

**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
<b>Area 1. Basic Requirements</b>	
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
<b>Total for Area 1</b>	<b>12 Hours</b>
<b>Area 2. Humanities and Fine Arts</b>	
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)	
<b>Total for Area 2</b>	<b>9 Hours</b>
<b>Area 3. Natural Science and Behavioral Sciences</b>	
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)	
<b>Total for Area 3</b>	<b>12 Hours</b>
<b>Area 4. American Cultural Studies</b>	
A. <i>Hist 110 U.S. History 1492-1877</i>	3
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
<b>Total for Area 4</b>	<b>9 Hours</b>
<b>Area 5. MSSU Special Emphasis</b>	
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>B. Health and Wellness</b>			<b>3</b>
Kine 103	Lifetime Wellness**	(2)	
Kine 101	Physical Activity***	(1)	
<b>C. Economics</b>			<b>3</b>
Econ 180	American Economic System	(3)	
(Majors and minors in business should take Econ 201)			
<b>Total for Area 5</b>			<b>9 Hours</b>

**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
<b>Area 1. Basic Requirements*</b>	
A. <i>English Compositions</i>	<b>6</b>
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>	<b>3</b>
Comm 100 Oral Communication**	
C. <i>Mathematics (120 or above)**</i>	<b>3</b>
<b>Total for Area 1</b>	<b>12 Hours</b>
<b>Area 2. Humanities and Fine Arts*</b>	
A. <i>Fine Arts Select One</i>	<b>3</b>
Art 110 Art Appreciation (3)	
Mus 110 Music Appreciation (3)	
Th 110 Theatre Appreciation (3)	
B. <i>Literature Survey Select One</i>	<b>3</b>
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>	<b>3</b>
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)	
<b>Total for Area 2</b>	<b>9 Hours</b>
<b>Area 3. Natural Sciences and Behavioral Sciences*</b>	
A. <i>Bio 101 General Biology**</i>	<b>4</b>
B. <i>Phys 100 Fundamentals of Physical Science**</i>	<b>5</b>
C. <i>Behavioral Sciences Select One</i>	<b>3</b>
Psy 100 General Psychology (3)	
Soc 110 Introduction to Sociology (3)	
<b>Total for Area 3</b>	<b>12 Hours</b>

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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)	
<b>Total for Area 4</b>		<b>9 Hours</b>
<b>Total Core Curriculum Hours</b>		<b>42 Hours***</b>

\*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

- Residence:** The last 15 semester hours must be completed in residence at Missouri Southern.
- Credit Hours:** A minimum of 64 hours must be completed.
- Grade Point Average:** The minimum cumulative and major field grade point average must be 2.0.
- Major Field:** The student must meet the course requirements in the particular program of study as approved by an adviser.
- 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
<b>Area 1. Basic Requirements*</b>	
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)
<b>Total for Area 1</b>	
	<b>12 Hours</b>

### 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)	
<b>Total for Area 2</b>		<b>3 Hours</b>

### Area 3. Natural Science\*

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

### 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)	
<b>Total for Area 4</b>		<b>6 Hours</b>
<b>Total Core Curriculum Requirements</b>		<b>25-26 Hours</b>

\*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

- 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.
- 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.
- Placement Services:** Each degree candidate must register in the Office of Career Services.
- 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.
- 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.