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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 Learning Center, the Honors Program, the Writing Program, the Assessment and Institutional Research Office, the Library, Enrollment Services Office (Registrar's Office, Admissions Office, and Financial Aid), Student Support Center, Career Services, the Institute of International Studies and all academic units are under its direction.

ACADEMIC STANDARDS

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 year 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 grade point average falls below the minimum standards of progress, the work is considered unsatisfactory.

Progress toward a degree is computed on the following grade point averages:

A. For Associate Degree

<i>Hours Attempted</i>	<i>Grade Point Average</i>
1-22 semester hours	1.6
23-33 semester hours	1.7
34-44 semester hours	1.8
45-55 semester hours	1.9
56 & Above	2.0

B. For Baccalaureate Degree

<i>Hours Attempted</i>	<i>Grade Point Average</i>
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 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 grade point average 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 grade point average 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.

Academic Bankruptcy

A student may petition the Academic Bankruptcy Committee to request one semester of academic work 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.

Repetition of Courses

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 grade point averages.

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 grade point average or higher with no incomplete grade or a grade below “C.”

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.

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 grade point average 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 Services.

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 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 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 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 mathematics, composition, study skills or intensive English prior to participation in regular college level classes.

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 courses 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 courses 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 GPAs are required for all Baccalaureate Degrees except the B.S.E.:
 - 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 B.S.E.:

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: A minimum of 40 semester hours in upper division courses (those with numbers in the 300's and 400's) must be completed to meet the graduation requirements. Reasonable adjustments are made for three-one affiliation programs.

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 number. Example: Psy 481 Senior Thesis WI.) Students transferring to Missouri Southern from another college will fulfill the Writing Intensive requirement as follows:

<i>Total hours at time of transfer to Missouri Southern:</i>	<i>Minimum Writing Intensive courses required:</i>
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 hours of Special Education (Educ 302).

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. Core Curriculum Requirements: Missouri Southern has a Core 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 Core Curriculum requirements:

Baccalaureate Degree Core Requirements

	Credit Hours Required
Area 1. Basic Requirements	
A. <i>English Composition</i> Freshman Year (Eng 101 and 102 OR achievement in the required competency level can be done in Eng 111 in 3 hours)	6
B. <i>Communication</i> Comm 100 Oral Communication	3
C. Mathematics (120 or above)**	3
Total for Area 1	12 Hours
Area 2. Humanities and Fine Arts	
A. <i>Select One</i>	3
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	
Th 110 Theatre Appreciation (3)	
B. <i>Select One</i>	3
Eng 261, 262 World Literature (3)	
Eng 271, 272 British Literature (3)	
Eng 281, 282 American Literature (3)	
C. <i>Select One</i>	3
Eng 150 Introduction to Literature (3)	
Eng 305 Short Story (3)	
Eng 261, 262 World Literature (3)	
Eng 271, 272 British Literature (3)	
Eng 281, 282 American Literature (3)	
Phil 201 Introduction to Philosophy (3)	
Phil 212 Ethics (3)	
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	
Th 110 Theatre Appreciation (3)	
Total for Area 2	9 Hours
Area 3. Natural Science and Behavioral Sciences	
A. <i>Bio 101 General Biology**</i>	4
B. <i>Phy 100 Fundamentals of Physical Science**</i>	5
C. <i>Select one</i>	3
Psy 100 General Psychology (3)	
Soc 110 Sociology (3)	
Total for Area 3	12 Hours
Area 4. American Cultural Studies	
A. <i>Hist 110 U.S. History 1492-1877</i> AND Hist 120 U.S. History 1877-Present OR Hist 320 U.S. History 1877-Present	3
B. <i>PSc 120 Gov't: U.S., State, Local</i>	3
Total for Area 4	9 Hours
Area 5. MSSU Special Emphasis	
A. <i>International Cultural Studies</i>	3
<i>Select One:</i> Anth 155 Physical Anthropology and Archeology (3)	

Anth 342	Comparative Cultures	(3)	
CJAd 301	International Justice Systems	(3)	
CJAd 370	International Terrorism	(3)	
Comm 305	Intercultural Communication	(3)	
Eng 385	Continental Novel	(3)	
	Foreign Language	(3)	
Geog 211	Regions and Nations	(3)	
Geog 310	Human & Cultural Geog	(3)	
Hist 130 or 140	Western Civ	(3)	
Hist 150	Asian Civilizations	(3)	
IB 310	International Business	(3)	
IntS 201	Introduction to International Studies	(3)	
Phil 320	Comparative Religion	(3)	
Soc 303	The Arab World	(3)	
B. Health and Wellness			3
Kine 103	Lifetime Wellness**	(2)	
Kine 101	Physical Activity***	(1)	
C. Economics			3
Econ 180	American Economic System	(3)	
(Majors and minors in business should take Econ 201)			
Total for Area 5			9 Hours

Total Core Curriculum Requirements 51 Hours

*Areas 1 - 4 of the Core 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.

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

***A student with a documented disability who feels that he/she cannot fulfill this requirement should see Melissa Locher, Coordinator of Disability Services, at the Learning Center (417.625.9373).

298-398-498 Classes

Classes numbered 298, 398 or 498 may not be counted toward Core 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.

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 Bachelor of General Studies (B.G.S.) Degree

The B.G.S. degree is a viable alternative for a few individuals who may wish thorough preparation for a career in a specific

field, which does not correspond to an existing major. To pursue this option the student should consult with an adviser regarding the degree.

Associate Degree Requirements

Associate of Arts Degree

- A. **Residence:** The last 15 semester hours must be completed in residence at Missouri Southern.
- B. **Credit Hours:** A minimum of 64 semester hours must be completed.
- C. **Grade Point Average:** Minimum cumulative and major field grade point average must be 2.0.
- D. **Major Field:** The student must meet the course requirements of the particular preprofessional program selected. Or, the degree may consist of the general education courses plus additional hours, totaling 64, as approved by the adviser.
- E. **Core Curriculum Requirements:** The degree requires completion of the following Core Curriculum requirements:

	Credit Hours Required
Area 1. Basic Requirements*	
A. <i>English Compositions</i>	6
Freshman year (Eng 101 and Eng 102 OR achievement in the required competency level can be done in Eng 111 in 3 hours)	
B. <i>Communication</i>	3
Comm 100 Oral Communication**	
C. <i>Mathematics (120 or above)**</i>	3
Total for Area 1	12 Hours
Area 2. Humanities and Fine Arts*	
A. <i>Fine Arts Select One</i>	3
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	
Th 110 Theatre Appreciation (3)	
B. <i>Literature Survey Select One</i>	3
Eng 261, 262 World Literature (3)	
Eng 271, 272 English Literature (3)	
Eng 281, 282 American Literature (3)	
C. <i>Humanities Elective Select One</i>	3
Eng 150 Introduction to Literature (3)	
Eng 305 Short Story (3)	
Eng 261, 262 World Literature (3)	
Eng 271, 272 English Literature (3)	
Eng 281, 282 American Literature (3)	
Phil 201 Introduction to Philosophy (3)	
Phil 212 Ethics (3)	
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	
Th 110 Theatre Appreciation (3)	
Total for Area 2	9 Hours
Area 3. Natural Sciences and Behavioral Sciences*	
A. <i>Bio 101 General Biology**</i>	4
B. <i>Phys 100 Fundamentals of Physical Science**</i>	5
C. <i>Behavioral Sciences Select One</i>	3
Psy 100 General Psychology (3)	
Soc 110 Introduction to Sociology (3)	
Total for Area 3	12 Hours

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Area 4. American Cultural Studies*

A. <i>U.S. History</i>		6
Hist 110 U.S. History 1492-1877	(3)	
AND		
Hist 120 U.S. History 1877-Present	(3)	
B. <i>Government</i>		3
Psc 120 Gov't: U.S., State, Local	(3)	
Total for Area 4		9 Hours
Total Core Curriculum Hours		42 Hours***

*Occasionally, selected courses may be substituted for this area.

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

***Areas 1-4 of the Core Curriculum constitute the 42 semester-hour block that meets the State of Missouri general education goals. This block should be considered equivalent to corresponding blocks of credit at other public and signatory institutions of Missouri.

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:** The minimum cumulative and major field grade point average 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. **Core Curriculum Requirements:** The degree requires completion of the Core Curriculum courses as well as those outlined in the student's major field of study. The Core Curriculum required courses are:

	Credit Hours Required
Area 1. Basic Requirements*	
A. <i>Eng 101 English Composition</i>	3
B. <i>Comm 100 Oral Communication**</i>	3
C. <i>Math 30 (or above)**</i>	3
D. <i>Health and Wellness</i>	3
Kine 103 Lifetime Wellness	(2)
Kine 101 Physical Activity	(1)
Total for Area 1	
	12 Hours

Area 2. Humanities and Fine Arts*

A. <i>Fine Arts Select One</i>		3
Art 110 Art Appreciation	(3)	
Mus 110 Music Appreciation	(3)	
Th 110 Theatre Appreciation	(3)	
Any Literature Course except 325	(3)	
Phil 201 Introduction to Philosophy	(3)	
Phil 212 Ethics	(3)	
Total for Area 2		3 Hours

Area 3. Natural Science*

A. <i>Select One:</i>		
Bio 101 General Biology**		4
Phys 100 Fundamentals of Physical Science**		5
Total for Area 3		4-5 Hours

Area 4. Social and Behavioral Sciences*

A. <i>Hist 110 or Hist 120 United States History</i>		3
B. <i>***Missouri Constitution Requirement</i>		
C. <i>Select One:</i>		3
Psy 100 General Psychology	(3)	
Soc 110 Introduction to Sociology	(3)	
Econ 180 American Economic System**	(3)	
Total for Area 4		6 Hours
Total Core Curriculum Requirements		25-26 Hours

*Occasionally, selected courses may be substituted for this area.

**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.

Core Curriculum courses required for the Associate of Science degree typically do not completely fulfill the Core 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 Core 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. **Placement Services:** Each degree candidate must register in the Office of Career Services.
- D. **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 Career Services.
- E. **Senior Assessment:** All graduating seniors are required to complete a Core 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, prescribe 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 Core 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 Core 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) certification of the completion of such requirements in another collegiate institution and passing a special examination on the Missouri Constitution.

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 Psy 302 or Educ 302.

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:

Grade		Grade Points
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Minimum Passing	1
F	Failing	0
W	Withdrawal	

The current policy for the "W" grade is as follows:

- Course withdrawals will be permitted through the first week of the semester without any grade recorded.
- Course withdrawal during the second through the ninth week of the semester will be indicated by a "W" posted to the record.
- Course withdrawals are not permitted after the ninth 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.

- 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 grade point averages. This program will permit a student to explore course work outside of the major without jeopardizing the grade point average. 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:

- That such registration be approved by the adviser and the head of the department through which the course is offered.
- That the student has attained sophomore rank, or higher (30 or more hours).
- That the student has achieved a cumulative grade point average of at least 2.0.
- That such enrollment be limited to one course per semester.
- 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.
- 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.)
- That the courses involved are not part of the Core Curriculum requirement.
- Registration for credit/no-credit courses will be completed prior to the final date for changing registration by adding a course.
- 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 and Student Teaching.

Incomplete (I): A grade of "I" 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 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 first 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.

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.

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. 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 Business Office.

GENERAL REGULATIONS

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 44.
- 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.

Combined Degree Programs

Missouri Southern State University has established combined degree programs for Environmental Health and for Medical Technology. Specific requirements for these programs 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 Core 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.

Co-Admission

Students who enroll at Crowder College but meet the admission requirements of Missouri Southern and plan to transfer to Missouri Southern may apply for Co-Admission. The application will be done by the Crowder College Admission Office. Records for co-admitted students will be maintained at both institutions. Missouri Southern will assist in the academic advising of co-admitted students prior to transfer to Missouri Southern.

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 under Baccalaureate Degree requirements, page 31.

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.

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. 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.

NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL 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 (114 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, unless other arrangements are made through the Office of the Registrar. A student who leaves school without officially withdrawing will receive grades of “F” in all courses.

Class Attendance

Faculty members 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 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, the faculty member will report this in writing to the Office of the Registrar.

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 Services and they will in turn counsel with the student. The total number of student absences in a class will be reported to the Registrar’s Office along with the final grade at the end of the semester.

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.

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.

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.

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.

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.

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 101 and Kine 103 requirements of the Core 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 Registrar, 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 Registrar's Office. 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 grade if it is "C" or above.

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, 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 will 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:

Name, address, email address, telephone listing, date of birth, major, year in school, dates of attendance, enrollment status (full-time or part-time), degree and date, academic school, honors and awards received, participation on athletic teams, height and weight of members of athletic teams, and most recent previous institution attended.

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.

HONORS PROGRAM

Patricia P. Kluthe, Director
Jeffrey E. Martinek, Assistant Director
Webster Hall 118, 417.625.3005

The Honors Program at Missouri Southern State University is intended to encourage academic excellence by providing special opportunities and challenges for exceptional students.

Because admission is selective and competitive, classes normally are smaller than regular classes, permitting Honors students to enjoy interaction with other outstanding students in an informal atmosphere conducive to exciting and challenging discussions.

Honors courses put our best students in small classes with our best teachers - right from freshman year on. Distinguished professors and Honors students have opportunities to expand the educational experience beyond that available in regular courses. Students receive personal attention and special guidance, and the program is flexible to permit them to pursue particular scholarly interests and to engage in innovative and creative approaches to learning.

Expectations for performance in the program are high. As an Honors student, one is expected to strive for grades against these standards; one is not, however, expected to compete with others for grades. Through this program, the challenge to perform at the top of one's ability is matched by the opportunity to do so in an environment that is simultaneously fun, exciting, and intellectually demanding.

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 discuss a variety of topics, issues, and other matters of interest. The objective of the course is to develop in the Honors scholar self, cognitive, and cultural awareness. Active learning and service learning are nurtured as students select, design, and implement topic presentations.

Service Learning

By engaging the Honors students as volunteers in unfamiliar institutions which are oriented toward public service, this experience is designed to lead the students through a critical analysis of the organization's culture and dominant paradigms of thought encountered during the time of service.

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Core Curriculum Courses

Special sections of required courses such as English composition are designated as Honors sections. There are a number of such courses to select from each semester, and most Honors students take their choices of these during their freshman and sophomore years.

Junior Honors Courses

This experience is designed for scholars in the last two years of their curricula and is aligned with the international mission of Missouri Southern. Each Honors scholar is expected to have an international study experience during their tenure at Southern, and with the guidance of the honors directors will be led through a reflective analysis of that study, again emphasizing self, cognitive, and cultural awareness.

Senior Honors Thesis

Students take at least one Honors course in their major during the senior year. Working under professors in their major field, they design and carry out independent projects investigating in-depth topics and utilizing original research methods. Each student makes a presentation of their 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 Phi Eta Sigma and Alpha Chi, national honor societies. Most Honors students have the opportunity to participate in the activities of these organizations and to attend regional and national conferences.

Every Honors course completed with a final grade of A or B is identified as an Honors course on one's transcript. If one maintains a cumulative grade point average of at least 3.5 and completes 26 hours of Honors courses, one will receive special recognition at graduation.

Oxford and Cambridge Program

To live and study at a historic College of Oxford University or at equally-renowned Cambridge University is perhaps the experience of a lifetime. Southern offers an elective summer study program in England at Oxford or Cambridge, two of the world's foremost universities. Students participate in small seminar groups led by university tutors and live in an atmosphere of university life as it has survived over the past 700 years.

A select group of students have the opportunity to participate in either program based on their advanced academic standing for hours accumulated and grade point average. Selected students choose courses offered in

sessions on various subjects. Southern grants partial scholarships to students each year. Honors Program students are given priority consideration in the selection process.

There is also time for students to enjoy the rich heritage of England through formal tours and individual excursions. A great opportunity awaits those selected to be members of this distinguished community of scholars and participants in the Oxford or Cambridge experience.

The Evans Scholarship

In competing for admission to the Honors Program, candidates are also competing for the Walter and Fredrica Evans Scholarship, which will be awarded as funds allow to the most highly qualified applicants. The Evans is a four-year renewable scholarship awarded in varying amounts based on an index of the candidate's percentile rank in class and percentile ACT composite. The Evans is Southern's most valuable institutional academic award. The scholarship is applicable for fall and spring semesters only.

Eligibility

All students who wish to participate in the Honors Program must be admitted to Southern. Incoming freshmen with at least a composite score on the ACT of 28 or with at least a grade point average 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, two letters of recommendation mentioning the student's strengths as a scholar, and an interview with one of the directors. An essay may also be required.

Students who have already completed between 15 and 30 hours of course work with a grade point average of 3.5 at Southern or any other accredited college or university are also invited to apply for admission into the program, though they are not eligible for the Evans Scholarship.



The Honors Program will offer special admission to Missouri's associate degree graduates who hold the CBHE Bright Flight Scholarship. Those with at least a 3.5 GPA will be eligible for a scholarship that covers the full cost of tuition, room and board, activities, fees, and textbook rental. Those with a 3.0 GPA will be eligible for a scholarship equivalent to our Level I Scholarship.

Students generally will not be admitted to the Honors Program after they have earned 30 credit hours. However, if such a student presents a plan to take the 26 honors hours required to complete the program, that student will be considered by the Honors Committee on an individual basis.

ENROLLMENT SERVICES

Admissions

Derek Skaggs, Director of Enrollment Services
Hearnes Hall 109, 417.781.6778

Staff: Sarah Cunningham, Clay Deem, Tina Fitzpatrick, Mark Lloyd, Susan Miller

Admission decisions are based on current admission policies established by the Board of Governors and are made in accordance with the recommendations of the Coordinating Board for Higher Education. Students are encouraged to apply for admission early. Applications are available through the Admissions Office, the Admissions web site (www.mssu.edu/admissions), and most high schools and community colleges. Admission requirements are subject to change without notice. Missouri Southern State University encourages students from private, home schooling and non-accredited high schools to contact the Admissions Office for details on how to be accepted into Missouri Southern.

Credentials Required for Freshman Admission **Regular Admission**

- (1) **High School Transcript:** An official transcript of high school credits must be filed showing that requirements for graduation have been met. A 6th, 7th, or 8th semester rank in class must appear on the record. (The University will accept a satisfactory score on the General Educational Development (GED) test in lieu of a high school transcript.)
- (2) **Placement Test:** Missouri Southern participates in the American College Testing Program (ACT). Scores from the enhanced battery must be presented as an admission credential. These tests are administered at nationally approved test centers five times a year. Missouri Southern is a test center. Students over the age of 21 applying as first-time freshmen are not required to submit an ACT score. However, placement tests in English and Math are required for placement in the appropriate classes. Either ACT or SAT scores are acceptable.
- (3) **Application:** Missouri Southern admits students on a rolling basis. Students are encouraged to apply early. The application for admission must be submitted to the

Admissions Office one week before the first day of enrollment (see University calendar on page 14). This includes all credentials required by the Admissions Office.

- (4) **Application Fee:** A fee of \$15 must be included with the application for admission. (This fee is non-refundable and non-applicable to other college fees.)
- (5) **Miscellaneous Requirements:** Additional credentials may be required from students whose application credentials raise questions about their acceptability into the student body. While the University makes every effort to give each applicant an opportunity for a college education, it reserves the right to deny admission when the University's ability to meet the need of the student and/or the welfare of the student body is in question. Students who do not attend Missouri Southern within one year after making application must submit new credentials when seeking admission.

High School Core Curriculum Requirement

The University strongly encourages high school students to follow the Core Curriculum requirements outlined by the Missouri Coordinating Board for Higher Education. The core includes:

English, 4 units. Two units emphasizing composition or writing skills are required. One unit may be speech or debate.

Mathematics, 3 units. The units must include Algebra I, Algebra II, and Geometry. A fourth higher level mathematics course is strongly recommended.

Social Studies, 3 units. Courses should include United States history and courses selected from world history, government, geography, and economics.

Science, 2 units. General Science does not count. One unit must include a laboratory. Biology, physics, and chemistry are strongly recommended.

Visual/Performing Arts, 1 unit. Fine Arts courses include such areas as visual arts, music, dance, or theatre.

Electives, 3 units. Electives may be selected from world geography, higher level mathematics, additional science, foreign languages (if a language is chosen as an elective, the University recommends 2 units of the same language), advanced placement courses, or a combination of the core courses listed above.

Admission requirements are subject to change without notice.

Admissions Review Committee

Individuals who do not meet the University's admission criteria will have their application forwarded to the review committee. The committee may make one of four decisions: grant regular admission, admit conditionally, deny admission, or admit as a special non-degree seeking student.

Students With Previous College Experience

Former MSSU Students: Former Missouri Southern State University, Jasper County Junior College, and Joplin Junior College students must inform the Office of Admissions of their intention to return. Students will be required to update their

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credentials by using the Re-Admission Application form. No application fee is required.

Transfer Students: (*students who are enrolling at MSSU for the first time*) Transfer students who have completed the State of Missouri General Education Core Curriculum (42 semester hours) prior to enrolling at MSSU are assumed to have met Areas 1 through 4 of the MSSU Core Curriculum requirements. Transfer students must additionally meet requirements for Area 5 of the MSSU Core Curriculum.

Transfer students who have not completed the above General Education Core Curriculum will have their courses evaluated on a course-by-course basis. Credits from an accredited two-year college will be accepted to meet lower division (100-200 level) requirements only.

MSSU will accept unlimited lower division transfer hours from accredited two-year colleges. In order to graduate from MSSU, students transferring from two-year colleges must earn a minimum of 60 semester credit hours at Missouri Southern or any other accredited four-year institution provided these existing policies are also met:

1. Students must earn 30 of the last 36 hours in residence at MSSU;
2. One-half of the major requirements must be earned at MSSU;
3. Forty upper-division hours are required for graduation.

The following credentials must be submitted to the Admissions Office:

1. official transcripts from all previously attended institutions, sent directly to the Admissions Office;
2. eligibility to return to last institution attended;
3. payment of the \$15 non-refundable application fee; and
4. ACT scores submitted, if mathematics has not been completed or a degree in education is sought.

Transfer students who have been awarded a baccalaureate degree from a regionally accredited U.S. college or an accepted foreign equivalent, prior to enrolling at MSSU, are assumed to have fulfilled all lower division Core Curriculum requirements. All transfer and post graduate students must also fulfill the State Legislation Requirement for the U.S. Constitution, Missouri Constitution, and U.S. History. See the Academic Affairs section of the catalog under State Legislation Requirements for more details.

Transfer students seeking admission to Missouri Southern State University from colleges or universities not accredited by a regional association may be given full recognition for their credits earned when the credit is appropriate to the student's degree programs and after Missouri Southern State University has validated the courses. Applicants must meet the following conditions:

1. the student must be in good standing at the institution from which they are transferring and
2. the student must have a cumulative grade-point average of 2.0 or higher (on a 4.0 scale) for all work attempted.

Any transfer student falling below a 2.0 GPA but above the University's standards of progress may be considered for admission on probation.

Transient Students: Students in good standing at other colleges and universities may wish to enroll at Missouri Southern for the purpose of transferring back to their institutions the credit earned. Admission requires completion of the Non-Degree Application form and payment of the \$15 non-refundable application fee. Students wishing to continue course work at Missouri Southern State University must complete the Degree Seeking Admission Application and meet admission criteria.

International Students: International students not citizens of the United States who wish to apply for admission should write the Admissions Office or access the Admissions web site (www.mssu.edu/admissions) for the proper application forms and instructions. In addition to the admission credentials required of all students on page 41, international students must satisfy these concerns: (a) academic competency, (b) ability to read and speak the English language adequately for college level study, and (c) ability to finance the cost of education at Missouri Southern. All applicants from non-English speaking nations must score in the 75th percentile on the Michigan Test for English as a Foreign Language or score 535 on the TOEFL paper-based test or a minimum of 200 on the TOEFL computer-based test. The Admissions Office must receive all application and accompanied credentials by the following dates:

Fall Semester	April 1
Spring Semester	November 1

Students who are citizens of the United States and use English as a second language must pass English language competency. A TOEFL test score of 535 on the TOEFL paper-based test or a minimum of 200 on the TOEFL computer-based test or a score in the 75th percentile on the Michigan Test is required of these students.

International English Program: Students who do not meet the English competency standards on the TOEFL or the Michigan Test are required to take courses in the Intensive English Program (IEP) before they can enroll in college level courses. As prerequisite courses the IEP courses are graded and count as hours enrolled/earned in determining student status.

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 grade point average 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 Assistant Vice President for Academic Affairs, Hearnest Hall Room 200, 417.625.9555.

Credit-in-Escrow: The credit-in-escrow program consists of college studies for outstanding high school students who have completed their sophomore year, who have a cumulative grade point average of 3.0 on a 4.0 scale, who are pur-

suings the state-designated college preparatory high school curriculum, and who have the recommendation of their principal or counselor. A \$15 application fee and high school transcript is required with the application.

Admission to Selective Programs

The Health Sciences (*nursing, dental hygiene, and radiologic technology*): Admission to Missouri Southern does not automatically confer admission to the programs of nursing, dental hygiene, radiologic technology. In addition to meeting the admission requirements for the University, candidates who are interested in these health career programs are required to apply for admission to the department. Application forms may be obtained from the department of nursing office, Kuhn Hall; the dental hygiene department office, Ummel Technology Building; or the radiology department of St. John's Regional Medical Center. Applications should be submitted prior to March 1, preceding the fall semester in which the student wishes to enroll. Each application is reviewed by the Admissions Committee of the respective department. See nursing department (page 241), dental hygiene department (page 232), or radiologic technology (page 248) for full information on admission and acceptance criteria.

Teacher Education: Admission to Missouri Southern does not automatically confer admission to the Teacher Education Program. In addition to meeting the admission requirements to the University, candidates who are interested in the Teacher Education program are required to apply for admission to the Teacher Education Department. For more details, please see the Teacher Education section of the catalog (page 184).

Honors Program: This program is intended to encourage academic excellence by providing special opportunities and challenges for exceptional students. Entrance into the program is by invitation. Interested students should write the Director of Honors Program for an application form or check the appropriate box on the application for admission to the University.

Special Admission

A student who wishes to enroll in college but does not meet regular admission requirements may be permitted to enroll in classes as a non-degree seeking student. College hours completed in this status cannot be counted toward a degree until the student meets regular college admission criteria. Special admission classification is not eligible for financial aid.

Students who possess a high school diploma or GED may request reclassification by:

1. meeting all of the University's admission criteria, or
2. successfully completing 21 hours with a 2.0 GPA.

Individuals without a diploma or GED must complete 59 hours with a 2.0 GPA before a request for reclassification can be considered.

60-Plus Program

The 60-Plus Program is designed to serve interested individuals 60 years of age and over. Community residents may enroll in a course on a space-available basis without provid-

ing previous transcripts. Compliance with course prerequisites is necessary and is the student's responsibility. Enrollment takes place at the same time as regular student enrollment. Information concerning enrollment times, reduced fees, and tuition costs can be found in the University schedule. A student may elect to receive a grade and credit for their course or they may audit the course with the permission of the instructor. If a student desires to become a regular student, he or she must make application to Missouri Southern for future semesters.

FINANCIAL AID

James Gilbert, Director of Student Financial Aid
Hearnes Hall 114, 417.625.9325

Counselors: Cheryl Dobson, Mark Frerer

Missouri Southern participates in a variety of aid programs to assist qualified students who would otherwise not be able to attend college. These funds – from private, institutional, state, and federal sources – are coordinated to meet the individual student's need. There are programs based on various criteria such as financial need, performing ability, and academic excellence. Each program has requirements for maintaining the award and students must meet satisfactory academic progress guidelines for continued assistance. Foreign students are required to present a financial statement certifying they have sufficient funds to pay for all educational expenses. Information in this catalog regarding financial aid is subject to change without notice. Missouri Southern reserves the right to adjust a student's financial aid package to reflect a true change in the student's financial situation. Financial aid awards are subject to changes in institutional policy and State and Federal regulations.

For applications and detailed information concerning financial aid, view our website at <http://www.mssu.edu/finaid>. There is a wealth of financial aid available in many forms from a variety of sources.

How to Apply for Financial Aid

1. All applicants must complete the Free Application for Federal Student Aid (FAFSA) and request an electronic Personal Identification Number (PIN) which will be used in processing federal documents. MSSU prefers the electronic application on the Web at <http://www.fafsa.ed.gov>, where you may request a PIN number. Likewise, all applicants must have a current email address where financial aid information will be sent. Application priority date is February 15; however, awards will be made until all funds are expended. This application will generate a Pell Grant, if applicant is eligible and will be used to apply for work, loans, Missouri Charles Gallagher Student Financial Assistance Program, and the Missouri College Guarantee Program.

Students who have not submitted all necessary financial aid documentation by July 1 for the Fall term and December 1 for the Spring term will be expected to pay their fees in full

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by the deadlines set out in this catalog. Payment deferments will only be available to those students who meet the application deadlines and have provided all required documentation for eligibility determination.

2. Applicants selected for verification must bring or mail a copy of their own and if under 24 their parents' 1040 Income Tax Form to the Financial Aid Office. These signed documents must be on file before any aid will be processed.
3. Applicants must indicate on their application the type of assistance for which they wish to apply. In addition, applicants for PLUS loans must contact the Financial Aid Office for special instructions.
4. Applicants for Patron Scholarships must complete a scholarship application and return it to the Scholarship Office by March 1.
5. Transfer students must request an academic transcript for each college previously attended and have it evaluated by the Registrar's Office before aid can be processed.
6. Applicants for performing awards should contact the director of the program in which they wish to participate.
7. Applicants for special programs should contact the Financial Aid Office for instructions.

Repayment Notice for Federal Financial Aid

Students who withdraw prior to the 60% completion of the semester will be subject to repayment of part or all of their aid, as determined by federal regulations.

Students will be notified in writing of any amount due. A hold will be placed on the student's account until repayment is made in full.

Students must make repayment of their portion of financial aid within 45 days. Failure to make repayment within 45 days will result in:

1. Referral to the federal government for collection.
2. Ineligibility for federal financial aid from all colleges and universities until the overpayment of aid and interest due is paid to the U.S. Department of Education.

Policies and Regulations

Academic Standards: Federal Aid

The student's academic progress will be determined in May of each year. However, if minimum standards of hours or grade point average are not met in the fall semester, the student automatically will be placed on financial probation for the spring semester. If satisfactory progress is made during the fall but not during the spring semester, the student will be allowed one semester on probation to make up all deficiencies. After the probationary semester, grades will be checked and the number of courses will be verified to see if a minimum standard has been completed. If satisfactory progress is not maintained, the student will be placed on financial suspension until the required GPA is reached or course work is completed.

All financial aid recipients must meet the appropriate GPA as published in the University Catalog (Standards of Progress Toward Graduation). After the second year, federal regulations require the student to have a cumulative 2.0 GPA or the required GPA as published in this catalog for graduation, or in cases where a higher GPA is required for graduation, the student must meet that higher GPA. Students receiving financial aid must meet federal guidelines. If the GPA falls below the minimum standard of progress, the student will be placed on probation.

The maximum time in which a student is eligible to receive financial assistance is as follows:

Degree	Maximum Semesters of Aid Eligibility		
	Full-Time	3/4-Time	Half-Time
Bachelor	12	18	24
Associate	6	9	12
Certificate	3	5	6

Note: It is automatically assumed that students who do not indicate a degree program are pursuing a baccalaureate degree.

Category Completed	Hours per Semester	Hours per Year
Full-time	12 or more	21 hours per year
3/4-time	9 to 11	15 hours per year
Half-time	6 to 8	9 hours per year

Note: For students attempting an associate degree, the maximum number of credit hours attempted is 90. For students attempting a bachelor's degree, the maximum number of credit hours attempted is 180. Once the number of credit hours attempted is reached, the student is not eligible for federal financial aid permanently for that degree.

Note: In calculating the minimum hours completed per year, only courses with a passing grade will count. The following will not be counted: incompletes, repetitions, non-credit remedial courses, audited courses, and withdrawals. However, if withdrawal from a class results in a change in enrollment status, the originally required payment hours must be completed. If the minimum required hours are not completed, the student will be placed on probation. Students who fail to complete the minimum required hours during the academic year (fall and spring) or whose grades are below the minimum may make up their deficiencies in summer school.

All aid will terminate immediately under the following situations:

1. Withdrawal from all classes;
2. Failure to meet special requirements of academic progress imposed by the Financial Aid Committee;
3. Default on any federally funded student loan or over payment of any Title IV funds;
4. All "F" grades in a semester;
5. All "incompletes" in a semester;
6. Passing zero courses in a semester.

What type of **ACADEMIC SCHOLARSHIPS** are available and how do I apply for them?

Scholarships	Who Is Eligible	How Much	How to Apply
Honors Program <i>Evans Scholarships are awarded to selected first time freshman.</i>	ACT composite score of 28, or a 3.5 GPA. Additional Evans Scholarship available for on-campus room and board with an ACT Composite score of at least 31 and to National Merit semifinalists or finalists.	Evans Scholarship-a four-year renewable scholarship awarded in varying amounts for fall and spring semesters.	MSSU, Honors Program, 3950 E. Newman Road, Joplin, MO 64801-1595. Deadline for the completed application is March 1 .
Level I Scholarship <i>Must complete 12 hours each semester. Renewable up to eight semesters if the student earns a 2.5 GPA the first semester and a 3.0 GPA for each semester thereafter.</i>	High school graduates with an admission index of 160 or greater. Admission index is the sum of ACT percentile and class rank percentile.	\$1750 for academic year 2004-05. Approximate value over four years - \$7000. Will not cover any deposit, rental, or student activity fee.	Awarded directly to the student by Missouri Southern on the basis of the ACT score and H.S. transcript. Student must complete the certification section and forward the acceptance letter to the Financial Aid Office.
Level II Scholarship <i>Must complete 12 hours each semester. Renewable up to eight semesters if the student earns a 2.5 GPA the first semester and a 3.0 GPA for each semester thereafter.</i>	High school graduates with an admission index of 140-159. Admission index is the sum of ACT percentile and class rank percentile.	\$1300 for academic year 2004-05. Approximate value over four years - \$5200. Will not cover any deposit, rental, or student activity fee.	Awarded directly to the student by Missouri Southern on the basis of the ACT score and H.S. transcript. Student must complete the certification section and forward the acceptance letter to the Financial Aid Office.
Diversity Scholarship <i>Must complete 12 hours each semester. Renewable up to eight semesters with a 2.5 cumulative GPA.</i>	First-time freshman or new college transfer student. H.S. graduates rank in upper 50% or maintained a 2.5 GPA. in H.S., comes from a diverse background.	The variable scholarship will be a specific dollar amount up to tuition and fees.	Contact Financial Aid Office or www.mssu.edu/finaid/home for a copy of the application.
Transfer Scholarship <i>Must complete 12 hours each semester. Renewable up to 4 semesters if the student earns a 2.5 GPA each semester.</i>	Students who have completed 24 hours or more with a 2.5 GPA.	\$800 for academic year 2004-05. Will not cover any deposit, rental, or student activity fee.	Contact Financial Aid Office or www.mssu.edu/finaid/home for a copy of the application.
Patron's Scholarship <i>All scholarships are subject to donor's criteria.</i>	Open to any student attending Missouri Southern who shows scholastic ability or financial need. Application for Federal aid is not required for the Patron's Scholarship.	\$50-\$2500 per academic year.	Contact Financial Aid Office or www.mssu.edu/finaid/home for a copy of the application. Suggested deadline for applying is March 1 .
Non-Resident Service Area Scholarship <i>Must complete 12 hours each semester. Renewable up to 8 semesters if the student earns a 2.5 GPA the first semester and a 3.0 GPA for each semester thereafter.</i>	Non-resident freshmen with an admission index of 100 or above OR a score of 21 or above on the ACT. Must attend high school in the University service area.*	Out-of-state fees for up to 15 credit hours per semester.	Contact Financial Aid Office or www.mssu.edu/finaid/home for a copy of the application.
Non-Resident Transfer Scholarship <i>Must complete 12 hours each semester. Renewable up to 4 semesters if the student earns a 2.5 GPA each semester.</i>	Students who have completed 24 hours or more within the MSSU service area* and who have a 2.5 GPA.	Out-of-state fees for up to 15 credit hours per semester.	Contact Financial Aid Office or www.mssu.edu/finaid/home for a copy of the application.

*Service area is certain counties in Arkansas, Kansas, & Oklahoma. Contact the Scholarship Office for a list of counties.

ACADEMIC SCHOLARSHIPS

What other type of **ACADEMIC SCHOLARSHIPS** does Southern offer?

Grants	Who Is Eligible	How Much	How to Apply
Federal Pell Grant	Federal Aid program based on financial need. All students should apply.	Grants range from \$200 to \$4050 depending on where the student lives and educational costs.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 .
Charles Gallagher Student Financial Assistance Program	State funded program for Missouri residents; based on financial need.	Maximum grant not to exceed one-half the cost of tuition and fees.	Complete the FAFSA. Deadline April 1 , received date by the Central Processing System
Federal Supplemental Educational Opportunity Grants	Students with exceptional financial need.	Grants range from \$100 to \$4000 per academic year.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 .
Missouri College Guarantee Program	High School GPA 2.5 or higher, ACT 20 or higher, participated in Extra curricular activities, full-time at MO college or university.	Based on fees charged at Univ. of MO and other federal and state programs.	Complete the FAFSA. Deadline April 1 , received date by the Central Processing System.

Performance Awards

Who Is Eligible	How Much	How to Apply
Students who have demonstrated success or high potential in forensics, foreign language, journalism, music, mathematics, theatre, and athletics.	Awards range from \$50 to full scholarship consisting of tuition, fees, room and board.	Apply directly to the director or sponsor of particular activity.

Employment Programs

Who Is Eligible	How Much	How to Apply	
Federal Work Study Program	Federal Aid program based on financial need. All students should apply.	Minimum wage and higher, weekly hours based on need, not to exceed 20 hours per week.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 .
Student Help Program	On-campus employment for students who are qualified to fill job openings.	Minimum wage and higher, weekly hours depend on operational need.	Apply to Student Employment Office or to individual departments on campus.
Job Location & Development	All students unless other aid criteria conflicts.	Minimum wage and up.	Fill out MSSU Employment Application, make an appointment.

Loans

Loans	Who Is Eligible	How Much	How to Apply
Federal Perkins Loan	All students who demonstrate financial need and have completed appropriate documentation as required by Federal regulations.	Need to \$4000 per year, Aggregate total \$20,000.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 .
Federal Direct Stafford Loans - subsidized	All students who demonstrate financial need and have completed appropriate documentation as required by Federal regulations.	0-29 hrs. up to \$2625; 30-59 hrs. up to \$3500; 60-89 hrs. up to \$5500; 90+ hrs. up to \$5500; aggregate total \$23,000.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 .
Federal Direct Stafford Loans - unsubsidized	Same as subsidized Federal Stafford Loans.	Cost of education minus other aid equals eligibility for independent students. Dependent students are restricted to the above amounts.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 .
Federal Direct PLUS (Parents Loan)	Parent of dependent student must apply for Federal Aid Programs.	Cost of education minus other aid equals eligibility.	Complete the FAFSA; MSSU prefers the electronic application on the Internet; priority date Feb. 15 . Additional loan application available at MSSU.
Advantage Missouri	High demand occupational fields.	Up to \$2500 per academic year.	Contact the Missouri Coordinating Board of Higher Education. Also complete FAFSA by March 1 .
Alternative Loans	All Students.	Not to exceed cost of attendance.	Contact Financial Aid Office after completing FAFSA.

General Scholarship Policies

Eligibility criteria will be reviewed in August and January prior to disbursing funds. Recipients may not receive more than one academic scholarship issued by the University. This includes Evans/Honors, Level I, Level II, Diversity, Transfer, Patron's, Non-Resident Service Area, Non-Resident Transfer, and other scholarship programs. Outstanding students who receive more than one scholarship must choose which award they will accept. However, scholarship recipients may combine performing awards with the scholarship as long as the total award does not exceed the student's direct college costs.

Recipients of Level I and Level II Scholarships must use the scholarship within one year after high school graduation or testing and may not have attend-

ed any post secondary program after graduation or testing prior to entering MSSU. Patron's scholarships are not automatically renewable. Application must be filed each year prior to March 1. Scholarships are fee waivers. No cash may be received unless coordinated with a non-college cash award.

Appeals, special circumstances, and questions pertaining to the awarding guidelines should be made to the Director of Student Financial Aid.

All fees, tuition, awards, and scholarships are subject to change without notice and are subject to review by the Scholarship Committee upon receipt of funds and authorization by the Board of Governors. Missouri Southern does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

Other Assistance

	Who Is Eligible	How Much	How to Apply
Academic Management Service	All students are eligible for this monthly budget plan which allows payment of fees over a 9-month period and provides insurance coverage for the person making the payments.	Amount varies up to full cost of tuition, fees, room and board; or the difference between total direct educational costs and other financial aid awarded.	Applications available in the Business Office or call 1-800-635-0120 to enroll.
Veterans' Administration Benefits	Veterans eligibility is determined by when the veteran entered military service, length of duty and several other factors.	Amount varies depending on chapter and enrollment status.	Contact: Veterans' Administration Officer, Veterans' representative on campus, or Veterans' Administration Regional Office.
Bureau of Indian Affairs	Students who can prove they are at least one-fourth Indian blood.	Awards range from partial tuition to full tuition and fees.	Contact: Bureau of Indian Affairs, Higher Education Office, Federal Building Room 300, Muskogee, OK 74001.
Vocational Rehabilitation	Students with disabilities.	Awards range from \$25 to full tuition, fees, room and board.	Contact: Vocation Rehabilitation Office, 801 East 15th Suite B, Joplin, MO 64804.
Educational IRA	Account setup prior to student's 18th birthday.	\$500 per year.	See your local tax accountant.
MOST-Missouri Saving for Tuition Higher Education Saving Program	All students.	Up to \$8000 annually per donor.	See your local tax accountant. www.missourimost.org Phone: 1-888-414-MOST.
Lifetime Learning Tax Credit	1/2 time student.	\$2000 per year.	See your local tax accountant or claim as proper tax credit.
Hope Scholarship Tax Credit	First two years of college, at least half-time; file taxes.	\$1500 per year.	See your local tax accountant or claim as proper tax credit.
Local clubs, service organizations & foundations	All students.	Amount varies with organization.	Contact: your local clubs, service organization & foundation.
Employment Benefit Programs	Students, spouses, & dependents.	Amount varies.	Contact: your parents or your place of employment.
Midwest Student Exchange	Students from Kansas, Nebraska, Minnesota, Michigan, and North Dakota. Freshmen: score of 21 or above on ACT or top 25% or 75 index; Transfers: 2.5 GPA.	Student pays 150% of resident tuition (\$127 x 1.5=\$190.50 per credit hour).	Contact: Scholarship Office.
Residency Tax Credit	Dependent student who has parents working and paying Missouri State Taxes.	Varies up to out-of-state portion of tuition.	Contact: Business Office.

Appeal Procedures

Students placed on financial aid suspension may appeal to the Director of Financial Aid by completing the Financial Aid Suspension Appeals form and all documentation prior to the Financial Aid Suspension Appeals meeting held the day before registration. Students may continue to receive assistance under the following mitigating circumstances: medical problems (one time only), change of degree objective, change of major or other extenuating circumstances. The Director will determine the validity of these circumstances, provided there is appropriate documentation and the time limit has not expired. Under these circumstances, students need not go through the appeal process to the Financial Aid Committee. After reviewing the file, the Director may place the student on probation.

If the Director denies the appeal, an appeal may be made to the Financial Aid Committee. The student must submit in writing an explanation of any special circumstances the committee should consider in determining whether any aid should be reinstated. After reviewing student records and written comments, the committee will give written notification of its decision. The notification will state whether or not the aid should be continued and the requirements for reinstatement. The decision of the Financial Aid Committee is final.

After the Financial Aid Committee has met for the semester, late appeals will be accepted for 30 days from the first day of class. Late appeals will be reviewed by the Director and at the direction of the Financial Aid Committee make the final decision concerning the appeal. Appeals received after 30 days from the beginning of a semester will be for the next semester.

It is assumed that transfer students are making satisfactory academic progress when they enroll at Missouri Southern unless otherwise documented. They will be evaluated at the end of their first full academic year.

Academic Standards: Institutional Aid

Students' academic progress is checked each semester to see if requirements are met. Each academic program has its own requirements. Typically, all students must complete at least 12 hours each semester (in some cases more). In addition, a minimum grade point average is required. For further information, contact the Scholarship Office.

Appeal Procedures

Students not meeting their scholarship's criteria may appeal to the Director of Student Financial Aid by completing the Scholarship Appeal Application. Attached to the appeal form must be documentation for medical and extenuating circumstances. Appeal forms and documentation must be returned no later than two weeks from the end of the semester or the date on the notification of loss of scholarship. The Director of Financial Aid will review the student's file and determine if the award will be granted. If funds are available and the award is granted, the student must meet the required guidelines. Since the funds are awarded to other students, late appeal will usually not be granted. Students may appeal the loss of these funds one time.

For further information and definition of terms concerning satisfactory academic progress for federal or institutional aid, see the Financial Aid Office Procedure Manual in the Financial Aid Office.

Other Duties and Responsibilities of Financial Aid Recipients

All students must have a PIN so they can update financial aid data; perform Entrance and Exit counseling on the Internet, and sign electronic applications, master promissory notes, and make corrections in the Department of Education's data system. In addition, students must maintain a current email address and monitor it for requested documentation, award letters, notices, and correspondence from the Financial Aid Office.

Students must report the following changes to the Financial Aid Office:

1. withdrawal from school,
2. added or dropped classes during the semester,
3. a name change,
4. change of address or email address or change of parents' address,
5. transfer to another college.

Work Study recipients must contact the Student Employment Office for job placement within five days of the beginning of the semester.

Missouri Southern operates on a financial aid data base system which processes applications and awards electronically. It is to the applicant's advantage to use forms and applications which are capable of processing data by teletransmission. The electronic system requires student signatures or electronic use of PIN on documentation, award letters, and promissory notes before funds can be processed and extensive use of email.

Financial aid funds will be credited to the student account. Once all direct college costs have been satisfied, funds awarded will be disbursed to the student. Checks are printed and mailed starting with the end of the second week and every week thereafter throughout the semester. Student employment and other checks must be picked up in person at the Business Office upon notification of their availability.

Veterans must sign up for veterans' benefits at the beginning of each semester in the Registrar's Office.

The logo for the Assessment and Institutional Research department. It features the words "ASSESSMENT AND" in a smaller, bold, white font above the words "INSTITUTIONAL RESEARCH" in a larger, bold, white font. Both are set against a solid black rectangular background.

Delores A. Honey, Assistant Vice President
Matthews Hall 321, 417.625.9696

Staff: Janette Van De Mark

Missouri Southern is committed to the measuring of outcomes of curricular programs. Both the Core Curriculum and the major are assessed each year. Federal, state, and local reports of institutional data are prepared and archived in this

Center. Adhoc research, surveys and reports are assimilated for on-campus use as well as external audiences. Program review quantitative data, departmental narratives, and executive summaries are compiled in order to evaluate the quality and effectiveness of each academic program. The Assistant Vice President is the liaison to state-wide assessment and institutional research advisory for Department of Higher Education.

GEORGE A. SPIVA LIBRARY

Wendy McGrane, Library Director
Spiva Library 120, 417.625.9801
<http://www.mssu.edu/spivalib>

Librarians: Robert Black, James Capeci, Susan Huston, Charles Nodler, Nancy Schiavone

George A. Spiva Library

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 life-long learning, with a firm emphasis on international studies and quality classroom teaching. Spiva Library is the major information resource on campus, providing 222,945 book volumes and 526 periodical titles. A state and federal government documents collection, a law library, and a 736,006 item microform collection provide additional reference materials for student research. Other collections housed in the archives are 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.

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.

A 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 computers nearby 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 small classes or conduct office hours. The Archives is also located on the 1st floor. The 2nd floor of the Library houses government documents, the law collection, and part of the circulating collection. The 3rd floor is considered to be the "research floor" of the Library. Circulation, Reference, periodicals, and microforms are located here. A large computer lab enables students to do their research on the Internet and prepare papers or presentations. The Belk Quiet Room is located on the 4th floor. This is a beautifully furnished room which maintains the enforced quiet that many people want in a library. A Faculty Reading Room is adjacent to the Quiet Room. Also located on the 4th floor are the Audio Visual Collection (AVC), curriculum materials, and the remainder of the circulating collection.

Ethernet connections are widely available throughout the building for students to connect their own laptops to the campus backbone. Other open areas with comfortable lounge furniture or tables with chairs enable students to relax and study. Many group study rooms are available for students that need to talk without disturbing others.

Online Catalog

SWAN (SouthWest Academic Network) is the public catalog and available via the Internet at <http://swan.missouri.edu>. The catalog allows a search of Missouri Southern's materials and/or those held by other members of the SWAN cluster of institutions. SWAN has grown to include: Missouri Southern State University, Southwest Missouri State University, Drury University, Southwest Baptist University, Crowder College, Cottey College, Baptist Bible College, and Ozarks Technical College.

SWAN is one of eleven clusters forming MOBIUS, a consortium linking the academic libraries of Missouri. MOBIUS enables a student to borrow a book from any academic library in Missouri and expect to receive it within an average of 48 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 are considerable and may be borrowed by MSSU students and faculty free of charge.

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.

Research

Major periodical indexes in business, education, social science, history, psychology, English, biology, and nursing are available to MSSU students and professors on the Internet, many in a full text format. Access to these resources is available through the Library's web page <http://www.mssu.edu/spivalib>. The electronic databases are listed there along with instructions on how to access these materials from off-campus through the proxy server. Spiva Library maintains print periodicals and microforms of back issues. Digital and analog microform readers and printers are available for viewing and printing the periodical back files. Copy machines are located throughout Spiva Library.

Interlibrary loan requests for materials that are unavailable 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.

AVC

Located on the top floor of the Spiva Library is the Audio Visual Center. This area includes video and audiotape mat-

erials, compact discs, films, slides, kits, and miscellaneous instructional materials. The AVC provides appropriate playback equipment for the materials. Curriculum textbooks, curriculum guides on microfiche, and juvenile and children's books that support the teacher education curriculum are housed in this area. Video viewing for distance education students viewing is available in the AVC.

The staff provides limited production services such as making overhead transparencies, laminating materials, copying audiotapes, and burning CD's. The AVC has a minor inventory of slide projectors, videocassette recorders and monitors, audiocassette recorders and filmstrip projectors. Equipment is housed in each school and department on campus, therefore the AVC 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 six librarians, thirteen full-time and part-time support staff members, and many student workers who serve in all areas of the Library. The Library is open from 7:30 a.m. until 11 p.m. Monday through Thursday and from 7:30 a.m. until 5 p.m. on Friday. On the weekends, the hours are from 9 a.m. until 5 p.m. on Saturday and from 1 p.m. until 11 p.m. on Sunday. Changes in this schedule for holidays, breaks, and summer session are posted as needed.

Every effort has been made to ensure that the Spiva Library is accessible to patrons with disabilities. Patrons with a disability may contact any Library staff member for assistance. If extensive research assistance is required, please call 417.625.9342 to schedule an appointment.

LEARNING CENTER

Eillen Godsey, Director
Learning Center 105, 417.625.9373

Staff: James Brown, Jan Holmes, Melissa Locher

The mission of the Learning Center is to provide a wide range of academic support programs to students and faculty. Learning Center staff are available to assist any MSSU student to become a more independent and efficient learner. All services are free.

Tutoring in Content Areas – Peer and faculty tutors are available. Some drop-in tutoring is offered, although an appointment is recommended. Both short- and long-term assistance is provided.

Writing Lab Services – Trained peer tutors instruct and coach students in all aspects of writing, such as writing process strategies, research paper documentation, and correct mechanics.

Computer Lab – The Learning Center offers a networked computer lab with Windows word-processing programs. Students may work on individual assignments or use the Center's software.

Services for Students with Disabilities – The Learning Center provides support services to students with disabilities.

Support services are elective and must be requested by the student. Appropriate documentation must be provided.

Audio/Visual and Computer Assisted Instructional Resources – Tapes are on reserve in the Center and may be viewed in the Center or checked out. The collection includes faculty created study guides and practice tests, taped classes, practice drills in grammar and punctuation, national exam guides, as well as other academic support materials.

Classes

Basic Composition – Prepares students for college writing courses. Students write at least six major papers with special attention given to organization, syntax, grammar, and mechanics.

College Academic Skills I – A course intended to assist students in the transition from secondary school to college with special emphasis given to the all important first six weeks of the semester.

College Academic Skills II – A course designed to initiate and support the academic development for college and beyond. The opportunity will be provided to learn and adopt methods that will promote success: learning how to learn and how to study effectively.

Speed Reading – A course designed specifically to increase reading speed. Students must be capable college level readers to benefit from this computerized format. In addition students will become aware of factors influencing reading speed and efficiency. This one hour class presents a non-threatening environment for students to practice increasing speed while maintaining an acceptable level of comprehension.

Tutor Training – Provides students hired as tutors by the Learning Center with an educational foundation of the methods and techniques needed to tutor students in a higher education setting.

LIFELONG LEARNING

Jack Spurlin, Vice President for Lifelong Learning
Hearnes Hall 108, 417.625.9652

The office of Vice President for Lifelong Learning promotes the concept that learning is a continually evolving process. Lifelong Learning provides a variety of forms of access to education to meet the evolving needs of the individual. Access to educational opportunity is provided on-campus and off-campus during the week and through Weekend College. It is recognized that learning is not always formalized and in some cases individuals may, through the portfolio process, achieve recognition for career and professional experiences.

Jerry Williams, Director of Lifelong Learning
Webster Hall 117, 417.625-9384

Staff: Betty Baker, Web Course Technical Specialist
Robin Douglas, Television Production Specialist

Tom Hewett, Maintenance Engineer
Nancy Kenney, Coordinator of Customized Training
Noel Wiseman, Technical Specialist
Don Ross, Maintenance Engineer

The Division of Lifelong Learning is a component of the Office of the Vice President for Lifelong Learning that provides both credit and non-credit courses to supplement the college curriculum. The Division of Lifelong Learning is responsible for a variety of activities including distance learning. Persons who are homebound or have restrictive work schedules have access to university courses through one or more of the college's distance learning delivery systems. Students enrolling in these programs are considered special or temporary until they have completed the regular admission process to become degree-seeking students. Information is provided on the Division's web site at: www.mssu.edu/lifelonglearning.

Televised Instruction - University credit courses are offered over cable systems in Lamar, Carthage, Monett, Pierce City, Aurora, Verona, Neosho and the Southern Instructional Television Network. Live broadcasts afford students opportunities to talk with instructors through the use of the telephone. Delayed transmission courses are also offered for persons with schedules that do not coincide with the live telecasts.

Pathway - University courses leading to the associate of arts degree in general studies are offered through a cooperative program between Ozarks Public Television and Missouri Southern State University. The program reaches a 57-county area of Southwest Missouri and portions of Oklahoma, Arkansas, and Kansas.

Interactive TV - A number of university credit courses leading to the bachelors degree are provided through interactive television to different sites. Some courses provide traditional college credit and others provide dual credit for high school students.

Internet Courses - University courses are offered over the Internet for the convenience of students who need flexibility in their schedule. Courses available include Core Curriculum and specialty courses necessary for various Associate and Baccalaureate degrees.

CD or Video Correspondence Courses - A limited number of courses are offered through the use of CD's or Video Tapes. The student and teacher also interact with email communications and Internet for these classes.

Weekend Hybrid Courses - These university courses consist of a combination of traditional classroom and Internet sessions. The on-campus classroom sessions are typically on Saturdays. The majority of the student's work and interaction with the teacher is through the Internet using email and the Blackboard course manager.

Customized Training - Training programs, customized to the specific needs of individual businesses and industry, are developed in cooperation with the various academic departments on campus. Some of the training activities are campus-based and may involve credit or non-credit courses.

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 office of the Vice President for Lifelong Learning. For information contact: 417.625.9652.

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.

60-Plus Program - The pursuit of education is not limited by a person's chronological age. The 60-Plus Program provides tuition reduction for persons 60 years of age and over, encourages continued educational growth, and prevents psychological retirement.

Videoconferences 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.

WRITING PROGRAM

Joey Brown, Director
Hearnes Hall 320B, 417.625.9708

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. Six hours must be completed in the freshman year, and two of the three remaining courses must be taken at the junior and/or senior level. One upper division course must be taken in the student's major.