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Missouri Southern State University Academic Calendar 2008-2009

2008 Summer Semester

June 5	Day and Evening Registration
June 6	Day Registration
June 9	Classes Begin
June 12	Last Day Full Refund of Fees
June 26	Withdrawal After This Date--No Refund of Fees
July 3	Dismissal for 4 th of July Holiday
July 17	Last Day to Withdraw from a Class with a "W"
July 28	Last Day for Complete Withdrawal from College with all "W's"
July 30	Last Day of Classes
July 28-31	Final Examinations (Evening Classes)
July 31	Final Examinations (Day Classes)

2008-2009 Fall Semester

August 14	Day and Evening Registration
August 14	Freshman Assessment Day
August 15	Faculty Study Conference & Day Registration
August 18	Classes Begin
August 22	Last Day Full Refund of Fees
August 25	Drop/Add Fees & Late Registration Fees Begin
September 1	Dismissal for Labor Day
September 19	Withdrawal after This Date--No Refund of Fees
October 13-14	Fall Break
October 17	Last Day to Withdraw from a Class with a "W"
November 26-28	Dismissal for Thanksgiving Holiday
December 1	Classes Resume
December 1	Last Day for Complete Withdrawal from College with all "W's"
December	Last Day of Classes
December 8-12	Final Examinations
December 12	End of Semester
December 13	Commencement

2008-2009 Spring Semester

January 8	Day and Evening Registration
January 9	Faculty Study Conference & Day Registration
January 12	Classes Begin
January 16	Last Day Full Refund
January 19	Drop Add & Late Fees Registration Begin
February 13	Withdrawal after This Date--No Refund of Fees
February 18	Senior Assessment Day
March 13	Last Day to Withdraw from a Class with a "W"
March 16-20	Spring Break
May 4	Last Day for Complete Withdrawal from College with all "W's"
May 6	Last Day of Classes
May 7	Reading Day – No Finals
May 8-14	Final Examinations
May 14	End of Semester
May 16	Commencement
May 18-30	Intersession

Graduate Programs at Missouri Southern State University: Our Philosophy

Missouri Southern State University's Graduate Program is founded upon the belief that all *graduate students* should be challenged to examine their practice from an analytical and reflective viewpoint in order to encourage critical and creative thinking. We believe that overall growth and learning is accomplished experientially; through problem solving, research, evaluation, and reflection.

Missouri Southern State University is committed to responding to the educational needs of our constituents and community. The Graduate program at MSSU is dedicated to offering quality teaching and learning that emphasizes critical thinking, professional growth, research, ethical practice, and leadership development. Congruent with the University's mission, MSSU may collaborate with selected universities in order to offer distinctive graduate programs that foster the ideal of preparing students to compete in a diverse and dynamic world.

The Philosophy Statement was approved by the MSSU Faculty Senate on November 5, 2007 and the MSSU Board of Governors on November 16, 2007.

Overview of Joint Graduate Programs at MSSU

Effective August 2003, the Missouri General Assembly passed legislation giving Missouri Southern State University the opportunity to offer joint graduate programs in cooperation with other public four-year institutions in the State of Missouri (RSMo 173.005). These programs are designed to make graduate education accessible to professionals living and working in Joplin and the surrounding areas.

Because these programs are offered in coordination with other universities, policies regarding admissions, financial aid, and registration/records will vary by program. This guide is designed to provide an easy reference for these policies.

Programs Offered in Coordination with Northwest Missouri State University (NWMSU)

The following two programs are being offered in coordination with NWMSU:

- Master of Science in Education: Early Childhood Education
- Master of Science in Education: Instructional Technology

Following are policies regarding admissions, financial aid, payment of tuition and fees, and registration and records.

Admissions

Applications are available online from Northwest Missouri State University at <http://www.nwmissouri.edu/graduate/index.htm>. Students must complete the following steps:

- Submit an application for Graduate Admission to NWMSU.
- Forward official copies of transcripts from all previously attended institutions to the NWMSU Graduate Office.
- Meet the graduate school GRE requirements before the end of the first trimester of enrollment.
- Follow individual program admission requirements.

An applicant for admission to graduate study must hold a baccalaureate degree from an institution of higher learning accredited by the appropriate regional or national accrediting agency. All undergraduate work toward the baccalaureate degree and any previous graduate work must be verified by official transcripts showing both the credit and grade earned. Admission to graduate study is not the same as admission to candidacy for a master's degree. Each graduate program has specific admission policies in addition to the policies for admission to graduate study.

There are two categories for admission:

- Regular admission to graduate study requires a cumulative undergraduate GPA of 2.5 on a 4.0 scale and official scores from the GRE test. This admission does not constitute admission to a specific program. A writing assessment is required during the first trimester of enrollment. Graduate students who earn below a 3.0 grade point average for two consecutive terms of enrollment will be suspended for one term. A student who has been re-admitted after a one-term suspension and who does not achieve a 3.00 grade point average for the term of re-admission will not be permitted to continue in that master's degree program.

- Conditional admission to graduate study is allowed if the student has a cumulative undergraduate GPA between 2.2 and 2.49. The student must achieve a 3.0 GPA in his or her first eight semester hours of graduate study or be subject to suspension for one calendar year. This conditional admission does not constitute admission to a specific program. A writing assessment is required during the first trimester of enrollment. Conditionally-admitted students, initially enrolled in eight or more hours, who withdraw from all graduate classes during their enrollment as a conditional student, will also be suspended from graduate study for one calendar year. Re-admission is possible after one year by application for re-admission to the program.

No more than nine semester hours of graduate credit consisting of no more than four courses may be transferred into a graduate program. Transfer credit must be from a regionally or nationally accredited institution. The acceptance of the full nine hours is conditional on the applicability to the student's planned degree program. Only work evaluated at "B" or above is acceptable for transfer credit and applicable to a specific master's degree program. Coursework taken for ungraded credit cannot be used toward a degree. Official transcripts must show that the credit is at the graduate level. No transfer credit will be accepted for courses taken by correspondence. The Graduate School has the option of not accepting transfer credit from a regionally and nationally accredited institution for courses offered by that institution in a state outside of the state where the institution has its home campus.

Financial Aid

Students who wish to apply for financial aid for graduate programs offered in coordination with NWMSU should complete the Free Application for Federal Student Aid (FAFSA) and list the MSSU school code (002488). Students may access the FAFSA at www.fafsa.ed.gov. Following is the rate at which financial aid will be disbursed for graduate hours only:

5-8 hours part-time aid

9 or more hours full-time aid

For more information about financial aid, please contact Kathy Feith at 417-659-5422 or feith-k@mssu.edu.

Tuition, Fees, and Payment Schedule

Tuition for spring 2008 is as follows. The University reserves the right to change fees without notice.

Tuition (per credit hour)	
Missouri residents.....	\$259.55

Non-residents.....	\$429.75
Records fee (per credit hour).....	\$1.00
Student ID (first-time students).....	\$2.00
(replacement cards).....	\$5.00

To calculate a total bill (including tuition and fees) visit
<http://www.nwmissouri.edu/bursar/gradcostworksheet.htm>

Students from Arkansas, Kansas, and Oklahoma who reside in the MSSU service area qualify for resident status. For specific counties, see
<http://www.mssu.edu/finaid/scholarships/msservicearea.shtml>

Students will pay tuition and fees to MSSU. Enrollment is subject to MSSU's drop policy. If a student is dropped for non-payment of fees, the student must do the following to be reinstated:

1. Contact the MSSU Business Office to arrange payment for the course(s).
2. Bring a receipt to the MSSU Registrar's Office to obtain a reinstatement form.
3. Obtain professors' signatures on the form.
4. Return the form to the Registrar's Office to have the courses reinstated.

If the reinstatement form is for a prior semester, the professor must submit a Change of Grade form to the Registrar's Office.

Students with questions about payment of tuition and fees should contact the MSSU Business Office at 417-625-9381 or businessoffice@mssu.edu.

Payment of Fees

For all students who have pre-registered for fall, spring or summer semesters, 100% of the semester charges must be paid by the published deadline. Failure to remit the balance due according to these payment terms may result in an immediate drop from all pre-registered classes before regular registration. For students who enroll during regular registration, payment of 100% of the fees charged will be due and payable on the day of registration. Failure to remit the balance due may result in an immediate drop of the student's class schedule. It is extremely important to realize that a financial obligation is incurred at the time of enrollment. Services are rendered as of the first day of class so unless a student officially withdraws prior to that day, fees will be assessed in full. No reduction in charges according to the University refund policy will be credited to the student's account until an official withdrawal is completed. Failure to pay fees in accordance with the stated payment plan will not necessarily relieve the financial obligation incurred if the student is dropped for non-payment.

Registration and Records

Enrollment for courses will take place through the MSSU Teacher Education Department. A list of registered students will be sent to the MSSU Registrar's Office to ensure correct enrollment reporting to the National Student Clearinghouse (NSC). Students should contact Dr. Deborah Pulliam at 417-625-9309 or pulliam-d@mssu.edu for more information.

Records of academic work completed are kept by both MSSU and NWMSU. There is no charge for copies of transcripts at MSSU. Students may visit the MSSU Registrar's Office in Hearnes Hall 100 or at <http://www.mssu.edu/registrar/transcripts.shtml> to request a graduate transcript.

NWMSU will confer the degree upon graduation and send the diplomas to MSSU to distribute to graduates. NWMSU is on a trimester system and summer degrees are conferred in late August. Both NWMSU and MSSU will report graduates to the National Student Clearinghouse.

Additional Information Concerning the Grading System (excerpted from the NWMSU Catalog)

Delayed/Incomplete Grade

The delayed/incomplete grade form is initiated with the course instructor. This grade indicates that due to unusual circumstances a small portion of the course has not been completed. In each instance when a delayed/incomplete grade is assigned, the instructor of the course, at the end of the course, indicates on the form what the students must do to complete the course. The form is turned in to the Registrar's Office at the time the initial grades are submitted for the course. Delayed/incomplete grades in graduate credit courses (with the exception of thesis courses and other courses designated by the Dean of the Graduate School) must be removed within one calendar year, or the delayed/incomplete grades become an "F" on the student's permanent grade record. Graduate students cannot graduate if they have a delayed/incomplete grade on their transcript.

A student wishing to submit makeup work to remove a delayed/incomplete grade must make arrangements with the instructor. Faculty members are not obligated to accept and evaluate makeup work in order to submit a grade change after the above time periods. The student must request extensions of time in writing from the department chairperson, the dean of the college, and the Dean of the Graduate School. The length of the extension, if granted, will be determined by the instructor in consultation with the Dean of the Graduate School.

In-Progress Grade

The in-progress (IP) grade is used only for outreach courses which span more than one trimester. The IP designation is determined by the course, not the individual student. The IP grade is assigned at the end of the first trimester of the course and is replaced by the earned grade at the end of the course. If the student does not complete the course by the end of the established grading period, the appropriate grade will be assigned by the instructor. If the grade is delayed, the existing delayed/incomplete grade policies would then apply.

Courses not required for the master's or specialist degree that show an in-progress (IP) grade at the time of the degree conferral will not hinder the degree conferral. However, when completed and graded, those courses will be reflected within the time frame of the degree, causing the hours to count as part of the degree.

Students with questions about records and transcripts should contact Cheryl Dobson at 625-9389 or dobson-c@mssu.edu.

Required Courses

- **Master of Science in Education, Teaching: Early Childhood Education**

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
Education 61-649	Issues in Education*	3
Psychology 08-623	Advanced Child Psychology**	3
Education 61-682	Methods of Educational* Research	2
Education 61-683	Research Paper*	1
Education 63-602	Supervision of EC** Programs	3
Education 61-650	Improvement of Teaching***	3
Elementary Ed 63-630	Field Experience in ECE**	3-4
Education 61-651	Seminar and Practicum*** In Teaching	3
Reading/Sp 66-542	Curriculum and Methods In ECSE**	3
	Electives	9

* core

**concentration

***subject field

- **Master of Science in Education, Teaching: Instructional Technology**

<u>First Fall</u>	<u>Course Title</u>	<u>Credit Hours</u>
Education 61-649	Issues in Education*	3
CSIS 44-614	Advanced App in Computer**	3

	Education	
Education 61-682	Methods of Educational* Research	2
Education 61-683	Research Paper*	1
CSIS 44-582	Instructional Technology** Methods	3
CSIS 44-645	Computers and** Networks	3
CSIS 44-626	Multimedia Systems**	3
Education 61-650	Improvement of Teaching	3
CSIS 44-694	Seminar: Computers** Society, and Social Values**	3
Education 61-651	Seminar and Practicum in Teaching	3
	Electives	6

*core

**CS core

Programs Offered in Coordination with Missouri State University (MSU)

MSSU currently offers a Master of Arts in Teaching (secondary) program in coordination with MSU. Following are policies regarding admissions, financial aid, payment of tuition and fees, and registration and records.

Admissions

Students who wish to apply to the MAT program should complete the following steps through MSU. All materials must be submitted by Feb. 15th each year.

- Request a transcript analysis from the MSU Teacher Certification Office in the area of Secondary Education the student wishes to teach. For information on how to get a transcript analysis, call the MSU Teacher Certification Office at 417-836-8772, e-mail teachercertification@missouristate.edu or visit their website at <http://education.missouristate.edu/services/cert/>.
- Apply to the MSU Graduate College. Students can either visit the Graduate College office on the 3rd floor of Carrington Hall or visit their website at <http://graduate.missouristate.edu/>
- Take the Praxis II exam for the student's content area. To register for the Praxis II online, visit the ETS website at <http://www.ets.org/praxis/prxreg.html>. If the student isn't sure which Praxis II exam to take, visit the DESE website at <http://www.dese.mo.gov/divteachqual/teached/assessment.htm>. Students do not need to pass the Praxis II in order to be admitted to the program, but taking the test is a requirement for admission to the MAT program. The score will also be one of the considerations when determining the remaining content area coursework. **Students must pass the Praxis II exam before completing the MAT program in order to be recommended for certification.**
- Apply to the MSU MAT Program Coordinator by visiting <http://education.missouristate.edu/services/cert/>. The following documents must be included in the student's application materials:
 - A letter of interest describing the student's career goals and why he or she feels he or she would be a good candidate for the MAT program
 - A current resume
 - Three letters of reference. If currently employed by a school district, one letter should be from a supervisor in that school. At least one

letter needs to be an academic reference.

- Once students are admitted to the Graduate College and to the MAT program, the Teacher Certification Office at MSU will complete a new Individualized Program of Study to reflect MAT coursework. In addition, they will notify Derek Skaggs, Director of Enrollment Services at MSSU, that the student has been admitted. Mr. Skaggs will make sure the student is properly entered into the MSSU computer system and that a graduate file is made and forwarded to the Registrar's Office. Mr. Skaggs will also notify Dr. Pulliam that the student is ready for enrollment.

Financial Aid

Students who wish to apply for financial aid for the MAT program in coordination with MSU should complete the following steps:

- Complete the Free Application for Federal Student Aid (FAFSA) and list the MSU school code (002503). Students may access the FAFSA at www.fafsa.ed.gov.
- File an MAT consortium agreement for the semesters enrolled at MSU with the MSSU Financial Aid Office. This form is available at www.missouristate.edu/FinancialAid/forms.asp.
- Complete the Direct Deposit form for electronic deposit of financial aid funds. This form is available at www.missouristate.edu/FinancialAid/forms.asp
- During semesters students are enrolled at MSSU, make arrangements with the MSSU business office to pay tuition and fees before the drop date. Financial aid funds are not automatically transferred from MSU to MSSU.

Following is the rate at which financial aid will be disbursed for graduate hours only:

5-8 hours	part-time aid
9 or more hours	full-time aid

Though students will enroll in alternating semesters at both MSSU and MSU, financial aid will always be processed at MSU. Students are responsible for ensuring that they pay their tuition and fees at MSSU even though financial aid is disbursed at MSU.

For more information about financial aid, please contact Kathy Feith at MSSU at 417-659-5422 or feith-k@mssu.edu. Students may also contact Carolyn Price at MSU at 417-836-4435 or 1-800-283-4243.

Tuition, Fees, and Payment Schedule

Tuition and Fees for fall 2007, Spring 2008, and Summer 2008 are as follows. The University reserves the right to change fees without notice.

Tuition (per credit hour)	
Missouri residents.....	\$206.00
Non-residents.....	\$402.00
Records fee (per credit hour).....	\$1.00
Student ID (first-time students).....	\$2.00
(replacement cards).....	\$5.00

Students from Arkansas, Kansas, and Oklahoma who reside in the MSSU service area qualify for resident status. For specific counties, see <http://www.mssu.edu/finaid/scholarships/msservicearea.shtml>

Students will pay tuition and fees to the University in which they are enrolled in a given semester. Enrollment is subject to the drop policy of the respective University in which the student is enrolled.

If a student is dropped for non-payment of fees while enrolled at MSSU, the student must do the following to be reinstated:

1. Contact the MSSU Business Office to arrange payment for the course(s).
2. Bring a receipt to the MSSU Registrar's Office to obtain a reinstatement form.
3. Obtain professors' signatures on the form.
4. Return the form to the Registrar's Office to have the courses reinstated.

If the reinstatement form is for a prior semester, the professor must submit a Change of Grade form to the Registrar's Office.

Students with questions about payment of tuition and fees should contact the MSSU Business Office at 417-625-9381 or businessoffice@mssu.edu.

Payment of Fees

For all students who have pre-registered for fall, spring or summer semesters, 100% of the semester charges must be paid by the published deadline for each respective semester. Failure to remit the balance due according to these payment terms may result in an immediate drop from all pre-registered classes before regular registration. For students who enroll during regular registration,

payment of 100% of the fees charged will be due and payable on the day of registration. Failure to remit the balance due may result in an immediate drop of the student's class schedule. It is extremely important to realize that a financial obligation is incurred at the time of enrollment. Services are rendered as of the first day of class so unless a student officially withdraws prior to that day, fees will be assessed in full. No reduction in charges according to the University refund policy will be credited to the student's account until an official withdrawal is completed. Failure to pay fees in accordance with the stated payment plan will not necessarily relieve the financial obligation incurred if the student is dropped for non-payment.

Registration and Records

Students will enroll through MSSU in the first summer semester and spring semester. Enrollment in the fall semesters and the second summer semester will be through MSU. For information on registration at MSSU, contact Dr. Deborah Pulliam at 625-3060 or pulliam-d@mssu.edu. For information on registration at MSU contact the MSU Teacher Certification Office at 417-836-8772.

Records of academic work completed are kept by both MSSU and MSU upon completion of the program. There is no charge for copies of transcripts at MSSU. Students may visit the MSSU Registrar's Office in Hearnese Hall 100 or at <http://www.mssu.edu/registrar/transcripts.shtml> to request a transcript.

MSU will confer the degree and mail the MAT diploma once the degree is earned. MSU will also report enrollment certification and the degree completion to the NSC.

Students with questions about records and transcripts should contact Cheryl Dobson at 625-9389 or dobson-c@mssu.edu.

Suggested Order of Study

The courses required for the MAT program are strictly sequenced. Students who begin the MAT program must start in the summer semester. Following is the suggested order of study for the MAT program:

<u>Summer Semester 1</u>		<u>Credit Hours</u>	<u>Campus</u>
SFR 691	Educational Workshop	9	MSSU
<u>Fall Semester 1</u>		<u>Credit Hours</u>	<u>Campus</u>
SEC 683	Internship in Teaching I	3	MSU
RDG 677	Reading in the Content Fields	3	

PSY 603	Human Growth and Development (K-12 programs)	3	
OR			
PSY 605	Psychology of Adolescence (9-12 programs)	3	
<u>Spring Semester 1</u>		<u>Credit Hours</u>	<u>Campus</u>
SEC 684	Internship in Teaching II (student teaching)	10	MSSU
<u>Summer Semester II</u>		<u>Credit Hours</u>	<u>Campus</u>
SEC 685	Internship in Teaching III	1	MSU
IMT 562	Educational Applications of Computers For Teaching (on-line)	3	
SPE 610	Introduction to Special Education	2	
SFR 690	Introduction to Educational Research	3	
<u>Fall Semester II</u>		<u>Credit Hours</u>	<u>Campus</u>
EDC 686	Research Seminar in Education	2	MSU

Content Area Coursework

MAT students are also required to complete content area coursework. The amount of coursework required will depend on the individual student's transcript analysis by the MSU Office of Teacher Certification (See the application steps above). Following are the content areas offered in the MAT program:

- Agriculture Education
- Speech/Theatre
- Biology (Unified Science)
- Chemistry (Categorical)
- Earth Science (Categorical)
- Music (Vocal/Choral K-12)
- Physics (Categorical)
- Art Education (K-12)
- Biology (Categorical)
- Mathematics
- Spanish (K-12)
- Music (Instrumental K-12)
- French (K-12)
- Vocational Family and Consumer Science
- Business Education
- English
- Social Studies
- Latin (K-12)
- German (K-12)

Students may add middle school certification to the following MAT programs by completing MID 625 Advanced Theory and Practice in the Teaching of Early Adolescents (3 hours): English, Social Studies, Mathematics, Sciences, Business, Speech/Theatre, and Agriculture.

Programs Offered in Coordination with University of Missouri-Kansas City (UMKC)

The following two programs are currently offered in coordination with UMKC:

- Master of Science in Nursing
- Master of Science in Dental Hygiene

Admissions—Master of Science in Nursing

Applicants must meet the following minimum requirements for admission to the School of Nursing:

- B.S.N. from a college or university nationally recognized by a nursing accrediting agency or a B.S.N. from a program comparable to UMKC School of Nursing's B.S.N. program.
- Minimum cumulative grade-point average of 3.2 for the last 60 hours of the B.S.N. program on a 4.0 scale.
- Submission of a current resume.
- Current Missouri licensure and licensure in the state in which the student completes clinical requirements.
- Current Basic Cardiac Life Support Certification.
- Upper division statistics course with a minimum grade of B. This course must be taken prior to N5555 Research Methodologies.
- A free standing health assessment course prior to enrolling in N547 Health Assessment & Clinical Reasoning is required.

Applications are available online from University of Missouri Kansas City School of Nursing at www.umkc.edu/admissions/. The deadline for application is February 1 of each year.

To apply, students must complete the following steps:

- Submit application for Graduate Admission to UMKC.
- Once admitted to UMKC the Graduate Admissions office at UMKC will send an e-mail notice to Derek Skaggs, Director of Enrollment Services at MSSU, so the student can be entered into the graduate student system and a graduate file can be made and forwarded to the MSSU Registrar's Office.
- Submit Graduate Nursing Application fee to UMKC School of Nursing with application materials.
- Forward official copies of transcripts from all previously attended institutions to the UMKC Graduate office.
- Submit a current resume (reflecting all experience as an RN)
- Submit the printable MSN Supplemental Application
- Submit a copy of current nursing license

The mailing address for all of the above items is:

UMKC Office of Admissions
120 Administrative Center
5100 Rockhill Road
Kansas City, Missouri 64110-2499

The joint MSSU and UMKC admissions committee will determine admission status to the cooperative Master of Science in Nursing program at the Joplin site. The MSSU Graduate Coordinator will notify students of acceptance or non-acceptance to the program.

Student policies for this cooperative program can be found at www.nurspolicy.umkc.edu

Students are responsible for reviewing and adhering to these policies.

Financial Aid

Students who wish to apply for financial aid for graduate programs offered in coordination with UMKC should complete the Free Application for Federal Student Aid (FAFSA) and list the MSSU school code (002488). Students may access the FAFSA at www.fafsa.ed.gov. Following is the rate at which financial aid will be distributed:

5-8 hours	part-time aid
9 or more hours	full-time aid

For more information about financial aid, please contact Kathy Feith at 417-659-5422 or feith-k@mssu.edu.

Payment of Fees

Students in the Cooperative program at MSSU will pay the following fees for courses originating at MSSU.

Tuition per credit hour	
Missouri residents	\$286.90
Non-residents	\$739.80
Clinical Nurse Fee	\$155.60
Records Fee	\$3.00
Student ID	\$2.00
Distance Education Fee	
(per credit hour)	\$35.00
Student Health Fee	\$30.00
Equipment Use Fee	
Full-time	\$40.00

Part-time	\$20.00
Activity Fee	
Full-time	\$25.00
Part-time	\$15.00
Parking Fee	\$15.00

MSSU cooperative students taking a course taught by UMKC will pay the following fees.

Tuition per credit hour	
Missouri residents	\$286.90
Non-residents	\$739.80
Clinical Nurse Fee	\$155.60
Distance Education Fee	\$ 50.00
(per credit hour)	
Information Tech Fee	\$ 11.70

** UMKC students taking MSSU courses will not be assessed the distance education fee.

Students from Arkansas, Kansas, and Oklahoma who reside in the MSSU service area qualify for resident status. For specific counties, see <http://www.mssu.edu/finaid/scholarships/msservicearea.shtml>

Students will pay tuition and fees to the University in which they are enrolled in a given semester. Enrollment is subject to the drop policy of the respective University. Students with questions about payment of tuition and fees should contact the MSSU Business Office at 417-625-9381 or businessoffice@mssu.edu or contact UMKC at 1-800-499-UMKC.

MSSU will pay financial aid for students even in those semesters that they enroll strictly with UMKC. A consortium agreement will be used between the Universities to maintain financial aid status for the students.

UMKC students who take a course offered by MSSU will have their financial aid processed through UMKC and are responsible for paying tuition at MSSU.

The MSSU Financial Aid Office will notify the MSSU Registrar's Office of all students that require enrollment certification reporting to the NSC each semester.

Registration and Records

Students enrolled in the Cooperative MSSU / UMKC program will enroll through the MSSU Graduate Nursing Advisor. Students should contact Dr. Anita Singleton at 417-625-3052 or singleton-a@mssu.edu.

Records of academic work completed are kept by both MSSU and UMKC. There is no charge for copies of transcripts at MSSU. Students may visit the MSSU Registrar's Office in Hearn's Hall 100 or at <http://www.mssu.edu/registrar/transcripts.shtml> to request a transcript. Students with questions about records and transcripts should contact Cheryl Dobson at 417-625-9389 or dobson-c@mssu.edu.

Degree Audits for graduation will be done by the Graduate Nursing Coordinator on MSSU campus for students in the Cooperative Graduate Nursing Program.

As required by statute and MOU the diploma issued for this joint cooperative degree program will contain the names and seals of both institutions.

Upon final accreditation approval from CCNE, MSSU will sign verifying completion of program and send the transcripts for state certification examinations.

Miscellaneous Items

If either MSSU or UMKC is closed due to inclement weather no classes will be held. MSSU will post their closings on the web site <http://www.mssu.edu.html>. UMKC will post their closings on their web site at <http://www.umkc.edu/hres/business-interruption.html>

Students in the Cooperative Graduate Nursing Program will have an e-mail address from both institutions as well as access to both institutions' Blackboard sites.

Graduates from the Cooperative Master of Science in Nursing will participate in the commencement ceremonies on MSSU campus.

Required Courses

Masters of Science in Nursing Family Nurse Practitioner Program

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
N5548	Advanced Pathophysiology	3
N5550	Theoretical Foundations	3
N5549	Advanced Pharmacology	3
N5555	Research Methodology	3
N5527	Cultural Diversity and Ethics	3
N5526	Health Promotion, Across the Lifespan	3
N5547F	Adv Asses Clinical I	4
N5564NP	Clinical II	5
N5528	Prof Values & Health Care Policy	3

N5566NP	Clinical III	4
N5598/9	Directed Research	3
N5572	ANP Synthesis Practicum	5
TOTAL HOURS		42

Master of Science in Nursing
Nurse Educator

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
N5548	Advanced Pathophysiology	3
N5550	Theoretical Foundations	3
N5528	Prof Values & Health Care Policy	3
N5555	Quantitative Methods	3
N5517	Teaching Strategies	3
N5526	Health Promotion, Across the Lifespan	3
N5515NE	Preparing Nurse Educators	3
N5598/9	Directed Research	3
N5547E	Hlth Asses & Clin Reason Clin I	3
N5527	Cultural Diversity and Ethics	3
N5564E	Educational Clinical-Clinical II	5
N5572	Functional Role Practicum III	3
N5516	Curriculum Development	3
TOTAL HOURS		41

Admissions--Master of Science in Dental Hygiene

Applicants must meet the following minimum requirements for admission to the Master of Science in Dental Hygiene:

- Graduation from an accredited school or program of dental hygiene
- Baccalaureate degree from an accredited college or university
- Satisfactory academic record
- Affiliation with the MSSU Dental Hygiene program

Applications are available online from the University of Missouri Kansas City School of Dental Hygiene at :

http://dentistry.umkc.edu/bec_student/assets/ADM3050308loose%20pp.pdf

An additional supplemental application is available at

http://dentistry.umkc.edu/bec_student/assets/pdf/MastersDHSuppAppPkt-04-06.pdf

The deadline for application is February 1 of each year.

To apply, students must complete the following steps:

- Submit application for Graduate Admission to UMKC.
 - Once admitted to UMKC the Graduate Admissions office at UMKC will contact the MSSU admissions office so the student can be entered into the graduate student system.
- Submit the Division of Dental Hygiene Supplemental Application.
- Submit non-refundable Graduate Dental Hygiene Application fee of \$35 to the UMKC Department of Dental Hygiene and the supplemental application to the Division of Dental Hygiene.
- Forward official copies of transcripts from all previously attended institutions to the UMKC Graduate office.
- Submit a typed narrative statement (See supplemental application).
- Submit a copy of current dental hygiene license

The mailing address for all of the above items is:

UMKC School of Dentistry
Graduate Dental Hygiene Coordinator
650 East 25th Street
Kansas City, Missouri 64108

Upon review of the required application materials, selected applicants will be contacted for a personal interview with the Graduate Dental Hygiene Admissions Committee. The Admissions Committee will be comprised of faculty from both institutions.

The deadline for application is February 1 for classes beginning in the Fall semester of each year. Basic knowledge and experience in conducting research is gained through related course work in the program and the completion of a research project for both the thesis and non-thesis option. Teaching experiences may be gained through clinical and classroom teaching responsibilities with dental hygiene and /or dental students. The opportunity for a teaching externship at another dental hygiene institution is available to graduate students who meet the established criteria.

Tuition and Fees

Students accepted to the Collaborative UMKC/MSSU Master of Science in Dental Hygiene Degree Program will pay UMKC Graduate tuition and fees. Non-Resident students who take six (6) credit hours or fewer will pay the **Resident** tuition rate. Non-resident students who take over six (6) credit hours will pay **Non-resident** tuition rate. Current tuition and fees can be accessed online at <http://www.umkc.edu/adminfinance/finance/cashiers/feestructure.asp>

Current estimated tuition costs for the Graduate Dental Hygiene program can be obtained by going to http://dentistry.umkc.edu/bec_student/assets/pdf/DHGradTuitionSchedule2007-2008.pdf

Students will pay tuition and fees to the University in which they are enrolled in a given semester. Enrollment is subject to the drop policy of the respective University. Students with questions about payment of tuition and fees should contact Alicia Hughes at MSSU at 417 -625-9841 or email hughes-a@mssu.edu . Students may also contact the University of Missouri-Kansas City at 1-800-499-UMKC.

Financial Aid

Students who wish to apply for financial aid for graduate programs offered in coordination with UMKC should complete the Free Application for Federal Student Aid (FAFSA) and list the MSSU school code (002488). Students may access the FAFSA at www.fafsa.ed.gov. Following is the rate at which financial aid will be distributed:

5-8 hours	part-time aid
9 or more hours	full-time aid

For more information about financial aid, please contact Kathy Feith at 417-659-5422 or feith-k@mssu.edu

MSSU will pay financial aid for students even in those semesters that they enroll strictly with UMKC. A consortium agreement will be used between the Universities to maintain financial aid status for the students.

UMKC students who take a course offered by MSSU will have their financial aid processed through UMKC and are responsible for paying MSSU for courses taken.

Registration and Records

Enrollment for the collaborative MSSU/UMKC Master of Science in Dental Hygiene program will take place through consultation with both institutions. Each semester, students will enroll with the institution offering the course(s). For more information, students should contact Brenda Spurlin at 417-625-9328 or spurlin-b@mssu.edu.

Records of academic work completed are kept by both MSSU and UMKC upon completion of the program. There is no charge for copies of transcripts at MSSU. Students may visit the MSSU Registrar's Office in Hearnest Hall 200 or at <http://www.mssu.edu/registrar/transcripts.shtml> to request a transcript. Students

with questions about records and transcripts should contact Cheryl Dobson at 417-625-9389 or dobson-c@mssu.edu.

Degree Audits for graduation will be done by the Graduate Dental Hygiene Coordinator on the MSSU campus.

As required by statute and the MOU between MSSU and UMKC, the diploma issued for this joint cooperative degree program will contain the names and seals of both institutions.

Required Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
DH 4020	Local Anesthesia and Pain Control	2
DH 4040	Introduction to Research & Instru	1-2
DHGR5500	Introduction to Edu Methods	2-4
DHGR5510	Student Teaching and Conf	2-4
DHGR5516	Special Issues in Higher Edu	2-4
DHGR5530	Clinical Instruction and Conf	1-4
DHGR5553	Seminar in Adv Clinical Tech & Meth	2-4
DHGR5595	Scientific Writing	1-2
DHGR5599	Research and Thesis	1-6
RESM700	Introduction to Research Methodology	2-3*
RESM703	Thesis Writing (thesis option only)	1
RESM704	Introduction to Biostatistics	2-3*
Total Credit Hours		17-36

It is highly recommended that the student take the following:

DHGR5512	Student Teaching & Conf II	2-4
DHGR5532	Clinical Instruction and Conf II	1-4

Elective Courses

DHGR5512	Student Teaching & Conf II	2-3
DHGR5532	Clinical Instruction and Conf II	1-4
DHGR5560	Practicum in Clinical Supv Mngmt	2-4
DHGR5565	Advanced Special Pt Car Practicum I	2-4
DHGR5566	Advanced Special Pt Car Practicum II	2-4
DHGR5570	Administrative Practicum	1-4
DHGR5590	Independent Study	1-4
D5537	Oral Oncology	1
DH4750	Geriatric Oral Health Promo & Education	1-5

*Courses may be transferred from another University. On-line options are available through MSSU.

The collaborative MSSU / UMKC Master of Science in Dental Hygiene program is worth 36 credit hours. The 36 hours for either the thesis or the non-thesis option may be completed on a full or part-time basis. A minimum of two academic years is required for full-time students. In addition, a professional scientific table clinical presentation at the Midwest Dental Conference is required for graduation. Due to the uniqueness of this program, prospective applicants will need to contact the School of Technology Dean's office for advising.

Requirements for Graduation:

- A minimum of a 3.0 GPA
- Successful completion of 36 credit hours with a thesis or non-thesis option.
- All other requirements for graduation as stated in the General Academic Regulations and Information section of the UMKC General Catalog.
- Prepare and present a table clinic at the Midwest Dental Conference during the spring semester.

Miscellaneous Items

If either MSSU or UMKC is closed due to inclement weather then no classes will be held. MSSU will post their closings on the web site <http://www.mssu.edu.html>. UMKC will post their closings on their web site at <http://www.umkc.edu/hres/business-interruption.html>

Students in the Collaborative UMKC/MSSU Master of Science in Dental Hygiene program will have an e-mail address from both institutions as well as access to both institutions' Blackboard sites.

Graduates from the Cooperative Master of Science in Dental Hygiene will participate in the commencement ceremonies on the MSSU campus.

All students affiliated with MSSU will be required to have their research projects approved by a member of the UMKC dental hygiene graduate faculty. Faculty at MSSU will serve as the primary mentor(s) of the research project for their affiliated students.

UMKC students taking courses from MSSU will not be required to pay the distance education fee.

Programs Offered in Coordination with Southeast Missouri State University (SEMO)

MSSU is currently offering a Master of Science in Criminal Justice Program in coordination with SEMO.

Admissions

Applicants must meet the following minimum requirements for regular admission to the School of Criminal Justice:

- Hold a baccalaureate degree from a regionally accredited college or university
 - Students who have not earned their Bachelors degree in Criminal Justice may be required to complete at least the following courses prior to acceptance to the Masters of Science in Criminal Justice.
 - Criminal Law
 - Introduction to Criminal Justice
- Have an undergraduate grade point average of at least 2.5 on a 4.0 scale.

Applications are available online from Southeast Missouri State University School of Graduate Studies at www.semo.edu/gradschool.

Students must complete the following steps:

- Submit application for Graduate Admission to SEMO/MSSU cooperative program at www.semo.edu/gradschool
 - Applications for admission and transcripts must be on file in the School of Graduate Studies no later than:
 - Summer Session May 15
 - Fall Semester August 1
 - Spring Semester November 21
 - Remit a nonrefundable transcript evaluation fee of \$25.
 - Forward official copies of transcripts from all previously attended colleges and universities to the SEMO School of Graduate Studies office.
 - Sign a release of information so both schools can share required academic information when they submit their application to the graduate school.
 - Once admitted to SEMO/MSSU cooperative program the following will occur:
 - The SEMO Graduate Admissions office will forward student admissions information to MSSU to complete the MSSU admissions process. A graduate file will be made and forwarded to the MSSU Registrar's Office. Copy of the

application will be faxed to the Dean of Technology office then forwarded on to MSSU Admissions office.

- The SEMO Criminal Justice department will contact MSSU Criminal Justice department to confirm graduate admission.
 - Student records will be maintained electronically by both institutions.
- Student will be assigned a Graduate MSSU and SEMO advisor.

Financial Aid

Students who wish to apply for financial aid for graduate programs offered in coordination with SEMO should complete the Free Application for Federal Student Aid (FAFSA) and list the MSSU school code (002488). Students may access the FAFSA at www.fafsa.ed.gov. Following is the rate at which financial aid will be distributed:

5-8 hours part-time aid
9 or more hours full-time aid

For more information about financial aid, please contact Kathy Feith at 417-659-5422 or feith-k@mssu.edu

Tuition, Fees, and Payment Schedule

Tuition per credit hour (2007-2008)	
Missouri residents	\$224.91
Non-residents	\$224.90
General Fees	\$ 15.70
Records Fee (per credit hour)	\$ 1.00
Student ID (first-time students)	\$ 2.00
Distance Education Fee (per credit hour)	\$ 12.50

Students will pay tuition and fees to the University in which they are enrolled in a given semester. Enrollment is subject to the drop policy of the respective University. Students with questions about payment of tuition and fees should contact the MSSU Business Office at 417-625-9381 or businessoffice@mssu.edu.

MSSU will disburse financial aid for students even in those semesters that they enroll strictly with SEMO. A consortium agreement will be used between the Universities to maintain financial aid status for the students.

SEMO students who are not in the cooperative program who take a course offered by MSSU will have their financial aid processed through SEMO and are responsible for paying MSSU for courses taken.

Registration and Records

Students enrolled in the Cooperative MSSU/SEMO program will enroll through the MSSU Graduate Criminal Justice Advisor. A list of students enrolled at MSSU will be provided to the MSSU Registrar's Office to report to the NSC. Students should contact Wayne Thomason at 417-625-9684 or thomason-w@mssu.edu.

Records of academic work completed are kept by both MSSU and SEMO upon completion of the program. There is no charge for copies of transcripts at MSSU. Students may visit the MSSU Registrar's Office in Hearn Hall 100 or at <http://www.mssu.edu/registrar/transcripts.shtml> to request a transcript. Students with questions about records and transcripts should contact Cheryl Dobson at 625-9389 or dobson-c@mssu.edu.

Degree Audits for graduation will be initiated by the MSSU Graduate Criminal Justice Coordinator for students in the cooperative graduate criminal justice program. These degree audits will be forwarded to the SEMO Criminal Justice Graduate Coordinator. Final graduation approval responsibility rests with the Vice Provost and Dean of the School of Graduate Studies at SEMO.

As required by statute and the Memorandum of Understanding between MSSU and SEMO, the diploma issued for this joint cooperative degree program will contain the names and seals of both institutions.

The home institution will be responsible for reporting enrollment to the National Student Clearinghouse.

Unofficial transcripts will be sent at the end of each semester to the other institution per notification from the Graduate Criminal Justice coordinator.

Miscellaneous Items

Students in the Cooperative Graduate Criminal Justice Program will have an e-mail address from both institutions as well as access to both institutions' online course management system.

MSSU graduates from the Cooperative Master of Science in Criminal Justice will participate in the commencement ceremonies on MSSU campus. The MSSU Registrar's Office must receive notifications of candidates during the first month of the semester the student plans to graduate.

The respective universities will be responsible for providing textbooks. MSSU graduate students will be able to purchase textbooks through the MSSU bookstore or www.Amazon.com

Graduate courses are allowed a maximum enrollment of 25. If enrollment exceeds this amount a new course section may be offered.

Required Courses

Masters of Science in Criminal Justice Total Credit Hours 36

CORE COURSE REQUIREMENTS

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	
CJ600	Overview of Criminal Justice	3	
CJ526	Statistical Analysis in CJ	3	
CJ601	Research Methodology in CJ	3	
CJ615	Criminal Justice Theory	3	
CJ535	Civil Law & Liability	3	
Total			15

OTHER REQUIREMENTS

Electives

Select 6 hours from:

CJ510	Comparative Criminal Justice System	3	
CJ525	Crime and Criminal Policy	3	
CJ610	Seminar in Law Enforcement	3	
CJ625	Adult Correctional Org & Admin	3	
CJ630	Contemporary Juvenile Justice	3	
CJ693	Independent Study in CJ	3	
Total			6

COGNATE AREA ELECTIVES (non-thesis select 12 hours, thesis option 9 hours)

These hours will be selected in consultation with Graduate Criminal Justice Coordinator.

Total **9-12**

THESIS, INTERNSHIP OR OTHER CAPSTONE EXPERIENCE (6 hours)

Thesis Option

CJ694	Thesis in Criminal Justice	3	
CJ695	Thesis in Criminal Justice	3	

OR

Non-Thesis Option			
CJ699	Criminal Justice Internship	3	
GR699	Comprehensive Examination	0	
	Three more elective graduate hours	3	
Total			6
TOTAL HOURS			36

COURSE ROTATION SCHEDULE

	SEMO	MSSU
<u>THESIS OPTION</u>		
Fall 07	CJ 615	CJ 510
Spring 08	CJ535	CJ525
Summer 08	CJ600	CJ526
Fall 08	CJ630	CJ601
Spring 09	CJ694	CJ625
Summer 09	CJ695	CJ610

	SEMO	MSSU
<u>NON-THESIS OPTION</u>		
Fall 07	CJ 615	CJ 510
Spring 08	CJ535	CJ525
Summer 08	CJ600	CJ526
Fall 08	CJ630	CJ601
Spring 09	CJ693	CJ625
Summer 09	CJ699	CJ610

**Transfer graduate courses are evaluated by the graduate criminal justice coordinators to determine transferability as electives for the Master of Science in Criminal Justice degree.

Library Services--George A. Spiva Library

Wendy McGrane, Library Director
Spiva Library 120, 417.625.9801

Librarians: Robert Black, James Capeci, Amber Carr, Wendy McGrane, Anna Beth Morgan, Charles Nodler, Nancy Schiavone

Spiva Library is the major information resource on campus, providing 271,787 print volumes including state and federal government documents. A law collection, 62 electronic databases, a 754,023 item microform collection, 472 print journal subscriptions, and 67 full-text electronic journal subscriptions provide additional materials for student research. Collections housed in the archives include 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.

Mission

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 lifelong learning, with a firm emphasis on international studies and quality classroom teaching. The library also serves as a resource for residents in the region.

Professional librarians and trained support staff expedite and enhance access to information through the sharing of expertise, participation in networks, the acquisition and maintenance of resources, creation of bibliographic tools and help guides, development of instruction programs, and the availability of reference services. The curriculum and research needs of students, faculty, and staff are met by providing timely access to information in the most beneficial format.

Spiva Library will maintain and enhance user-oriented services, introduce new technologies, and build collections that contain diverse points of view. These initiatives will further demonstrate the central role played by the library in supporting the mission of the University and the educational needs of our constituents.

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.

University Java 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 nearby computers 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 classes or conduct office hours. Archives and Technical Services are also located on the 1st floor. The 2nd floor of the library houses the Main collection which circulates, private study rooms, and the ITS help desk. The 3rd floor is considered the “research floor” of the library and it’s where Circulation, Reference, periodicals, and microforms are located. A large computer lab enables students to do their research on the internet and prepare papers or presentations. Cell phones are prohibited on the 3rd floor.

The Belk Faculty Reading Room on the 4th floor recognizes retired faculty and provides a unique space for meetings or grading papers. The adjacent Quiet Room is beautifully furnished and maintains the enforced quiet that many people desire in the library. Also located on the 4th floor are the audio visual collection, curriculum materials, and government documents.

Wireless computer access is available throughout the library, as are ethernet connections, to enable students to connect their own laptops to the campus backbone. Other open areas with comfortable lounge furniture or tables and chairs provide students with places to relax and study. Study rooms are available for students wanting privacy or to work in groups without disturbing others.

Distance Education and Graduate Students

Spiva Library provides comprehensive resources and services that support graduate program and distance learning needs to fulfill course assignments, meet the research needs of students and faculty, and encourage lifelong learning.

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, Assemblies of God Theological Seminary, Baptist Bible College, Cottey College, Crowder College, Drury University, Forest Institute of Professional Psychology, Missouri State University, Ozarks Technical Community College, and Southwest Baptist University.

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 number in the millions and may be borrowed by MSSU students, faculty, and staff free of charge. Two large Missouri public libraries have joined in resource sharing and provide additional materials for our students.

- ❖ SWAN – SouthWest Academic Network
<http://swan.missouri.edu/>
 Access to Spiva Library's holdings which include more than 320,000 book, government document, and periodical volumes is available online. A FAQ is offered to answer common questions.

- ❖ MOBIUS – Missouri Bibliographic Information User System
<http://mobius.missouri.edu/screens/libinfo.html>
 Missouri Southern's participation in the MOBIUS consortium enables students, faculty, and staff to request books online from over sixty academic libraries in the state of Missouri and have them delivered to the participating institution of their choice.

- ❖ E-Books and E-Journals
 Spiva Library offers electronic collections which are accessible to students both on and off campus. E-books and journals are included in the library catalog.

Research

Major periodical indexes in business, education, social science, history, psychology, English, biology, nursing and many other disciplines 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>. Students and faculty may access these resources from off-campus through the proxy server using their Missouri Southern identification.

Spiva Library maintains print periodicals and microforms of back issues.

- ❖ Electronic Databases
 Databases provide citations and/or full text articles on any topic, available at any time from internet connected computer. Instructions for remote access are available from the library webpage <http://www.mssu.edu/spivalib/RemoteAccess.shtml>.

Interlibrary loan requests for materials that are unavailable in-house or 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.

- ❖ **Inter-Library Loan / Document Delivery**
Articles that are unavailable through Spiva Library may be requested through Inter-Library Loan (ILL). ILL forms are available on the library's webpage <http://www.mssu.edu/spivalib/ILLArticleForm.shtml> (articles) and the forms can be filed electronically, faxed, or mailed to the Spiva Library. Articles requested by distance learners will be faxed, mailed, or sent as an email attachment when possible.

Books unavailable through SWAN or MOBIUS may be requested via ILL <http://www.mssu.edu/spivalib/ILLBookForm.shtml> (books). Books requested by distance learners will be mailed to the student's home address.

- ❖ **Reserve Materials**
Faculty may place materials on electronic reserve. Students are allowed secure online access to E-reserves at any time. Additional information regarding e-reserves is available at <http://www.mssu.edu/spivalib/Reserves.shtml>
- ❖ **Reference Assistance**
By using the library's *Ask A Librarian* email service, questions are answered in a timely fashion by a reference librarian. Information about this service is available at <http://www.mssu.edu/spivalib/SERefAskALib.shtml>. Phone consultation services are available anytime and appointments can be arranged in advance for in-depth assistance. Questions or requests for reference assistance may also be mailed or faxed.

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. If extensive research assistance is required, please call 417.625.9342 to schedule an appointment.

- ❖ **Bibliographic Instruction**
The Reference/Instruction librarian will work with faculty to provide general library skills instruction or specific instruction to support an assignment. Information about the instruction program is available at <http://www.mssu.edu/spivalib/Instruction.shtml>.

❖ **Research Assistance**

The library offers a number of links from the website to help facilitate the research process, they include:

Search Strategies – a guide discussing basic steps to researching a topic

<http://www.mssu.edu/spivalib/SearchStrategies.shtml>

Subject Guides – printable documents that provide suggested resources for finding information about particular subject areas

<http://www.mssu.edu/spivalib/ResourceGuides.shtml>

Websites by Subject – a collection of web pages, organized by subject area, that provide links to select web resources

<http://www.mssu.edu/spivalib/WebsitesSub.shtml>

Citation Manuals – tips and examples to help quickly format research papers in accordance with the required style

<http://www.mssu.edu/spivalib/CitationManuals.shtml>

Equipment

Three computer labs containing 82 workstations, three with scanners, connected to black and white and/or color network printers are available for computer use in the library. Four additional workstations are available for quick searching. Digital and analog microform readers and printers are available for viewing and printing periodical back files. Black & white and color photocopiers are located throughout Spiva Library. Two LCD projectors and laptops are used to provide instruction.

AVC, Curriculum, and Government Documents

Located on the top floor of the Spiva Library is the Audio Visual Center. This area includes video and audiotape materials, compact discs, DVDs, filmstrips, slides, kits, and miscellaneous instructional materials. The AVC provides appropriate playback equipment for the materials. Curriculum textbooks, curriculum guides on microfiche as well as young adult and juvenile books that support the teacher education curriculum are housed in this area. Spiva Library is a selective depository for federal documents; they are also located on the 4th floor.

The staff provides limited production services such as overhead transparencies, laminating, and duplicating audiotapes. There is a small inventory of slide projectors, videocassette and DVD players and televisions, audiocassette recorders and filmstrip projectors. Equipment is housed in each campus department; therefore, the equipment is limited to basic items.

Staff and Hours

Helpful staff members are stationed throughout the library to support all materials and services. The staff is composed of seven librarians, thirteen full-time and part-time support staff members, and many student workers who serve in all areas of the library.

Spiva Library hours are as follows:

7:30 a.m. - 11 p.m. Monday through Thursday

7:30 a.m. - 5 p.m. Friday

9 a.m. - 5 p.m. Saturday

1 p.m. - 11 p.m. Sunday

*Library hours differ during holidays, breaks, and summer session.

Accessibility

Spiva Library works closely with the campus Disability Services Coordinator to ensure that the library is accessible to patrons with disabilities. Patrons with a disability may contact any library staff member for assistance.

Student Conduct, Academic Integrity, and Discipline Policies

Student Conduct

A student enrolling in the University assumes the responsibility for personal conduct compatible with the University's function as an educational institution.

Violations of the student conduct include:

- A. Forgery, alteration or misuse of University documents, records or identification.
- B. Obstruction or disrupting of teaching, research, administrative disciplinary procedures or other University activities, including its public service functions or of other authorized activities on University premises.
- C. Physical abuse of any person on University owned or controlled property or at University sponsored or supervised functions or conduct which threatens the health or safety of any such person.
- D. Hazing, defined as initiating or disciplining fellow students by forcing them to do ridiculous, humiliating, dangerous, painful or illegal acts.
- E. Theft of or damage to property of the University or a member of the University community or campus visitor.
- F. Violation of University policies or of campus regulations, including campus regulations concerning the registration of student organizations, the use of University facilities or the time, place and manner of public expression.
- G. Participation in any dangerous or potentially dangerous acts on campus property (roller skating, roller blading, cycling, etc.) or sledding on campus property.
- H. Violation of rules governing residence in University owned or controlled property.
- I. Disorderly conduct, stalking, sexual harassment, hateful behavior, or lewd, indecent or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions.
- J. Failure to comply with directions of University officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. (The student identification card, which is issued at registration, must be carried by the student at all times for identification purposes, entry to university dining hall and for student

activity, athletic and library purposes. An identification card may not be used by a person other than the one to whom it was issued.)

- K. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- L. Violation of federal, state or local law on University premises or at University sponsored or supervised activities. Gambling, alcoholic beverages, illegal drugs, narcotic paraphernalia, firearms, ammunition, explosives, BB guns, pellet guns, bows and arrows and anything else that could be construed as potentially lethal are specifically prohibited on University property.
- M. Misuse of fire equipment or refusing to obey lawful directions by fire, safety or university officials.
- N. Use of physical force directed at any person for any reason other than the protection of life and limb.
- O. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- P. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- Q. Theft or abuse of computer time, including but not limited to:
 - 1. unauthorized entry into a file, to use, read or change the contents, or for any other purpose,
 - 2. unauthorized transfer of a file,
 - 3. unauthorized use of another individual's access code, identification or password,
 - 4. use of computing facilities to interfere with the work of another student, faculty member or University official,
 - 5. use of computing facilities to interfere with normal operation of the University computing system.
- R. Abuse of the University Judicial System, including but not limited to:
 - 1. failure to obey the summons of a University official
 - 2. falsification or misrepresentation of information before a University official or Student/Faculty Hearing Committee;

3. disruption of the orderly conduct of a judicial proceeding;
 4. harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during or after a judicial proceeding;
 5. failure to comply with the sanction(s) imposed under the Student Handbook.
- S. Conduct which adversely affects the student's suitability as a member of the academic community.

Academic Integrity

Missouri Southern State University strictly prohibits plagiarism, cheating, and other offenses to the Academic Integrity of the University. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered a serious violation of University policy. When dealing with a case of academic dishonesty, Missouri Southern State University will follow the campus judicial system and will consult with the collaborative graduate program regarding the violation of academic integrity.

Violations of academic integrity include, but are not limited to, the following:

- A. use of any unauthorized assistance in taking quizzes, tests, or examinations;
- B. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- C. the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
- D. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit or status in the university;
- E. failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
- F. influencing, or attempting to influence, any university official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation;

- G. any forgery, alteration, unauthorized possession, or misuse of university documents pertaining to academic records. Alteration or misuse of university documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of "cheating."

Research Ethics

Missouri Southern State University strongly promotes ethical research practices. Before research may be conducted, students must have their research approved through the appropriate Institutional Review Board. Please see <http://www.mssu.edu/irb/home.htm> for information about the MSSU Institutional Review Board process.

Following are examples of unethical research practices. Missouri Southern State University will follow the campus judicial system and will consult with the collaborative graduate program regarding the violation of research ethics.

- A. Deviating from the research protocol approved by the appropriate Institutional Review Board
- B. Falsifying data, including misrepresentation of methods and intentional manipulation of results
- C. Engaging in conflicts of interest that could influence the researcher's conclusions
- D. Misusing position as researcher for personal gain

Student Discipline

Students have the responsibility of upholding the standards, traditions, and policies of the University which has granted them membership in the academic community at their own request. They also have the responsibility of making maximum use of their abilities and exercising good judgment and of observing the rights of others and of adhering to the requirements of adult society.

Disciplinary Actions

One or more of the following disciplinary actions may be imposed by the University for violation of University policies:

- A. **Expulsion:** Separation from the University.

- B. **Suspension:** Dismissal from the University for a stated period of time. Reinstatement is not automatic. Students who have been suspended must petition for reinstatement.
- C. **Disciplinary Probation:** Disciplinary probation indicates the student's behavior has not met standards expected of students of Missouri Southern. A specified period is established in which the student is expected to display exemplary behavior. The disciplinary probation may also include a loss of designated privileges, including dismissal from University residence halls. As an educational component of the University's discipline process, students placed on disciplinary probation for violations in which their behavior indicates an alcohol or substance abuse problem may be referred to a mandatory on-campus alcohol/substance abuse educational program or referred to a comprehensive alcohol/substance treatment program as a condition of continued enrollment. Other possible sanctions for alcohol violations include fines (up to \$25) and/or parental notification. The violation of the terms of disciplinary probation or the infraction of any University policy during the period of probation may be grounds for suspension or expulsion.
- D. **Warning:** Disciplinary warning is an official notification the student's behavior has been unacceptable for a student at Missouri Southern. Any additional misconduct may result in probation, suspension or expulsion.

Rules of Procedure in Disciplinary Matters

The following rules of procedure shall be followed in any disciplinary proceedings commenced, subject to the inherent right of the Board of Governors and the delegated right of the President of the University to exercise supervision over all disciplinary matters of the University.

- A. **Administration:** The Dean of Students is designated the primary officer for administration of discipline for unacceptable conduct or infraction of University rules and regulations, and he will initiate action in accordance with these regulations.
- B. **Preliminary Procedures:** The Dean, or his designated representative, shall discuss, consult and advise with any student whose conduct is called into question and give the student the opportunity to present a personal version of the incident before initiating formal disciplinary procedures. Students shall attend such consultations as requested by the Dean or his designated representative.
- C. **Informal Disposition:** The Dean, or his designated representative, after consulting with the student and when acceptable to the student, shall have

the authority to impose any disciplinary action or sanction against the student. Where the disposition proposed by the Dean or his representative in the preliminary proceeding is not accepted by the student in writing, the student shall have the rights of notice, hearing and formal procedures as hereinafter set forth before the Student/Faculty Hearing Committee. Appeals must be submitted within 48 hours after the initial disposition.

- D. **Temporary Suspension:** The President may at any time temporarily suspend a student from the University pending further procedures when he finds and believes that the presence of a student on campus, because of allegations or facts coming to his attention, would seriously disrupt the University or constitute a danger to the health, safety or welfare of the University. The President shall promptly notify the Dean to initiate the disciplinary procedures.

General Statement of Procedures: Unless disposed of in the manner provided by paragraph three, a student charged with unacceptable conduct or breach of University rules or regulations is entitled to a written notice as set forth in subparagraph C and A. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as adversary proceedings or judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The University attorney shall be legal adviser to the Student/Faculty Hearing Committee.

Student/Faculty Hearing Committee: The required hearing shall be held before the Student/Faculty Hearing Committee which shall consist of the Vice President for Academic Affairs, or his designate who shall act as chairman; two faculty members appointed by the President of the University, and two students appointed by the President of the Student Senate. This committee shall have the authority to take disciplinary action against any student appearing before it including suspension, probation or expulsion.

Notice: The Dean of Students shall initiate the disciplinary action by arranging with the Chairman to call a meeting of the Student/Faculty Hearing Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of the alleged violation, and the date, time and place of hearing before the Student/Faculty Hearing Committee. The notice shall be given at least two class days prior to the date set for the hearing. A notice by mail shall be considered as given on the day following the day on which the notice is placed in the mail, postage prepaid and addressed to the student at the last address as it appears on the records of the University.

Student Rights Upon Hearing: A student appearing before the Student/Faculty Hearing Committee pursuant to notice shall have the right: (1) to be present at the hearing; (2) to have an adviser or counselor of the student's choice at any time during the hearing (but such adviser or counselor shall have no right to participate otherwise in the hearing except with the express consent of the committee); (3) to hear or examine evidence presented to the committee against the student; (4) to question witnesses present and testifying against the student; (5) to present evidence by witnesses or affidavit of any defense the student desires to offer; (6) to be informed in writing of the findings of the Student/Faculty Hearing Committee and any disciplinary action it imposes; and (7) to petition for review or appeal as follows:

1. **Conduct of Hearing:** The Chairman of the Student/Faculty Hearing Committee shall preside at the hearing, call the meeting to order, call the roll of the committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the giving of the required notice, ascertain whether or not the student is represented by an adviser or counselor, and call to the attention of the student charged and the adviser any special or extraordinary procedures to be employed during the hearing and permit the student to make formal objections thereto.
2. **Opening Statement:** The Dean of Students shall make opening remarks outlining the general nature of the case.
3. **Presentation of University Evidence:** The University shall then present its evidence in the matter by witnesses or reports.
4. **Student's Opening Statement:** The student charged shall have an opportunity to make a statement to the Committee about the charge. Such statement may be made following the opening statement of the Vice President or at the conclusion of the presentation of the University's case.
5. **Student's Evidence:** The student may then present evidence through witnesses or reports.
6. **Rebuttal Evidence:** The Committee may permit the University or the student to offer any material in rebuttal.

Determination by Committee: The Student/Faculty Hearing Committee shall then make its findings and determination in executive session out of the presence of the Dean and the student charged. No discipline shall be assessed against a student except by majority vote of the Committee.

Official Report of Findings and Determination: The Committee shall transmit in writing its determination and findings to the Dean and the student charged.

Rights of Student/Faculty Hearing Committee: The Student/Faculty Hearing Committee shall have the right to permit the incorporation in the record, by reference, of any document, affidavit or other evidences produced; to question witnesses or other evidence introduced by either the University or the student; to call additional witnesses or require additional investigation; to dismiss any action at any time or permit informal disposition; to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by any rulings; and summarily to suspend any students who, during the hearing, obstruct or interfere with the course thereof or fail to abide by a ruling.

Other Procedural Questions: Procedural questions not covered by these rules shall be determined by the Chairman. The ruling shall be final, unless the question is presented to the full Committee at the request of a member, in which event the ruling of the majority of the Committee shall be final.

General Rules of Decorum: The following general rules of decorum shall be adhered to:

- A. All proceedings shall be closed.
- B. All persons in attendance at the hearing shall come to order at the direction of the Chairman.
- C. All requests to address the Committee shall be addressed to the Chairman.
- D. The Chairman will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling.
- E. Rules of common courtesy and decency shall be respected at all times.
- F. Advisers and counselors will not be permitted to address the Committee without permission of the Chairman, except for the clarification of a procedural matter or an objection to the procedure, after recognition by the Chairman.

Record of Hearing: A taped or stenographic record of the hearing shall be made and kept for three months following the final disciplinary action. The notice, exhibits, hearing record and the findings and determination of the Committee shall become the "Record" of the case and shall be filed in the office of the Dean of Students and be accessible at reasonable times and places to both the University and the student.

Right to Appeal: The student or the Dean of Students may appeal the Committee's decision to the Board of Governors of Missouri Southern State

University by filing written notice of appeal with the President of the University within 10 days of notification of the action of the Committee. Upon the filing of a notice of appeal, the President shall cause the record to be filed promptly with the Secretary of the Board of Governors. The appealing party may file a written reply within 10 days. The Board of Governors shall take such action on the appeal as it deems appropriate, and the Secretary of the Board shall notify the student in writing of the decision of the Board.

Status During Appeal: In cases of suspension, dismissal or expulsion where a notice of appeal is filed within the required time, a student may petition the President in writing for permission to attend classes pending final determination of the appeal. The President may permit, upon such conditions as he may impose, a student to continue in school pending completion of appellate procedures provided that such continuance in his opinion will not seriously disrupt the University or constitute a danger to the health, safety or welfare of the University community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student/Faculty Hearing Committee.

Sexual Harassment Policy

Missouri Southern State University is committed to fostering a work and learning environment where all individuals are treated fairly and with complete respect. It is, and continues to be, University policy that sexual harassment of employees, students, and applicants for employment or admission is unacceptable conduct which will not be tolerated.

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. submission to the conduct is made either an explicit or implicit term or condition of an individual’s employment or education; or
- B. submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
- C. the harassment substantially interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment is a serious violation of University policy and is incompatible with the University’s belief that employees and students should be treated with respect and dignity. Any employee, student or applicant for employment or admission who feels that he or she has experienced or observed sexual harassment by an employee of the University should report such incidents to his or her supervisor, or to the Director of Human Resources without fear of

intimidation or reprisal. Sexual harassment complaints against students should be reported to the Dean of Students.

The University will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. The University will also take appropriate action to ensure that neither inappropriate language or conduct, nor sexual harassment persists.

Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Missouri Southern State University established a drug and alcohol prevention program for its students. The University's program is described below.

Substance Abuse Policy: Students are prohibited from using alcoholic beverages and illegal drugs on University-owned or controlled property and at University-sponsored or supervised activities. Irresponsible alcohol or other drug usage off campus resulting in disorderly conduct on campus also is not acceptable. Any student of Missouri Southern State University found to have manufactured, dispensed, possessed or used a controlled substance in violation of the Substance Abuse Policy of this university will be subject to discipline in accordance with university policy and reported to local, state or federal law enforcement authorities for criminal prosecution. Criminal prosecution for these acts could lead to conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary or both.

Appropriate Attire

Attire that is deemed appropriate by the University community should provide for the health, safety and physical well being of the individual and the campus population.

Classroom Visitation

Generally only enrolled students are permitted in classrooms (no children). Prospective students may observe classes if instructor permission is granted. Unattended children (16 yrs. old and under) are not permitted on campus.

Academic Evaluation and Grade Appeals

Faculty members are responsible for outlining policies to students at the beginning of each course. If a student has a complaint about a faculty member or believes that they have received a wrong grade on an examination or for a course, the initial step is to discuss the problem directly with the faculty member teaching the course.

If that step does not result in a satisfactory explanation or resolution of the perceived problem, the student may bring the matter to the attention of the respective department head.

The next person in the line of appeal, should the student continue to contest the issue and wish to pursue an appeal, is the respective school dean. If the student wants to make the grievance formal, the student must describe the issue and desired resolution in writing to the dean.

Should the person to whom the student would bring the appeal in this process as outlined above also be the faculty member in whose course the grade is being questioned, that person has no jurisdiction over the appeal. In such a case, the Vice President for Academic Affairs will call on an appropriate faculty member from the department or a related department to review the circumstances and make a recommendation to the Vice President for Academic Affairs, who will be the final arbitrator in any such appeal.

Equal Opportunity

“Missouri Southern State University does not discriminate on the basis of handicap, race, color, religion, national origin, sex or age in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by Federal laws and regulations.”

Disability Access

Missouri Southern State University strives to ensure that no qualified person with a disability shall, solely by reason of the disability, be denied access to, participation in, or the benefits of any program or activity operated by Missouri Southern. Reasonable accommodations are provided to ensure equally effective access to the university. If an individual with a currently documented disability requires an accommodation, or wishes to file a grievance, he or she should contact the Coordinator of Disability Services in the Learning Center.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- A. ***The right to inspect and review the student's education records within 45 days of the day the University received a request for access.*** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make

- arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- B. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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/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.
- C. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel or health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- D. *The right to file a complaint with the U. S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA.*** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605.

Policy Changes

The University reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, to be effective whenever determined by the University. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Statement of ADA Compliance

Reasonable accommodations will only be made for students who have a verifiable need. Any student requiring accommodations must have his or her need verified by the Disability Services Office at the originating course campus. A physician or appropriate agency working with the student must substantiate the need. The Disability Services Office will then notify the professor(s) of the type(s) of accommodations needed by the student.