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.