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, exten-
sion 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 pro-
gram 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 agree-
ment is arranged must be provided in order to complete the require-
ments 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-1 under Baccalaureate Degree require-
ments, 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 esti-
imated 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 applica-
tion. 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 prop-
erly 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 semes-
ter 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 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.

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>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</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.

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. That 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

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