.

Probation Status that indicates unsatisfactory academic progress. Students may be subject to academic load limitations and other restrictions.

Program of Study All requirements that a student must complete in order to be awarded a degree or University certificate.

Registration Restriction A type of prerequisite such as program of study or student classification (e.g. COBA majors must be admitted to COBA; senior status; graduate status, etc.)

Reinstatement Process by which a suspended student appeals to return to the university.

Semester Instruction period offered each fall and spring. Additional instructional periods include multiple intersessions and summer session.

Senior Permission Allows students to take graduate coursework while still in an undergraduate classification. Permission is required.

Service Learning Program which allows students to earn academic credit in selected courses in exchange for meaningful and productive community service.

Scholastic Honors Graduation honors based on the student's academic performance.

SOAR (Student Orientation, Advisement, and Registration) Program designed to assist students in making a successful transition to university life. The program is required for all first-time freshmen.

Student Service Fees Based on the number of credit hours on the Springfield campus in which the student is enrolled. These required fees (assessed at the time of registration) cover the student's access to a variety of services, programs, and activities.

Suspension Status that prevents a student from enrolling in courses unless an exception is granted by the dean of the student's major.

Syllabus Document describing the objectives, outcomes, assessment activities, and structure of a course; syllabi are made available to students during the first week of classes.

Transcript Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions, and disciplinary expulsions also appear on the transcript.

Transfer Student Student who has completed 24 or more transferable credit hours after high school graduation.

"W" Grade Deadline (withdrawal from course) Courses dropped prior to this deadline are graded with a "W" grade which does not affect GPA; courses dropped after this deadline *may* negatively affect GPA.

Withdrawal When a student drops one or more of his/her classes for a given semester after the 100% refund deadline for the class.

Zip Card Student's official University identification card.