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Good Standing and Eligibility
Students enrolled at Missouri Southern are in good academic standing when they meet the standards of progress toward graduation as described below. Those falling below the prescribed norm will be placed on academic probation. Persons failing to achieve normal progress toward graduation during the probationary period are subject to academic suspension. Students receiving financial aid must meet the good standing criteria described below.

Those students competing in intercollegiate athletics or in organizations representing the University off campus shall be required to satisfy minimum standards of progress, as indicated below, following the completion of the first academic semester in order to maintain future eligibility in these programs.

Standards of Progress Toward Graduation*
A student’s cumulative Grade Point Average (GPA) is used to evaluate progress. If the GPA falls below the minimum standards of progress, the work is considered unsatisfactory. Courses not applicable to the baccalaureate degree are not calculated in the GPA hours. Students graduating with an associate degree must have a minimum 2.0 GPA.

Progress toward a degree is computed on the following GPAs:

For the Associate** and Baccalaureate Degrees
GPA Hours GPA
1-22 semester hours 1.5
23-44 semester hours 1.6
45-66 semester hours 1.7
67-88 semester hours 1.8
89-110 semester hours 1.9
111 & Above 2.0

**Students graduating with an associate degree must have a minimum 2.0 GPA.

*Students who receive financial aid must comply with federal standards. The above may not reflect those standards.

Academic Probation, Suspension and Reinstatement
Each student should consider a GPA of less than 2.0 as a warning. Those falling below the standards of progress toward graduation will be placed on academic probation. If the GPA is not raised to the minimum standard of progress during the probationary semester, the student is subject to immediate academic suspension from the University.

A student receiving academic suspension may not enroll at Missouri Southern for one semester. Re-entry may be denied by the Vice President for Academic Affairs, if the student cannot present evidence that indicates a high probability of academic success.

Students placed on academic suspension may file an appeal application through the Office of the Registrar by 5:00 P.M. on the Monday before the term begins.

Academic Bankruptcy
A student may petition the Academic Bankruptcy Committee to request one semester of academic work taken at MSSU be disregarded in computing the academic record. To be eligible for petitioning, a student must be currently enrolled, in good standing and must document the unusual conditions which justify the petition. The petition is initiated in the Registrar’s Office.

Academic Bankruptcy can never be used as a means of obtaining academic honors or athletic eligibility. Academic Bankruptcy will not remove grades from the student’s permanent record. It merely allows one semester of recorded work to be eliminated in computing the student’s scholastic average. Academic Bankruptcy cannot be applied to transfer courses. Once a degree is earned, a student is no longer eligible for bankruptcy.

Repetition of Courses
Students may only receive credit value for a repeated course once. Students may repeat courses in which grades ‘F, D, C or B’ have been earned. When a course is repeated, the first grade will not be removed from the record, but the latest grade will be used when computing GPAs. Transfer courses may be repeated if Missouri Southern offers the same course. Once a degree is earned, a student is no longer eligible to exclude the grade of the first course in their GPA.

Honor Roll
An Honors or Deans’ List, issued at the end of each semester, contains the names of full-time undergraduate students who have a 3.75 GPA or higher with no incomplete or in progress grade or a grade below ‘C.’ Courses below the 100 level are excluded from this calculation.

Academic Certificates
Selected departments have developed an academic certificate that strengthens the student’s career preparation. Certificates may be earned independently from a degree. Certificate credit and course requirements vary. The overall GPA requirement is 2.0.

Graduation Honors
In recognition of superior scholarships, the University awards honors to associate degree and baccalaureate degree graduates. Honors listed below are not earned until courses are completed, graded and posted on the student’s permanent record. Courses below the 100 level are excluded from this calculation.

Associate Degree — The student must have completed a minimum one half of the hours required for the degree in residence at Missouri Southern State University. The cumulative GPA required to receive:

- First Honors .......................... 3.90-4.00
- Second Honors ....................... 3.80-3.89
- Third Honors ......................... 3.70-3.79

Vice President for Academic Affairs
AJ Anglin
Hearnes Hall 208, 417.625.9394
Baccalaureate Degree — Eligibility for any one of the following three honors requires the candidate to study all the junior and senior years at Missouri Southern and earn a minimum of 60 hours of credit:

- Summa Cum Laude 3.90-4.00
- Magna Cum Laude 3.80-3.89
- Cum Laude 3.70-3.79

Revised Standards for Veterans Educational Benefits
The Revised Standards for Veterans Educational Benefits as adopted by the State Board of Education on February 17, 1977, are available in the Veterans Services Office. Each Veteran should see the Veterans Representative regarding these policies.

Any exceptions to the regulations above must receive written approval from the Vice President for Academic Affairs.

Special Policies for Financial Aid Recipients
Special policies and regulations governing financial aid recipients are filed in the Financial Aid Office, the Business Office and the Office of the Vice President for Student Affairs.

**Credit Options**

Placement, Examinations, Credits

Resident Credits from Institutions of Equal Standing with Missouri Southern State University
Credits transferred from accredited colleges and universities will be given full value in similar courses whenever possible. The amount of credit given for courses studied in other institutions may not exceed the amount given at Missouri Southern for the same length of time of instruction. Students may not transfer credits to satisfy more than one half of the major course requirements in a department unless the approval of the Vice President for Academic Affairs is obtained.

Advanced Standing Examination
A student whose travel, employment, extensive readings or other unique educational experiences appear to have provided proficiency in a course required in the curriculum equivalent to that ordinarily attained by those taking the course in regular classes, may be granted permission to take an advanced standing examination. This examination may be a subject matter test of the College Level Examination Program (CLEP) or a comprehensive test designed by the department to cover the subject more fully than a regular final examination. In order to receive credit for a departmental examination, a student must have the following qualifications in addition to those listed above:

(a) be enrolled in the University at the time of the examination;
(b) not have taken an examination over the course within the preceding six months;
(c) not have credit in a more advanced course in the same field;
(d) be working toward a degree at Missouri Southern State University;
(e) have the approval of the head of the department in which the course is offered;
(f) not use the examination to replace a previously earned grade.

After a student has taken a departmental examination, the professor will transmit the grade to the Vice President for Academic Affairs Office. If performance is equated as a “C” grade or above, the Registrar will record the credit. The credit granted will be based on applicability and will carry the grade of “CR”.

International Baccalaureate
Missouri Southern will grant up to 30 semester hours or the equivalent of one full year of university study, to those who have completed study in the International Baccalaureate curriculum in high school. Missouri Southern will grant university credit and advanced placement for International Baccalaureate courses completed at the higher level with a score of four or greater. Students with such backgrounds should contact the Admission Office for a detailed analysis of credits and standing. The credit granted will be based on applicability and will carry the grade of “CR”.

Advanced Placement Test (AP)
Missouri Southern participates in the Advanced Placement Program sponsored by the College Entrance Examination Board. Credits are granted for course areas in which a student has completed Advanced Placement Examinations with a score of 3, 4 or 5. The credit granted will be based on applicability and will carry the grade of “CR”.

Correspondence Course Credit
Missouri Southern accepts credit earned by correspondence from regionally accredited institutions. No student will be permitted to apply more than 12 hours of course work in correspondence toward his/her degree. The credit granted will be based on applicability and will carry the grade of “CR”.

Course Credit for Military Service and Schooling
Military Service students who have completed a minimum of one year of active military service may be granted credit to meet the KINE 103 requirements of...
the general education curriculum. These requirements will be satisfied if the DD214 form is submitted to the Missouri Southern Registrar’s Office. Credit may also be granted for specific military schooling as recommended by the American Council of Education. The credit granted will be based on applicability and will carry the grade of 'CR'. The veteran must present documentation designating the military course, date and site of the course.

Validation Examinations
If Missouri Southern refuses to accept a student’s earned credit in a course because of the method in which the course was taken or because the institution at which the course was taken was not accredited, the student may apply for a validation examination. In order to qualify for a validation examination a student must:
(a) be enrolled at Missouri Southern State University at the time the examination is taken;
(b) present the necessary evidence to prove that the course was taken;
(c) get approval from the school dean and the head of the department in which the course is offered; and
(d) initiate the proceedings within the first eight weeks after entering the University.

The student initiates the request for examination at the Academic Department. The school dean and the department head will appoint a professor to construct, administer and evaluate the examination. The result is reported to the Registrar who records the credit if the scale is ‘C’ or above and carry the grade of ‘CR’.

Retro Credit Policy
Missouri Southern will award retro-credit for certain qualifying subjects. The credit granted will be based on applicability and will carry the grade of ‘CR’. Students should contact the appropriate academic department to inquire about courses that qualify. Maximum allowable credits vary by department.

Course Numbers and Levels

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 99</td>
<td>Not applicable toward the Baccalaureate Degree</td>
</tr>
<tr>
<td>100-199</td>
<td>Primarily for freshmen</td>
</tr>
<tr>
<td>200-299</td>
<td>Primarily for sophomores</td>
</tr>
<tr>
<td>300-399</td>
<td>Primarily for juniors</td>
</tr>
<tr>
<td>400-499</td>
<td>Primarily for seniors</td>
</tr>
</tbody>
</table>

Normally, courses numbered 100-299 are considered lower division level courses and those numbered 300-499 are upper division level courses. Freshmen are not allowed to take any course above the 200 level unless qualified by advanced placement tests.

Immediately following each course title is a letter abbreviation of the semester in which the course is usually offered. Students and faculty should use this as a guide in considering future enrollment. However, this should not be interpreted as a contract. Missouri Southern reserves the right to deviate from this commitment when enrollment or other factors dictate.

The student should check the catalog description of the course to see whether the second semester of a sequence course makes the first semester a prerequisite.

Baccalaureate Degree Requirements

A. Residence: The following minimum requirements must be met in residence at Missouri Southern: (1) 30 of the last 36 hours counted toward the degree; (2) one-half of the credit both required for the major and in the major department. Courses required for the major but not offered in the major department are not included; (3) one-half of the upper division credit both required for the major and in the major department.

B. Credit Hours: At least 124 semester hours of college credit applicable to a Baccalaureate Degree are required for graduation.

C. Grade Point Average (GPA): The following minimum cumulative GPAs are required for all Baccalaureate Degrees except the BSE and BS in Nursing. The GPA excludes NABD courses:
1. a 2.0 GPA for all credit hours attempted;
2. a 2.0 GPA for all the courses required for the major, both inside and outside the major department;
3. a 2.0 GPA for all courses, required and elective, taken in the major department.

The following minimum GPAs are required for the BSE:
1. a 2.75 GPA for all credit hours attempted;
2. a 2.50 GPA for all the courses required for the major, both inside and outside the major department;
3. a 2.50 GPA for all courses, required and elective, taken in the major department;
4. a grade of "C" or better in professional education courses and courses required for elementary education, special education and early childhood.

D. Upper Division Hours: Upper Division Hours: A minimum of 40 semester hours in upper division courses must be completed.

E. Writing Intensive: Five writing intensive courses are required of all Baccalaureate Degree candidates. The required courses are English 101 and English 102 or English 111. Two of the three remaining required courses must be upper division with one of the upper division courses being in the major. (Writing Intensive courses are identified in the "schedule of classes" by a "WI" placed at the end of the course title. Example: PSY 481 Senior Thesis WI.) Students transferring to Missouri Southern from another college, including students with a previous baccalaureate degree from a regionally accredited college, will fulfill the
Writing Intensive requirement as follows:

**Total transfer hours to Missouri Southern:**
- **Fewer than 30 hours:** Five courses as outlined above.
- **30 to 89 hours:** Four courses, including English as outlined above, with two additional upper division courses, one of which must be in the major.
- **90 hours or more:** Three courses, including English as outlined above, with one additional upper division course which must be in the major.

**F. Foreign Language:** All students expecting to graduate with a Bachelor of Arts degree must successfully complete 12 hours of the same foreign language.

**G. Special Education:** All students expecting to graduate with a Bachelor of Science in Education degree must successfully complete two or three hours of Special Education (EDUC 302 or 304). See degree requirement for correct course.

**H. Computer Literacy:** All students will receive computer instruction to a level of understanding necessary for them to function as a member of society and to a level of skill sufficient to use the computer for problem solving within their discipline. Department heads will certify the competency of the students in their disciplines.

**I. Assessment:** All degree candidates are required to participate in University Assessment of Outcomes activities.

**J. General Education Curriculum Requirements:** Missouri Southern has a general education requirement curriculum program that contributes toward the development of the whole person, as an individual and as a member of society. All degree candidates must satisfy the following curriculum requirements:

### Baccalaureate Degree

#### General Education Curriculum Requirements

<table>
<thead>
<tr>
<th>A. WRITTEN COMMUNICATION</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Composition I</td>
<td>3 hours</td>
</tr>
<tr>
<td>ENG 102 College Composition II</td>
<td>3 hours</td>
</tr>
<tr>
<td>OR ENG 111 Advanced College Composition</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. ORAL COMMUNICATION</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 100 Oral Communication</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. MATHEMATICS**</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 120 or above</td>
<td></td>
</tr>
</tbody>
</table>

### D. LIFE AND PHYSICAL SCIENCES**

#### Required: At least one course from each area.

<table>
<thead>
<tr>
<th>1. Life Sciences</th>
<th>(4 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 General Biology/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 105 General Biology: Environmental Emphasis/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 110 Principles of Biology I/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 121 Human Anatomy &amp; Physiology I/Lab</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Physical Sciences</th>
<th>(4-5 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 120 Chemistry for Allied Health Sciences</td>
<td>5 hours</td>
</tr>
<tr>
<td>CHEM 151 General Chemistry I/Lab</td>
<td>5 hours</td>
</tr>
<tr>
<td>GEOL 120 Introduction to Geology/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>GEOL 185 Introduction to Meteorology/Lab</td>
<td>4 hours</td>
</tr>
<tr>
<td>GEOL 210 Earth &amp; Space Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>GEOL 212 Earth &amp; Space Science Lab</td>
<td>1 hour</td>
</tr>
<tr>
<td>PHYS 100 Fundamentals of Physical Science</td>
<td>5 hours</td>
</tr>
<tr>
<td>PHYS 150 Environmental Physics</td>
<td>5 hours</td>
</tr>
<tr>
<td>PHYS 151 Elementary College Physics I/Lab</td>
<td>5 hours</td>
</tr>
<tr>
<td>PHYS 300 Astronomy</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

### E. SOCIAL AND BEHAVIORAL SCIENCES

#### Required Courses:
- HIST 110 or 120 U.S. History | 3 hours |
- PSC 120 Gov’t: U.S., State, Local | 3 hours |

**2. Select two courses with different prefixes:**
- ANTH 101 General Anthropology | 3 hours |
- ECON 180, 201 or 202 Economics** | 3 hours |
- GEOG 101 Introduction to Geography | 3 hours |
- PSY 100 General Psychology | 3 hours |
- SOC 110 Introduction to Sociology | 3 hours |

### F. HUMANITIES AND FINE ARTS

#### Required Courses:
- ART 110 Art Appreciation** | 3 hours |
- MUS 106 World Music | 3 hours |
- MUS 110 Music Appreciation | 3 hours |
- TH 110 Theatre Appreciation | 3 hours |

**2. Select One:**
- ENG 250 Introduction to Literature | 3 hours |
- ENG 261, 262 World Literature | 3 hours |
- ENG 271, 272 British Literature | 3 hours |
- ENG 281, 282 American Literature | 3 hours |
- ENG 305 Short Story | 3 hours |
- PHIL 201 Introduction to Philosophy | 3 hours |
- PHIL 212 Ethics | 3 hours |

### G. HEALTH AND WELLNESS**

- KINE 103 Lifetime Wellness | 2 hours |

### H. UNIVERSITY EXPERIENCE***

- UE100 University Experience: Transitions in an International Context | 3 hours |

**TOTAL GENERAL EDUCATION* REQUIREMENTS**

- 43-44 HOURS
I. INSTITUTIONAL REQUIREMENTS

The general education requirement curriculum required courses are:

3 hours
A Bachelor of General Studies (BGS) Degree

The Bachelor of General Studies (BGS) is an alternative for students who do not wish to pursue an existing major. Two versions of the BGS are available. The General BGS requires that a student complete all general Education Requirements and other degree requirements including the Writing Intensive (WI) and upper division. To pursue this option the student should consult with an adviser and declare the BGS as a major. The Directed BGS also requires a student complete all general education requirements and other degree requirements including Writing Intensive (WI) and upper division. Additionally, a committee of faculty works with the student to combine courses from several areas to create a distinctive program. To pursue this option the student should declare the BGS as a major and consult with the dean of the school most closely associated with the course work. The dean will appoint a faculty committee to help the student structure the Directed BGS.

Associate of Science Degree

A. Residence: The last 15 semester hours must be completed in residence at Missouri Southern.

B. Credit Hours: A minimum of 64 hours must be completed.

C. Grade Point Average (GPA): The minimum cumulative and major field GPA must be 2.0.

D. Major Field: The student must meet the course requirements in the particular program of study as approved by an adviser.

E. General Education Curriculum Requirements: The degree requires completion of the general education requirement curriculum courses as well as those outlined in the student’s major field of study. The general education requirement curriculum required courses are:

Associate Degree

General Education Curriculum Requirements

A. WRITTEN COMMUNICATION

ENG 101 College Composition I 3 hours

B. ORAL COMMUNICATION

COMM 100 Oral Communication 3 hours

C. MATHEMATICS*

MATH 30 or above 3 hours

D. LIFE AND PHYSICAL SCIENCES*

Required: Select one or more courses to total 4-5 credit hours from those listed below:

1. Life Sciences (4 credit hours)

   BIO 101 General Biology/Lab 4 hours
   BIO 110 Principles of Biology I/Lab 4 hours
   BIO 105 General Biology: Environmental Emphasis/Lab 4 hours
   BIO 121 Human Anatomy & Physiology I/Lab 4 hours

2. Physical Sciences (4-5 credit hours)

   CHEM 120 Chemistry for Allied Health Sciences 5 hours
   CHEM 151 General Chemistry I/Lab 5 hours
   GEOL 120 Introduction to Geology/Lab 4 hours
   GEOL 185 Introduction to Meteorology/Lab 4 hours
   GEOL 210 Earth and Space Science 3 hours
   GEOL 212 Earth and Space Science Lab 1 hour
   PHYS 100 Fundamentals of Physical Science 5 hours

TOTAL GENERAL EDUCATION CURRICULUM WITH INSTITUTIONAL REQUIREMENTS  46-47 HOURS

Transfer students should refer to the Transfer Student section of the catalog regarding the General Education requirements.

* Areas A-H of the general education curriculum constitute the 42 semester hour block that meets the State of Missouri general education goals. This block should be considered equivalent to corresponding 42 semester hour blocks of credit at other public and signatory institutions in Missouri. Please contact the Registrar’s office to have this notation added to your transcript.

** See degree requirements listed in Catalog for courses that are substituted for specific majors.

*** Required for all degree seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course.

298-498 Classes

Classes numbered 298 or 498 may not be counted toward general education curriculum credit.

Major

All students will be required to declare their degree sought, their major, their status and whether they will attend half-time or full-time. A major provides in-depth study of a discipline and prepares the student for a career or advanced study. Advisers are assigned according to major.

Academic Minor

Selected departments have developed an academic minor that in conjunction with the MSSU baccalaureate major strengthens the student's career preparation. A minor requires at least 18 semester hours of prescribed courses. At least six semester hours must be upper division and at least nine semester hours must be in residence. The overall GPA requirement is 2.0. A student may not earn a minor in the same field as the major. Minors should be declared as early as possible but may be added at any time, including after a baccalaureate degree from MSSU has been earned. Applications to add a minor after a degree has been earned are available through the Office of the Registrar.
PHYS 150  Environmental Physics  5 hours  
PHYS 151  Elementary College Physics I/II  5 hours 
PHYS 300  Astronomy  3 hours  

E. SOCIAL AND BEHAVIORAL SCIENCES*  6 hours  
1. Required Courses:  
HIST 110 or 120 U.S. History  3 hours  
Missouri Constitution Requirement**  
(PSC 120 Gov't: U.S., State, Local also meets this requirement)  
2. Select One:  
ANTH 101  General Anthropology  3 hours  
ECON 180, 201 or 202 Economics*  3 hours  
GEOG 101  Introduction to Geography  3 hours  
PSY 100  General Psychology  3 hours  
SOC 110  Introduction to Sociology  3 hours  

F. HUMANITIES AND FINE ARTS  3 hours  
Select One:  
ART 110  Art Appreciation*  3 hours  
ENG 250  Introduction to Literature  3 hours  
ENG 261, 262  World Literature  3 hours  
ENG 271, 272  British Literature  3 hours  
ENG 281, 282  American Literature  3 hours  
ENG 305  Short Story  3 hours  
MUS 106  World Music  3 hours  
MUS 110  Music Appreciation  3 hours  
PHIL 201  Introduction to Philosophy  3 hours  
PHIL 212  Ethics  3 hours  
TH 110  Theatre Appreciation  3 hours  

G. HEALTH AND WELLNESS  2 hours  
KINE 103  Lifetime Wellness  2 hours  

H. UNIVERSITY EXPERIENCE***  3 hours  
UE 100  University Experience: Transitions in an International Context  3 hours  

TOTAL GENERAL EDUCATION CURRICULUM REQUIREMENTS  27-28 HOURS  
*See degree requirements listed in the Catalog for courses that are substituted for specific majors.  
**This requirement may be satisfied with credit from a Missouri public college or PSC 120 Government: U.S., State & Local or by an examination. Examination information is available from the Dean of Arts and Sciences.  
***Required for all degree seeking students who enter MSSU with less than 30 credit hours (excluding dual credit and credit in escrow) and transfer students who have not completed an orientation course.  

General education curriculum courses required for the Associate of Science degree typically do not completely fulfill the general education curriculum requirements for the Baccalaureate Degree.  

When the curriculum requirement for an Associate of Science degree specifies a different course in the discipline than those listed above, the specified course may meet the general education curriculum requirements for that degree.  

Graduation  
A. Graduation Requirements: The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility.  
B. Time of Graduation: A student may complete graduation requirements at the close of any semester. Formal commencement exercises are held and degrees are conferred at the close of the fall and spring semesters. Students who will complete graduation requirements at the close of summer semester may participate in spring commencement exercises.  
C. Degree Candidacy Application: Each student must make application for degree candidacy during the semester preceding the final semester in attendance. The application process is initiated at the Office of the Registrar. Paperwork expires one year from the date of approval. Students who fail to graduate must re-file if paperwork has expired.  
D. Senior Assessment: All graduating seniors are required to complete a General education curriculum and a departmental exit assessment before the baccalaureate degree is awarded. Effective: July 1, 1988.  

State Legislation Requirements  
Section 170.011 of the Revised Statutes of Missouri, 1989, prescribes that all candidates for a degree issued by the colleges and universities of Missouri must have "satisfactorily passed an examination of the provisions and principles of the Constitution of the United States and of the State of Missouri and in American History and in American Institutions".  

All students who have completed the general education curriculum requirements with courses taken at Missouri Southern meet the requirements of Missouri law.  

Out-of-state transfer and post-graduate students who do not complete their general education curriculum with courses taken at Missouri Southern may comply with the law by:  
(1) Completing courses at MSSU embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work; or  
(2) Fulfilling the requirements through the state's 42 general education agreement per transfer transcript.  
(3) Fulfilling the requirements through a baccalaureate degree earned from an accredited Missouri public college or university.  
(4) Fulfilling the requirements through a degree earned from an accredited college or university, either outside the state of Missouri, at a Missouri private college or from a foreign institution considered equivalent to a U.S. baccalaureate degree and passing a special examination on the Missouri Constitution. If the student has not taken a U.S. history (equivalent to 110 or 120) and political science (equivalent to 120) during their first degree, they must take these courses at MSSU in order to satisfy degree requirements through MSSU.  
(5) Students earning degrees from foreign institutions, equivalent to a U.S. degree, must complete PSC 120 and one history course from HIST 110 or 120.  

School Laws of Missouri, 1974, require that persons cannot be granted a certificate or license to teach in the public schools of Missouri unless they have satisfactorily completed a course of two or more semester hours in the psychology or education of the exceptional child. This requirement can be met by taking EDUC 302 or 304.
**Classification of Students**

**A. By Class:**
- Freshman: 0-29 Hours
- Sophomore: 30-59 Hours
- Junior: 60-89 Hours
- Senior: 90 and above
- Special Admission: See page 26.

**B. Postgraduate:**
Persons having completed a Baccalaureate Degree but taking courses for the purpose of teacher certification, job preparation and additional degree or personal profit.

**C. Full-time:**
- A student enrolled for 12 or more semester hours.

**D. Half-time:**
- A student enrolled in 6-11 semester hours.

**E. Less Than Half-time:**
- A student enrolled in fewer than 6 semester hours.

**Concurrent Enrollment**
A student who is enrolled in residence at Missouri Southern and who desires to earn credit concurrently at another institution or through correspondence, extension or advanced standing examination must secure advanced approval from a School Dean. Financial aid recipients should contact the Financial Aid Office.

**Combined Degree Programs**
Missouri Southern State University has established a combined degree program for Medical Technology. Specific requirements for this program are included in the program descriptions. Combined degree programs operate under the following regulations:

1. Complete 94 hours at Missouri Southern State University. Transfer credit will be considered, but the last 30 of the 94 hours must be earned at MSSU.
2. The 94 hours must include the completion of the General Education Requirement Curriculum requirement.
3. Sixteen out of the last 94 hours must be upper division (300 and 400 level courses).
4. All applicable “Requirements for Graduation” as stated in the Missouri Southern State University catalog must be met including the application for degree candidacy and the filing of credentials with the Career Services Office.
5. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

**Second Baccalaureate Degree**
A student may receive a second Baccalaureate Degree after completing the first degree and all the requirements of the second degree. A student may not earn the same degree more than once, even though the majors differ. The residency rules apply. See item A-I under Baccalaureate Degree requirements, page 44.

**Transcript Below “C” Average**
Students who are accepted with a below ‘C’ transcript and who are below the minimum standards for progress will be placed on Academic Probation. Missouri Southern transfers all grades from any equally accredited institution including both “D’s” and “F’s.”

**Maximum Credit Hour Load**
To enroll in more than 18 semester hours during a semester or in more than nine hours during a summer session, a student, with the exception of music majors, must obtain prior written permission from the school dean. Music majors may carry as many as 20 semester hours without permission from their dean. Honors program students may carry as many credits as approved by the Honors program director.

**Reinstatement Policy**
Following the deadline for tuition and fee payment, the Business Office will drop students for non-payment. The drop occurs Thursday of the second week of the semester (full terms). Beginning with the third week, students must apply to seek re-enrollment to their current class schedule (all courses). Students have a time limit of one week to apply for reinstatement.

Students seeking reinstatement must prepay at the Business Office the estimated full amount of tuition, fees and books. The receipt for payment must be presented in the Registrar’s Office in order to receive a reinstatement application. Students must obtain instructor approval for each class before the application can be processed. Reinstatement forms are due to the Registrar’s Office no later than the third Friday of the fall/spring term.

**Late Enrollment**
Enrollment in a regular semester after the first week of classes or after the third day of classes in the summer session is not advisable and is permitted only with special permission from the appropriate department head. Students must pre-pay for these classes prior to enrollment. Any student enrolling after classes begin will pay a late enrollment fee.

**Adding Courses**
A student may add a course in the appropriate department office, but only upon the approval of an adviser. A fee will be charged each time a student changes the program not at the request of the University. No course may be added after the first week of classes in a regular semester or after the third day of classes in the summer session without special permission. No courses shall be added after the conclusion of special registration.

**NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL.**

**Instructor Withdrawal**
Instructors should request the withdrawal, by the Registrar, of a student who has not attended their class during the first two weeks of the full term; no later than the second Thursday of the fall/spring term and the first Thursday of the summer term. Regardless, it is ultimately the students’ responsibility to properly withdraw from classes.

**Withdrawal from a Single Class**
A student may initiate the withdrawal from a course in the Registrar’s Office. Deadlines cited in the Schedule of Classes apply.

**Withdrawal from All Classes**
A student who wishes to completely withdraw will initiate withdrawal in the Financial Aid Office (Hearnes Hall). A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester may receive a grade of “W” in all courses in which the student is enrolled. Withdrawal from the University after the last week of classes in a regular or summer semester will result in a grade of ‘F’ being recorded for all courses. A student who leaves school without officially withdrawing will receive grades of ‘F’ in all courses.
Involuntary/Unofficial Withdrawal
A withdrawal occurs when a student ceases to attend (including online) classes without submitting written notification of intent to withdraw or when the student otherwise indicates that they plan to withdraw and fails to follow through with the written notification. Missouri Southern may discontinue the enrollment of any student for non-attendance.

Class Attendance
Faculty members are encouraged to keep records of attendance in all regularly scheduled courses at Missouri Southern. The primary objective of student and professor is the student’s attainment of course goals. It is recognized that students who achieve those objectives are normally those who attend class or participate online regularly. The professor, when giving a final semester grade, bases his/her evaluation on how well the student has achieved the course goals.

For financial aid purposes, if a student misses any class for ten (10) consecutive working days or does not participate in an online class, the faculty member will submit The Last Attend Date Form to the Office of the Registrar. Online forms are available on LioNet.

Students who miss a class do so at their own risk and must assume the responsibility for work missed because of class absences. Professors are willing to assist students whose absences are caused by valid illnesses, University approved activities and extenuating circumstances. The professor may require whatever evidence is needed to support the reason for absence.

The attendance record is significant to the total record and is useful in guidance and counseling. When absences are excessive, the professor will report the fact to Student Affairs and they will in turn counsel with the student. Any student earning a grade of “F” must have the Last Attend Date recorded on the Grade Roster. All students who stop attending class or participating online should also have the Last Attend Date recorded on the Grade Roster.

Students should be aware that absence from class invariably has a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals.

Transcript Dispute Policy
Students with a dispute on their academic transcript shall be granted one year from the end of the term in which the notation appears, to submit a written appeal regarding the notation in question. Appeals may be submitted to the Office of the Registrar.

Credit/No-Credit System of Grading
Students in some programs may register to take certain courses on a credit/no-credit basis. In such cases, “Credit” or “No-Credit” will be recorded rather than a letter grade and these courses will not be counted in GPAs. This program will permit a student to explore course work outside of the major without jeopardizing the GPA. The minimum performance level required to receive credit in a credit/no-credit course is a grade of “D.” Students may be eligible to enroll for certain courses on a credit/no-credit basis under the following conditions:

1. That such registration be approved by the adviser and the head of the department through which the course is offered.
2. That the student has attained sophomore rank or higher (30 or more hours).
3. That the student has achieved a cumulative GPA of at least 2.0.
4. That such enrollment be limited to one course per semester.
5. That the total enrollment on a credit/no-credit basis be limited to no more than three courses or 10 credit hours in any student’s degree program.
6. That the courses involved are not part of the student’s major or minor and are not specifically required as part of the student’s degree program. (Hours beyond the minimum required for the major or minor may be taken on a credit/no-credit basis.)
7. That the courses involved are not part of the General Education Requirement Curriculum requirement.
8. Registration for credit/no-credit courses will be completed prior to the final date for changing registration by adding a course.
9. After a student has enrolled in a course under the credit/no-credit option, that individual may not subsequently change to a graded basis in that course.

This policy does not apply to those courses regularly designated as credit/no-credit courses such as Recital Attendance, Student Teaching and ISEP, Bilateral Exchange and the Missouri London/Greece programs and Life/Work experience.

Incomplete (IN): A grade of ‘IN’ may be reported if a student is unable to complete the work of the course within the semester for a valid reason such as illness, death in the family, an emergency, etc. It is not intended as a substitute for an “F” and does not entitle a student to attend the class during a subsequent semester. An incomplete must be made up by the end of the next semester (excluding summers) or it will be converted to an “F” automatically. Both credit and grade points for that course are suspended until the incomplete is converted to either a passing grade or an “F”. A student may not graduate with an incomplete grade.

In Progress (IP): A grade of ‘IP’ will be given in a situation in which a student is unable to complete the work of the course within the semester for a valid non-emergency reason, such as a research project or internship that overlaps two semesters. It is not intended as a substitute for an “F” and does not entitle a student to attend the class during a subsequent semester. An ‘IP’ must be made up by the end of the next semester (excluding summers) or it

Grades & Grading Policies
Grading System
A student’s grade is officially recorded by letter. At Missouri Southern, the following grades and their numerical equivalents are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Outstanding</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>

The current policy for the ‘W’ grade is as follows:
(a) Course withdrawals will be permitted through the second week for full-term courses and the first two days for part-of-term courses of the semester without any grade recorded
(b) Course withdrawal during the third through the eleventh week of the semester will be indicated by a ‘W’ posted to the record for full-term courses. Students have the first two days of the course for part-of-term courses.
(c) Course withdrawals are not permitted after the eleventh week of the regular semester (or its equivalent). A student who stops attending class without officially withdrawing is in jeopardy of receiving an ‘F’ in the course.
(d) A student who completely withdraws from the university prior to the last week of classes in a semester may receive a grade of ‘W’ in all courses in which the student is enrolled.
will be converted to an ‘F’ automatically. Both credit and grade points for that course are suspended until the ‘IP’ is converted to either a passing grade or an ‘F’. BSE majors will not be able to begin student teaching if an ‘IP’ grade is in force. A student may not graduate with an ‘IP’ grade.

Audit (AU): A student may audit a class for no grade and no credit. A Request to Audit must be filed in the Registrar’s Office by the end of the second week of class. Acceptable performance, attitude and attendance as determined by the professor are expected. Regular fees and enrollment procedures are required. A student may not change enrollment from audit to credit nor from credit to audit. An audit means only that a student registered for the course. It does not imply any level of proficiency or knowledge.

Change of Grade: A change is initiated by the faculty member by filing a Change of Grade form with the Registrar. No change of grade is to be made without good cause. Exceptional cases will be reviewed by the school dean and Vice President for Academic Affairs. Change forms must be submitted within one year.

Independent Study: Independent study courses are special courses which may be taken by outstanding students at the discretion of the faculty adviser and the appropriate college officials. Students may enroll in independent study courses for a total of three hours on the associate degree and a total of six hours on the baccalaureate degree providing they:

1. have completed:
   30 hours toward the Associate Degree
   90 hours toward the Baccalaureate Degree
2. have a minimum cumulative 3.00 GPA;
3. have permission of the adviser, department head and the school dean in the area of independent study.

Independent study is designed for the individual who desires to explore a topic more completely than can be done in a regular course offering. Substituting independent study for a regular course is seldom done.

Midterm Grades: Missouri Southern will post midterm grades during the eighth week of the term. These grades are viewable through LioNet and are informational only. Midterm grades do not appear on the academic transcript.

Posting of Grades: University legal counsel advises that the public posting of a student’s name and grade or student number and grade, without the student’s approval, is a violation of the Buckley Amendment (Family Education Rights and Privacy Act of 1974) which does not allow disclosure of recorded data or information without the individual’s written consent.

Official Transcript: An official transcript of the student’s academic record bears the Registrar’s signature and the University seal. Missouri Southern assumes no responsibility for the accuracy of a transcript after it leaves the Registrar’s Office.

Up to two weeks must be allowed after the close of a semester for the issuance of an up-to-date transcript reflecting the most recent semester. Four to six weeks is necessary for the posting of recently awarded degrees. The transcript request must be made in writing. No transcript will be issued unless all bills at Missouri Southern are paid or are current according to agreement with the Bursar’s Office.

Assessment and Institutional Research

Dr. Delores A. Honey, Assistant Vice President for Assessment and Institutional Research
Plaster Hall 321, 417.625.9696, 417.625.9545, 417.625.9349

Mission
The mission of the Center for Assessment and Institutional Research is to collect, analyze and disseminate data and information. These efforts are carried out for the University at large as well as academic and non-academic program development, implementation and evaluation for both internal and external customers.

Activities of the Center
Missouri Southern is committed to measuring outcomes of curricular programs. Both the Core Curriculum and the majors in each academic department are assessed each year. Federal, state and local reports of institutional data are prepared and archived in this Center. Research, surveys and reports are assimilated for on-campus use as well as external audiences. Program evaluation quantitative and qualitative data are compiled in order to help evaluate the effectiveness of academic programs. The Assistant Vice President is the liaison to state-wide assessment and institutional research advisory groups associated with Missouri Department of Higher Education and federal agencies requiring institutional information.
Philosophy Statement for the First-Year Experience
Missouri Southern State University is committed to making the first year of college a success for each student. This ideal is translated into action by fostering five integrated components:

- a smooth transition into university life;
- a sense of shared responsibility;
- a challenging and stimulating learner centered academic environment;
- a sense of inclusive community;
- a comprehensive support program of personnel and resources.

The University facilitates the transition to higher education from diverse life experiences and develops lifelong learners for intellectual, cultural and social exchanges. The responsibility for student learning is shared by all members of the campus community. The University's liberal arts foundation prepares students to become knowledgeable, critical thinkers who can meet the challenges and responsibilities facing global citizens. Missouri Southern fosters a sense of community, campus spirit and support for its first year students by promoting connections with faculty, administrators, support staff and peers. Continuous quality assessment of each of the components is conducted so that necessary changes are implemented to maximize the first year experience.

Missouri Southern’s philosophy for the first-year experience is put into action in numerous ways. The faculty and staff members bring the philosophy to life by their friendly and helpful approach to students. First-year students have opportunities to participate in activities and events designed to introduce them to others and campus life.

First-Year Experience Program
Dr. Susan Craig, Director
Heames Hall, 417.625.9731

The First-Year Experience Program has been established to help achieve the goal of beginning student success through several avenues, including offering the UE 100: The University Experience course for all beginning students, the Common Reading Program and the UE 400: Leadership Training I and UE 401: Leadership Training II courses for course assistants.

UE 100: The University Experience is a fundamentals course designed to assist first-year students in successfully defining themselves both as active participants in the MSSU community and as citizens of a twenty-first century global community. The course offers information on university personnel, facilities, services, policies, study skills and MSSU’s international mission and international study opportunities. Student participation in co-curricular activities is required. The course is taught by an instructor with the assistance of a course assistant. The course assistant serves as an example and a resource for the first-year students.

MSSU Common Reading Program
Each year, a book is chosen as a Common Reading for use in all sections of the UE 100: The University Experience course. Students read, discuss and study the book, as well as its author. The book is chosen by committee prior to the start of the academic year. A speaker related to the reading (i.e. author, translator, character) comes to campus to lecture and meet with the first-year students and the campus as a whole.

Course Assistant Program
Course assistants (CAs) are upper level students who share their insights and experiences with entering students in the University Experience class. Their recent experiences and success in the academic environment make them effective models. Upper level students apply for the assistant role and receive training through UE 400/401: Leadership Training I & II.

Honors Program
Dr. Michael Howarth, Director
Webster Hall 118, 417.625.3005

Mission
The Honors Program serves Missouri Southern State University by recruiting academically talented, motivated students and engaging them in enhanced educational opportunities and challenges designed to promote their continual development as scholars and citizens.

Vision
The Honors Program will be recognized as a leader in academic excellence by both the University and the community and will serve as a model by which students are enabled to exemplify the fulfillment of the University’s mission and values.

Values
Intellectual Curiosity
The Honors Program promotes interest leading to inquiry, the pursuit of diverse knowledge and a respect for varied ways of knowing.

Community
The Honors Program fosters personal, supportive contact between and among its students and faculty while encouraging students to participate in all aspects of campus life.

Student-Centered Learning
The Honors Program provides challenging, active learning opportunities in all areas of the curriculum.

Critical Thinking
The Honors Program provides students with experience in objectively analyzing and interpreting information, opinions and beliefs.

Scholarship
The Honors Program promotes academic excellence in all areas, with an emphasis on scholarly research.

Service Learning
The Honors Program facilitates the maturation of students as citizen leaders through service to the community and individual reflection.

International Experience
The Honors Program prepares its students to be global citizens by emphasizing cross-cultural experiences.

Student Support
The Honors Program provides special support to its students to assist them in reaching their personal and professional goals.
The Honors Program serves Missouri Southern State University by recruiting academically talented and motivated students and engaging them in enhanced educational opportunities and challenges designed to promote their development as scholars and citizens.

Beginning with the first semester of their freshman year, Honors students participate in specially-designated Honors classes. Because admission is selective and competitive, these classes are smaller and often involve more active learning than regular classes, permitting Honors students greater and more intensive interaction with their instructors and other outstanding students.

Honors students also enjoy intensive guidance and personal attention from the Honors directors and from distinguished faculty in their area of study.

Independent studies and the Senior Thesis project provide students and faculty with the flexibility they need to pursue scholarly interests and to design and implement innovative, creative approaches to learning.

Performance expectations are high. Honors students are held to the highest standards of academic performance, but are not in competition with one another. Instead, an atmosphere of openness, cooperation and intellectual adventure enables Honors students to inspire and challenge one another to the highest levels of achievement.

The Curriculum
While students will take courses offered in Southern’s regular curriculum, these five features are specifically designed for Honors students:

Honors Forum
This course is an open forum to provide an in-depth discussion of a specific topic, text or other matter of interest. Students engage in critical thinking as they participate in and lead classroom discussions and presentations.

Honors Courses
Special sections of required courses such as English composition are designated as Honors sections. There are a number of such courses offered each semester and Honors students select several from these, particularly during their freshman and sophomore years.

Senior Honors Thesis
Honors Scholars enhance a course in their major for Honors credit during the senior year. Working under the guidance of professors in their major field, they design and carry out independent projects investigating a topic in depth and utilizing original research methods. Each student makes a presentation of his or her research to an Honors Colloquium open to a campus-wide audience. The presentation is required of each student for completion of the Honors Program.

Honors Recognition
Missouri Southern is affiliated with the National Collegiate Honors Council, The Great Plains Regional Honors Council and the national honor societies Phi Eta Sigma and Alpha Chi. Most Honors students have the opportunity to participate in the activities of these organizations.

Every Honors course completed with a final grade of 'A' or 'B' is identified as an Honors course on the student’s transcript. Students who maintain a cumulative GPA of at least 3.3, complete the required 26 hours of Honors courses and who maintain acceptable progress in Honors will receive special recognition at commencement.

Honors and Evans Scholarships
All Honors Scholars must be eligible for an academic scholarship at Missouri Southern. In addition to competing for admission to the Honors Program, candidates are also competing for additional scholarships. The Honors and Walter and Fredrica Evans Scholarships will be awarded in varying amounts to the most highly qualified applicants as funds allow. The Evans is a four-year renewable scholarship applicable to both tuition and room and board, while the Honors Scholarship applies to tuition only. These scholarships are Southern’s most valuable institutional academic awards and are applicable to fall and spring semesters only.

Eligibility
All students who wish to participate in the Honors Program must first be admitted to Southern. Incoming freshmen with at least a composite score on the ACT of 28 or with at least a GPA of 3.5 (on a 4.0 scale) in high school course work are invited to apply for admission to the program. To complete the application process the student must submit an application form, a transcript and two letters of recommendation mentioning the student’s strengths as a scholar. An essay may also be required. Outstanding candidates will be invited to an on-campus interview.

Students who have already completed one to four semesters of course work with a GPA of 3.5 at Southern or any other accredited college or university are also invited to apply for admission into the program, though they may not be eligible for the Honors or Evans Scholarships. Since a majority of the required 26 Honors credits must be earned in courses meeting the General Education Requirements, applicants who have previously earned more than 30 college credits will need to present a plan for completing these requirements in order to be considered for admission.

GEORGE A. SPIVA LIBRARY

Wendy McGrane, Library Director
Spiva Library 120, 417.625.9801

Spiva Library is the major information resource on campus, providing 282,222 print volumes including state and federal government documents. A 775,337 item microform collection, a law collection, print and electronic journal subscriptions, and electronic databases provide additional materials for student research. Collections housed in the archives include the Congressional Papers of Gene Taylor, a former member of the United States House of Representatives; Tri-State mining maps; the papers of Dr. Arrell Gibson, a noted Western historian; and MSSU archival material.

Mission
The George A. Spiva Library provides organization of and access to information essential to Missouri Southern State University’s commitment to a liberal arts education and lifelong learning, with a firm emphasis on international studies and quality classroom teaching. The library also serves as a resource for residents in the region.

Professional librarians and trained support staff expedite and enhance access to information through the sharing of expertise, participation in networks, the acquisition and maintenance of resources, creation of bibliographic tools and help guides, development of instruction programs and the availability of reference services. The curriculum and research needs of students, faculty and staff are met by providing timely access to information in the most beneficial format.

Spiva Library provides user-oriented services, introduces new technologies and build collections that contain diverse points of view. These initiatives demonstrate the central role played by the library in supporting the mission of the University and the educational needs of our constituents.
Building

The Cragin addition and renovation of Spiva Library took place in the fall of 2001. The new addition doubled the square footage of the library to 80,000. The changes provide a modern and up-to-date facility that is the center for campus study and research.

University Java coffee shop on the 1st floor of the library allows students to study and enjoy a beverage or snacks. They may also surf the web on nearby computers or checkout and return materials at a secondary Circulation desk. The lounge area near the coffee shop is a popular place for faculty to meet with classes or conduct office hours. Archives and Technical Services are also located on the 1st floor. The 2nd floor of the library houses the main collection, private study rooms, a small computer lab, the Career Services department, and the ITS help desk. The 3rd floor is considered the “research floor” of the library and it’s where Circulation, Reference, reserves materials, periodicals, and the Resource Center are located. A large computer lab enables students to conduct research and prepare papers or presentations. Cell phone usage is prohibited on the 3rd floor.

The Belk Faculty Reading Room on the 4th floor recognizes retired faculty and provides a unique space for meetings or grading papers. The adjacent Quiet Room is beautifully furnished and maintains the enforced quiet that many people desire in the library. Also located on the 4th floor are the audio visual collection, curriculum materials, juvenile and young adult books, government documents and microforms.

Computers and wireless access are available throughout the library. Students may connect their own laptops to the campus backbone in the library. Other open areas with comfortable lounge furniture or tables and chairs provide students with places to relax and study. Study rooms are available for students wanting privacy or to work in groups without disturbing others.

Online Catalog

SWAN (SouthWest Academic Network) is the public catalog which is available online at http://swan.missouri.edu. The catalog allows a search of Missouri Southern’s materials and/or those held by other SWAN institutions. SWAN has grown to include: Missouri Southern State University, Assemblies of God Theological Seminary, Baptist Bible College, Cottey College, Crowder College, Drury University, Forest Institute of Professional Psychology, Missouri State University, Ozarks Technical Community College and Southwest Baptist University.

SWAN is one of eleven clusters forming MOBIUS, a consortium linking academic, public, and special libraries. MOBIUS enables students, faculty, and staff to borrow books from member libraries and receive them within an average of 48-72 hours. The requests are delivered Monday through Friday by an independent courier. This system eliminates tedious forms and provides rapid service. The book resources available through MOBIUS number in the millions and may be borrowed free of charge.

Research

Major electronic databases in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available online, many in a full text format. Access to these resources is available through the library’s web page http://www.mssu.edu/library. Students and faculty may access these resources from off-campus through the proxy server using their Missouri Southern credentials. Spiva Library maintains print periodicals and microforms of back issues.

Interlibrary loan requests for materials that are unavailable in-house or through MOBIUS are sent and received through an international computer network of libraries called OCLC. Periodical articles are rapidly sent and received via fax and email.

Instruction

The teaching function of the library is important, as it should be in a university that prizes teaching excellence and contact with students. Every effort is made to ensure that students learn how to conduct effective research and to use information resources knowledgeably.

Librarians provide tours of the library, workshops, class lectures and individual assistance. An ‘Ask a Librarian’ feature is available from the library’s webpage for students to email reference questions and receive a timely response from a professional librarian. If extensive research assistance is required, please call 417.625.9342 to schedule an appointment.

Equipment

Computer labs containing workstations and scanners, connected to black and white and/or color network printers are available in the library. Additional workstations are available for quick searching. Digital and analog microform readers and printers are available for viewing and printing periodical back files. Black & white and color photocopiers are located throughout Spiva Library. LCD projectors and laptops are used to provide instruction.

AVC, Curriculum and Government Documents

Located on the 4th floor of the Spiva Library is the Audio Visual Center. This area includes video and audio cassettes, filmstrips, slides, kits and miscellaneous instructional materials. The AVC provides appropriate playback equipment for the materials. Curriculum textbooks, curriculum guides on microfiche as well as young adult and juvenile books that support the teacher education curriculum are housed in this area. Spiva Library is a selective depository for federal documents; they are also located on the 4th floor.

The staff provides limited production services such as overhead transparencies, laminating. There is a small inventory of slide projectors, videocassette and DVD players, televisions, audiocassette recorders and filmstrip projectors. Equipment is housed in each campus department; therefore, the equipment is limited to basic items.

Staff & Hours

Helpful staff members are stationed throughout the library to support all materials and services. The staff is composed of seven librarians, thirteen full-time and part-time support staff members and many student workers who serve in all areas of the library.

Spiva Library hours are as follows:

- 7:30 a.m. - 11 P.M. Monday through Thursday
- 7:30 a.m. - 5 P.M. Friday
- 9 a.m. - 5 P.M. Saturday
- 1 P.M. - 11 P.M. Sunday

*Library hours differ during holidays, breaks and summer session.

Accessibility

Spiva Library works closely with the campus Disability Services Coordinator to ensure that the library is accessible to patrons with disabilities. Patrons with a disability may contact any library staff member for assistance.
The internet; students and the instructor, either synchronously or asynchronously. The instructor and to support regular and substantive interaction between the through (4) to deliver instruction to students who are separated from the cation that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--

(1) The internet;
(2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
(3) Audio conferencing; or
(4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Additionally, the Office of Lifelong Learning provides the following services:

Credit for Life/Work Experience
Credit may be earned for career and professional experiences that are documented through the portfolio process. The availability of credit depends on the relevance of the students' experiences to their major as determined by the department and the school dean. The application process and initial advisement begins with the adviser for Experiential Credit. For information contact: 877.837.8527.

Continuing Education Credit Hour Courses
These courses are offered in non-traditional scheduling formats and designed primarily for professionals and job improvement. The courses may be transferable to university credit through academic petition and the approval of the department head and the school dean. Students pursuing these courses will be considered as either special or temporary until they have completed the regular student admission process.

Dual Credit
The Dual Credit Program enables high school students to enroll in college courses and simultaneously earn both high school and college credit for those courses (subject to the agreement of the high school). Missouri Southern is pleased to participate in this program. Admission to the dual credit program is limited to high school students who have completed their sophomore year, who have a cumulative high school GPA of at least 3.0 on a scale of 4.0, who are pursuing the state-designated college preparatory high school Core Curriculum, score at proficient or above on the MAP and who have the recommendation of their principal or counselor. Students should obtain a Dual Credit Application and information about available courses from the Office of Lifelong Learning, Webster Hall Room 141, phone 417-625-9861.

60-Plus Program
The pursuit of education is not limited by a person’s chronological age. The goal is to encourage continued educational growth for new careers and personal enrichment through a tuition reduction program designed for persons 60 years of age and over.

Professional Education and Conference Development
A number of conferences are provided for professional development and public awareness. Many of the conferences provide continuing education units to meet professional mandates.

Online Faculty Training & Professional Development
Any and all instructors who will be teaching an online course(s) are required to participate in the MSSU four week online faculty training course prior to teaching a MSSU online course for the first time. Additionally, online instructors are required to successfully complete one online professional development session annually.

Instructional Design
Creating instructional materials is both an art and a science. The LLL Instructional Designer (ID) creates learning methodologies that align to program/course objectives. Our ID offers expertise in adult learning principals, needs analysis, performance analysis and learning metrics. Whether a new course created from scratch is required or revisions to existing content, our ID can help Subject Matter Experts create engaging and effective learning. The Office of LLL has extensive experience leading needs assessment and task analyses, developing design documents as well as evaluating the effectiveness and ROI of training programs for any and all departments across all academic content areas.

Online Tutoring
The Office of Lifelong Learning provides 24/7 online tutoring through Smarthinking. Students connect to live educators from any computer that has Internet access, no special software installation or equipment is required. Additionally, the Smarthinking Online Writing Lab is available to assist secondary, post-secondary, and graduate students become stronger writers. Students receive a detailed, personalized critique of any written assignment, such as an essay, paragraph, report, personal statement, cover letter, resume, or creative work. When applicable, students can select specialists such as ESL, Technical Writing, or Creative Writing experts. Students can submit writing 24 hours a day, seven days a week. For information contact: 877.837.8527.

Cheryl Dobson, Director
Hearnes Hall 100, 417.625.9515

Family Educational Rights & Privacy Act (FERPA) 1974
Notice of Student Rights and Responsibilities
The Family Educational Rights and Privacy Act of 1974, as amended (also referred to as the Buckley Amendment), is a federal law regarding the privacy of student educational records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.
What Are Educational Records?

Under FERPA, educational records are defined as records that are directly related to a student and are maintained by an institution or by a party acting for the institution. Educational records can exist in any medium, including: typed, computer generated, videotape, microfilm and email, among others.

- The law applies to all students in higher education, regardless of age, once they begin attending classes. The law continues to apply to students even after they have graduated, but ceases to apply upon the death of the student.
- The University will not release information, other than directory information, from a student's educational record without the student's prior written consent, except to authorized persons and organizations. Even parents are not permitted access to their child’s educational records unless the student has provided written authorization permitting access.
- Authorized persons and organizations are those who have a legitimate educational interest.
  1. A legitimate educational interest means that the person or organization is required to perform certain duties and these duties involve the use of student data.
- Authorized persons include employees of Missouri Southern State University (including but not limited to: staff, instructors, advisers, and campus police), third parties with a legitimate educational interest, the U.S. Department of Education and other education authorities carrying out official duties, as well as financial aid lenders. Also included are organizations which MSSU has contracted as agents of the University. An example is the National Student Clearinghouse.
- There are exceptions to the rule of non-disclosure, which involve health and safety. This means that to prevent sickness, injury or death, the University may disclose information usually held to be protected. Also, an agent of the court with a properly issued court order or subpoena may receive student data, though we will first attempt to notify the student before complying with the subpoena.

Directory Information

Directory Information at MSSU may be made available to the general public unless the student completes a Privacy Request form in the Office of the Registrar. In the case of a Privacy Request, the University will not release any information, even directory information. This restriction does not apply when providing information to those who have a legitimate educational interest.

The following is considered Directory Information:

- Student’s name, student identification number, address, email address, telephone listing, date and place of birth, photograph, major field of study, year in school, grade level, dates of attendance, enrollment status (full-time or part-time), degrees, honors and awards received, participation in officially recognized activities and sports (includes height and weight of team members), most recent previous educational agency or institution attended and next of kin or spouse (emergency only).

STUDENTS HAVE CERTAIN RIGHTS UNDER FERPA, THESE INCLUDE:

- The right to inspect and review their educational records within 45 days of a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The institution may refuse to provide a copy of a student’s education record provided such refusal does not limit access.
- The right to request the amendment of education records that the student believes are inaccurate. The student should write the University Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Limitations exist on students’ rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Records which do not contain educational information or do not fall into the category of educational records because of how they are maintained.
- Financial records of parents.
- Confidential records placed in education records prior to 1975 if they are used as intended.
- Confidential recommendations or receipts of honors if the student has waived the right of access to such information.
- Documents containing information on more than one student.

Please refer to the Academic Standards section on page 42 for academic policies.

Writing Program

The director and a faculty committee advise the Vice President of Academic Affairs on the development and supervision of the program. Each student is required to complete five writing intensive courses as a part of the baccalaureate degree. Two of those five courses must be completed in the first year writing sequence, and two of the three remaining courses must be taken at the junior and/or senior level. One upper division writing intensive course must be taken in the student’s major.