

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

Grading of Officially Processed Drops or Withdrawals

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

Degree Program, Admission to

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

Incomplete Grades, Removal of

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

General Education Program and Requirements

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

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

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

General Information

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

The Aim and Goals of General Education

The Aim of General Education

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

The Goals for Learning in General Education

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

Part One: Intellectual Abilities and Dispositions

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

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

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

Part Two: Knowledge and Understanding

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

from one another but as interdependent areas of knowledge and understanding.

- A. Understanding of the Natural World: Study of the natural world provides an understanding of important principles and methodologies for making choices. Such study includes the following:
1. Knowledge of the physical universe, including its origin and the physical laws governing it
 2. Knowledge of living systems, including their nature, organization, and evolution
 3. Understanding the history and methods of scientific inquiry and alternative explanations of the natural world
 4. Understanding the multiple influences on scientific inquiry and the consequences of science and technology
 5. Understanding the ways human choices affect the earth and living systems and the responsibilities of individual citizens and communities to preserve global resources
- B. Understanding of Culture and Society: Informed choices require knowledge of what people have done and imagined, currently as well as historically. Choices are also tempered by knowledge of the social and cultural settings in which they are made or were made in the past. This learning includes the following:
1. Knowledge of the many expressions of culture, including
 - a. understanding of the unique shared ways of thinking, believing, and acting, developed by a people who live together over a long period of time
 - b. ability to conceptualize and trace the influences of community, institutions, and other constructions such as class, gender, and race
 - c. familiarity with the ways in which culture is expressed artistically, through literature, performance, and artifact
 - d. awareness of and appreciation for the ways in which culture and society influence and are influenced by work and leisure
 2. Understanding the sources and expression of diverse values throughout the world, including ethical, religious, aesthetic, political, and economic values as well as social and cultural priorities
 3. Ability to trace the impact of technology on societies and cultures for diverse audiences
 4. Understanding the ways human choices affect communities, from local to global, and responsibilities of individuals to assume the duties of citizenship
 5. Understanding the role of governmental regulation and of legal requirements, political processes, and financial and economic influences on decisions of individuals and society
- C. Self-Understanding: To make informed choices, one must understand the natural and the social context in which one lives and must heed the ancient injunction to "know thyself." That self-understanding depends on the following:
1. Understanding the nature of our humanness and how human beings are like and different from the other beings with whom they share the planet
 2. Knowledge of individual physical, emotional, intellectual, social and creative development as well as ability to use such knowledge to improve personal well-being
 3. Knowledge of individual physical, emotional, intellectual, social, historical, spatial, and cultural matrices into which the individual is born; and the

influence of the unique set of experiences which the individual encounters

4. Ability to perceive one's own being not only from cognitive perspectives but also from those perspectives which come from exposure to and creative vision of the arts-to imagine the possibilities the future holds and to develop responsible goals for interactions with others, modes of personal expression, and roles in improving the world.

General Education Program Requirements (43-51 hours)

Every course in the program will promote a common set of General Education objectives. The major components are Basic Required Courses, Areas of Inquiry, and Public Affairs. All students are required to have a 2.00 cumulative grade point average (transfer and Missouri State combined) in their General Education courses in order to graduate from Missouri State. General Education courses may not be taken on a Pass/Not Pass basis. Note: Most students will complete the General Education program with 46 credit hours.

Without written permission by the dean of the student's college, a student cannot be admitted to a baccalaureate degree program until he/she has completed these General Education Basic Required Courses: IDS 110/UHC 110, CIS/CSC 101 or CSC 111, COM 115, ENG 110, MTH 130 or higher, and PED 100. Many majors and degrees require specific general education courses. Students should review specific major and/or degree requirements before enrolling in general education courses.

A. Basic Required Courses (14-20 hours)

1. Introduction to University Life: IDS 110 (required of all entering students with less than 24 credit hours earned subsequent to high school graduation) or UHC 110 (required for Honors College students) (0-1 hours)
2. Computers for Learning: CIS/CSC 101 or CSC 111* (0-3 hours)
3. Public Speaking: COM 115 (3 hours)
4. Writing I: ENG 110 ** (3 hours)
5. Writing II: (3 hours) Select one of the following courses:
 AGR 320, Writing II: Writing in the Applied Sciences
 ENG 210, Writing II: Academic Writing
 ENG 221, Writing II: Writing for the Professions
 ENG 310, Writing II: Writing for Graduate and Professional Schools
 ENG 321, Writing II: Beginning Technical Writing
 GLG 358, Writing II: Reporting Geological Information
 HST 210, Writing II: Historical Inquiry
 NUR 472, Writing II: Nursing Research and Scholarly Writing
 PED 310, Writing II: Philosophical and Historical Issues in Physical Education, Recreation, and Sport
 THE 210, Writing II: Writing for Theatre
6. Mathematics: A MTH course numbered 130 or higher (3-5 hours)
7. Health and Well-Being: PED 100*** (2 hours)

*Students may take a test to determine if they already possess the computer-related knowledge and skills comprising the Computers for Learning requirement. Those who pass this test will be excused from, but will not receive credit for, the Computers for Learning requirement. Contact the Computers for Learning Office, Kings Street Annex, room 216, (417) 836-6120, for information or visit the web site at: <http://learning.missouristate.edu/>.

*** An ACT English score of 19 or higher or an SAT English score of 451 or higher will meet the prerequisite for enrolling in ENG 110. Students with an ACT English score of 18 or lower or an SAT English score of 450 or lower must enroll in ENG 100. Students without ACT and SAT test scores can take a placement test that is periodically administered by the English Department. Contact the English Department, Pummill Hall, room 301, (417) 836-5107 for more information.*

**** Students who transfer from accredited colleges with at least two hours of credit in health and well-being coursework may have completed the Health and Well-Being component upon approval from the Department Head of Health, Physical Education, and Recreation. Students who successfully complete Basic Training in any of the United States Military branches after December 31, 1997, will be exempt from the PED 100 General Education Requirement. Credit for Military Basic Training must be granted by the Office of Admissions, Carrington Hall, room 204, (417) 836-5517.*

B. Areas of Inquiry (23-25 hours)

1. **Natural World (8-10 hours):** Select courses from two of the following four areas. At least one of the selected courses must include the equivalent of at least one credit of laboratory work (indicated with *).

Astronomy or Physics:

AST 114(4) Survey of Astronomy
 AST 115(4) Basic Astronomy*
 PHY 100(4) Survey of Physics with Laboratory*
 PHY 101(4) Physics by Inquiry for Educators*
 PHY 123(4) Introduction to Physics I*
 PHY 203(5) Foundations of Physics I*

Biology or Biomedical Sciences:

BIO 100(4) Biological Science for Educators*
 BIO 102(4) Principles of Biological Science*
 BIO 121(4) General Biology I*
 BMS 100(4) Concepts and Issues in the Life Sciences
 BMS 105(4) Concepts and Laboratory in the Life Sciences*
 BMS 110(4) Concepts in the Biomedical Sciences*

Chemistry:

CHM 105(5) Fundamentals of Chemistry*
 CHM 106(4) Fundamentals of Chemistry
 CHM 107(4) Chemistry for the Citizen*
 CHM 160(4) General Chemistry I

Geography or Geology:

GLG 110(4) Principles of Geology*
 GLG 171(4) Environmental Geology
 GRY 135(4) Atmospheric Science*
 GRY 142(4) Introductory Physical Geography*

2. **Culture and Society (6 hours):** Note: Under the Culture and Society and Self-Understanding Areas of Inquiry, students must select one course from each of the five perspective areas with at least four different course codes (three-letter course prefixes).

Humanities Perspective (3 hours): Select one of the following courses:

AAS 100(3) Introduction to African American Studies
 ART 271(3) History of Western Art I
 ART 272(3) History of Western Art II
 ART 273(3) Survey of the Art of Africa, Oceania, and the Americas
 ART 274(3) Survey of Asian Art
 ENG 200(3) Introduction to Literature
 HST 103(3) World History to circa 1600 C.E.
 HST 104(3) World History since 1600 C.E.
 IDS 397(3) International Culture and Study Abroad
 LLT 121(3) Classical Mythology
 MUS 345(3) Music in Western Culture and Society I

MUS 346(3) Music in Western Culture and Society II
 PHI 115(3) Ethics and Contemporary Issues
 REL 101(3) The Literature and World of Old Testament
 REL 102(3) The Literature and World of New Testament
 REL 131(3) Religion in America

Social Sciences Perspective (3 hours): Select one of the following courses:

AGR 100(3) Technology's Impact on Society
 ANT 100(3) World Cultures
 ECO 155(3) Principles of Macroeconomics
 GRY 100(3) World Regional Geography
 GRY 108(3) Ecology and Society
 MED 120(3) Mass Media and Society
 PLN 100(3) Understanding Cities
 SOC 150(3) Introduction to Society

3. **Self-Understanding (9 hours):** Note: Under the Culture and Society and Self-Understanding Areas of Inquiry, students must select one course from each of the five perspective areas with at least four different course codes (three-letter course prefixes).

Social/Behavioral Perspective (3 hours): Select one of the following courses:

ANT 125(3) Exploring Our Human Ancestry
 CFD 155(3) Principles of Human Development
 ENG 296(3) Introduction to Linguistics
 GST 170(3) Sex, Gender and Self
 PSY 101(3) Psychology for Personal Growth
 PSY 121(3) Introductory Psychology

Humanities Perspective (3 hours) Select one of the following courses:

ART 200(3) Art in Context
 ENG 287(3) Life Stages in Literature
 ENG 380(3) Introduction to Women's Literature
 LLT 180(3) Hero and Quest
 MUS 239(3) Introduction to World Music
 PHI 105(3) Critical Thinking
 PHI 110(3) Introduction to Philosophy
 REL 100(3) Introduction to Religion
 REL 210(3) Paths of World Religion

Creativity and Vision Perspective (3 hours) Select one of the following courses:

DAN 180(3) Introduction to the Dance
 ENG 203(3) Creative Writing: Poetry
 ENG 205(3) Creative Writing: Nonfiction
 ENG 215(3) Creative Writing: Short Story
 MUS 241(3) The Language of Music
 THE 101(3) Introduction to Theatre and Drama Arts
 THE 109(3) Performance Studies

C. Public Affairs (6 hours):

1. **American Studies (6 hours)**

- a. HST 121(3 hours) Survey of the History of the United States to 1877 **or** HST 122(3) Survey of the History of the United States since 1877
- b. PLS 101(3 hours) American Democracy and Citizenship. Note: Transfer students who have had a course in American government (PLS 101) that did not include a study of the Missouri constitution must complete PLS 103 (1 hour).

2. **The Capstone Course:** GEP 397, Public Affairs for the 21st Century, has been suspended until Fall 2010.

42-hour General Education Transfer Block

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, Missouri State has identified the following 42-hour block of general education classes. Upon completion of this block, a notation will be entered on the student's transcript. If the student then transfers to another participating school in the state, the receiving institution should accept the Missouri State 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to Missouri State with certification of a completed 42-hour general education block from another participating institution, the student will not be required to take any of the following classes at Missouri State unless they are needed to fulfill a requirement of the student's major, minor or degree.

Basic Required Courses:

Computers for Learning: CIS/CSC 101 or CSC 111 (2-3 hours)
Public Speaking: COM 115 (3 hours)
Writing I: ENG 110 (3 hours)
Writing II (3 hours)
Mathematics: a MTH course numbered 130 or higher (3-5 hours)
Health and Well-Being: PED 100 (2 hours)

Areas of Inquiry:

Natural World (8-10 hours)
Culture and Society/Humanities Perspective (3 hours)
Culture and Society/Social Sciences Perspective (3 hours)
Self-Understanding/Social/Behavioral Perspective (3 hours)
Self-Understanding/Humanities Perspective (3 hours)
Self-Understanding/Creativity and Vision Perspective (3 hours)

American Studies:

American Democracy and Citizenship (3 hours)
Incoming students will be required to complete the remaining general education requirements of HST 121 or HST 122, (or transfer equivalents).

General Baccalaureate Degree Policies and Requirements

General Degree Policies

Majors and Options

A major is an academic program of study. A major may be divided into options or emphasis areas that consist of a core area of study plus selected topical courses related to the specified option. The diploma will list the major and not the option. For example, a student majoring in Marketing with an option in Advertising and Promotion will have Marketing listed on the diploma. Both the major and the option title will be listed on the student transcript.

Multiple Degrees and/or Multiple Majors

Students may pursue multiple majors and/or degrees at the same time. The first major will determine the students' department and dean for various administrative purposes.

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. Students who complete multiple degrees will not be required to complete any minors.

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.

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 so 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.

General Education Requirements. 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/Minors 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.

Bachelors Degree Requirements

Catalog of Graduation

Students who are in programs of study that have admission requirements must satisfy the Major and minor requirements, General Education, General Baccalaureate Degree Requirements, Scholastic Honors requirements, and other specific degree requirements in effect upon being admitted to that program. Students pursuing all other programs of study shall satisfy the Major and minor requirements, General Education, General Baccalaureate Degree Requirements, Scholastic Honors requirements, and other specific degree requirements in effect upon first enrollment as a degree seeking student at Missouri State. Candidates for the Bachelor of Science in Education degree must meet all Missouri state teacher certification requirements in effect at the time the certificate is granted.

If a student re-enrolls after an absence of one calendar year or more from Missouri State, requirements in effect at the time of readmission as a degree seeking student must be satisfied.