Vice President for Academic Affairs
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The Office of the Vice President for Academic Affairs is responsible for the administration of the instructional programs both on and off campus. The Honors Program, Writing Program, First-Year Experience Program, Assessment and Institutional Research Office, Registrar, the Library and the Institute of International Studies and all academic units are under its direction.

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 failing 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 initialed 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
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