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
DEGREE REQUIREMENTS

Catalog Time Limit
A candidate for a degree may use, as a basis for degree requirements, the general catalog issued for any year following the date of the candidate’s first completed registration at MSSU provided it is not more than six years prior to the date the degree is to be conferred. The candidate must have been in residence at MSSU and earned credit during the year of the catalog selected.

Transfer Student: The MSSU catalog in effect at the time of the transfer student’s initial enrollment in the sending institution (transfer school), will govern the transfer student’s degree requirements. The catalog used may not be dated more than six years prior to the date the degree is to be conferred. The transfer student must have been enrolled in a previous school and earned credit during the year of the catalog selected.

Developmental Courses
Occasionally, scores obtained from the placement tests indicate a student may not be successful in college. The university reserves the right to require these students to take developmental courses in biology, mathematics, composition, study skills or intensive English prior to participation in regular college level classes. Courses below the 100 level are not applicable to the baccalaureate degree and are excluded in honors calculations and calculation of the standards of progress toward graduation.

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
Course Numbers:
0 - 99 Not applicable toward the Baccalaureate Degree
100-199 Primarily for freshmen
200-299 Primarily for sophomores
300-399 Primarily for juniors
400-499 Primarily for seniors

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