



**SOUTHEAST MISSOURI**  
STATE UNIVERSITY · 1873

**Chapter**

**3**

ADVISOR HANDBOOK

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Southeast Missouri State University

# Academic Information

## Academic Information

### Admission to Degree Programs

#### What do advisors need to know about admission to degree programs?

- For majors without admission to degree program requirements, students are “admitted” to a program upon declaring that program or at the time of University admission.
- For majors that have admission to degree program requirements, students are considered “pre-major” in the system until they have satisfied the program’s admission requirements.
- To understand where a student should declare the intended major, please refer to the “Where to Declare” document on the Academic Advising website: [www.semo.edu/advising](http://www.semo.edu/advising) (See Appendix A for current handout. Online version is updated each semester.)
- Admission to the University does not guarantee admission to a specific degree program. Students not able to meet the admission requirements for these programs need to redirect their efforts in order to complete an obtainable program in a reasonable amount of time.

### Baccalaureate Degree Requirements

#### General Baccalaureate Degree Requirements

##### Multiple Use of Courses – Double Dippers

Courses may be counted toward meeting the requirements in more than one area (major and minor, two majors, major and general education requirements, etc.) unless specifically prohibited by the academic departments and stated in the catalog.

##### Second Undergraduate Degree

Definition of second undergraduate degree: A student who returns or transfers to the University to obtain a subsequent undergraduate degree after being awarded the first degree. Students whose first baccalaureate degree was from Southeast Missouri State or another regionally accredited college or university in the U.S. will be considered to have met all General Education requirements.

- Major/Minor Requirements: Such students must satisfy all requirements for a major that is in a different field of study from the major in the first degree. If the major in the second degree requires a minor, that minor may not be in the same field of study as the major or minor in the first degree.

- Specific Degree Requirements and General Baccalaureate Degree Requirements: Such students must satisfy all specific degree requirements and all general baccalaureate degree requirements.

### Developmental Course Requirements

Developmental courses are extremely important in assisting students who have not demonstrated the skills necessary for academic success at the college level. While grades may not be reduced on the basis of attendance, experience indicates that success in these courses is greatly diminished by poor attendance. Attendance is essential if students are to receive the expected benefits of these courses. Therefore, attendance is required at all class meetings of developmental courses.

- **EN 099 Introduction to Composition** - Beginning freshmen and transfer students who have not completed EN 100 English Composition are required to take an English Writing Placement Essay. The results of this test are used to determine placement in the appropriate level of English, and the likelihood of successful completion of the test of writing competence that students must take after completing 75 hours.
- **MA 050 Basic Math Skills** - Any student with an ACT Mathematics subscore of 14 or below is placed in MA050 Basic Math Skills. A grade of 'NDC' or higher in MA050 is needed to satisfy the prerequisite for the next developmental mathematics course.

Any student with an ACT mathematics subscore of 15-21 is placed in a developmental mathematics course that is required for the Logical Systems mathematics course. The following table lists the developmental mathematics course which is required for each Logical Systems mathematics course.

<b>Developmental Mathematics</b>	<b>Logical Systems Mathematics</b>
MA 018	MA 128
MA 021	MA 218
MA 023	MA 123
MA 055	MA 155
	MA 115 (Pre Calculus A with Integrated Review (5 hrs)*)

*\*Effective Fall 2018*

**Graduation Requirements** - Developmental courses are prerequisites to regular university courses. Students must complete a minimum of 120 hours of regular courses in addition to any developmental courses number below 100 they are required to take. Credit earned in courses numbered below 100 does not count toward the minimum number of hours required on any degree offered by the University. However, credit in these courses is used in determining the classification of students, academic progress for financial aid, and athletic eligibility.

In order to receive a degree from Southeast, students must pass any required developmental courses or score at the appropriate levels on placement tests to have the courses waived.

### Grade Point Requirements on the Degree

- A minimum cumulative GPA of 2.0 is required for graduation, except for the B.S. in Education, the B.S. in Family and Consumer Sciences Education, and the Bachelor of Music Education which require a 2.75 GPA, the major in Communication Disorders, the major in Interdisciplinary Studies, the major in Mass Communication, and the Bachelor of Fine Arts in Theatre and in Dance which require a 2.5 GPA for graduation, the Bachelor of Science in Business Administration which requires a 2.25 GPA for graduation, the major in Health Sciences which requires a 3.0, and the major in Social Work which requires a 2.25 GPA for graduation.

- A minimum 2.0 GPA for all of the degree credit attempted at Southeast is required.
- For all degrees which require a major, a minimum 2.0 GPA must be earned in those courses counted on the major, except for Business Administration majors which require a 2.25 GPA, majors on the Secondary Education degree, the Athletic Training major, the Mass Communication major, the Health Management major, the Sport Management major, the Dance major and the Theatre major which require a 2.5 GPA, the Communication Disorders major which requires a 2.75 GPA, and the 2-Dimensional and 3-Dimensional Art majors, BFA-Dance and Theatre majors, all Music majors, and the Human Environmental Studies: Dietetics Option which require a 3.0 GPA. For all students in an education program, a GPA of 3.0 or higher is required in both the professional education coursework and in the specific content area for which certification is sought.
- A minimum 2.0 GPA must be earned in those courses completed at Southeast that are counted on the major.

## **Change of Schedule (Add/Drop)**

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a continued financial obligation.

### **Advising a Student Contemplating a Drop**

While not required, students sometimes seek the opinion of an advisor before dropping a course. Possible considerations to discuss include:

- Will the student drop below full-time status (12 hours in fall or spring?) Dropping below full-time status can sometimes affect the student's living arrangements if living on-campus, health and/or auto insurance if covered by a family policy, financial aid package, and sometimes child support payments. International students should never be advised to drop below full-time status without an exception from the Office of International Services. Many students are not aware of these issues and may be well served by an advisor's knowledge. Will dropping a course impact the continuation of a scholarship, military benefits or NCAA-sanctioned sport eligibility? If advising student who is classified in one of the areas explained above, prior to assisting with dropping courses resulting in less than full-time status, refer the student to the appropriate office for clarification or permission.
- Will the course satisfy a degree requirement? If so, how else can this requirement be met if the course is dropped? When will the class be taken again to keep the student on schedule for completing a degree in 4 years? Is the minimum grade required for the course obtainable? If student does not think the minimum grade is attainable, does the affect the choice of major? Student may need to re-think the major.
- Is the course a prerequisite for another required course? Will future course options be limited by dropping now?
- If needed, will this course be offered in a future semester?
- Is a pattern of dropping courses being established from semester to semester? If so, how will future employers or graduate school admissions officers view this type of record? How will it impact graduation date plans?
- How much will dropping the course cost? While it shouldn't be the only consideration, it can be expensive to drop a course well into the semester, then be required to take the same course over at a later time and pay full price. The refund schedule is posted at <http://www.semo.edu/sfs/refunds.html>

### Change of Schedule – Add/Drop Classes

- All students, except those who register through First STEP orientation and student athletes, may make changes to their schedule online through the student portal or in person at an advising center or the Office of the Registrar.
- New entering freshmen, who have registered through First STEP, must contact one of the Academic Advising Centers (Seabaugh Polytechnic 301 or Academic Hall 057), for assistance with schedule changes if they wish to change their schedule.
- Students may add or drop courses during the Change of Schedule Period (days 1-5 of fall and spring and days 1-2 of summer). If a student drops a course(s), a 100% refund is given during the schedule change period. The detailed costs and fees information is posted at <http://www.semo.edu/sfs/refunds.html>.

### After the Add/Drop Window

- To add a course: Additions to the student schedule may not be done after the first week of classes in fall and spring (or after the first 2 days in summer) without a signed Registration Approval card. Card must be signed by the instructor for the course, the department chair, and the student. The card must be taken to Student Financial Services in Academic Hall for a Fee Waiver signature. After these signatures are obtained, the student must process the add at the Office of the Registrar, Academic Hall 057.
- To drop a course: Dropping courses may be completed online through the student portal or in person at an Advising Center or Office of Registrar. If the course is dropped after the first week of fall or spring semester (or after 2nd day of summer), a grade of “W” will be reported on the transcript. This “W” will not impact the GPA, but will indicate a course was dropped before completed. See “Withdrawal” if student is dropping all his/her classes.
- Students may drop courses until the date listed on the Office of the Registrar website: [http://semo.edu/registrar/academic\\_calendar.html](http://semo.edu/registrar/academic_calendar.html).

### Instructor Drop

If a student does not attend class any day during the first week of fall or spring semester, the instructor may choose to drop the student from the class using the Instructor Initiated Drop procedure. A student cannot drop a course merely by not attending class. **Student who fail to attend class and who are not dropped by the instructor in the first week, are subject to failing grades.**

### Withdraw

If a student wants to drop all courses from a single semester, please direct the student to the Office of the Registrar, Academic Hall 057.

## Classification

Undergraduate degree-seeking students are classified according to the number of credit hours earned, as follows:

- 0-29 hours= freshmen
- 30-59 hours= sophomores
- 60-89 hours= juniors
- 90 + hours= seniors

## Credit by Examination

This program assists people in gaining recognition for knowledge gained and skills acquired through non-academic approaches to learning. College credit earned by examination may be counted toward University Studies, major, minor or elective requirements. A maximum of 30 semester hours of combined credit by examination may be counted toward a single degree.

Currently enrolled students and students who have applied for admission but have not yet enrolled may avail themselves of the credit by examination programs. Programs include Advanced Placement (AP), and the College Level Examination Program (CLEP), DANTES Subject Standardized Test, Departmental Examination (DE), Certified Administrative Professional (CAP) certification, and the International Baccalaureate Organizations (IBO) program. Students may qualify for credit by examination as long as they have earned fewer than 90 semester hours and have at no point been enrolled in the course for which they desire credit.

Students should not enroll in any course for which they plan to attempt credit by examination. For mathematics exams, students may not have been enrolled in any courses from the Mathematics Department prior to attempting credit by examination. For more information and for a complete listing of the types of credit by exam available, visit [www.semo.edu/testing](http://www.semo.edu/testing) or contact Testing Services at (573)651-2836.

It is the responsibility of the student to have official score reports sent to Southeast for processing. We cannot accept unofficial transcripts or transcripts issued to students.

For students who have AP credit not yet transferred to Southeast, a referral to Advanced Placement for test scores should be made:

Contact Information:

Advanced Placement Exam

PO Box 6671

Princeton, NJ 08541-6671

(609) 771-7300 or 888-225-5427

<http://www.collegeboard.com/student/testing/ap/about.html>

## Military Credit

Transferability of military coursework or basic training credit must be approved by the Office of the Registrar. The Office of Military & Veteran Services may assist veterans with the process of gaining credit.

Contact information for transcript request:

### **JST Joint Services Transcript (Army, Navy, Marine Corps)**

To view instructions on how to send an official transcript to post-secondary institutions, go to:

<https://jst.doded.mil/official.html>

For assistance, you may call Toll Free: 1.888.276.9472

### **CCAF Transcript (Community College of the Air Force)**

Visit your Air Force education center or send a written request that includes your full name or former name if appropriate, social security account number, and the address of the location you want the free transcript to be sent. Your signature is required for release of a transcript. For further information, go to: <http://www.au.af.mil/au/ccaf/>.

100 South Turner Blvd  
Maxwell-Gunter AFB  
AL 36114-3011  
(334) 649-5000

## **FERPA: Understanding & Complying**

### **What is FERPA?**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the rights of students and the obligations of institutions to ensure the privacy and accuracy of education records. The Act applies to all institutions that receive federal funds administered by the U.S. Secretary of Education (financial aid, veteran benefits, grants, etc.). Institutions found to be in violation could have these federal funds withheld.

### **Who has FERPA rights?**

Students who are currently or were formerly enrolled, regardless of their age or status in regard to parental dependency, have rights under FERPA until their death. Those who have applied but never attended (including those denied admission) do not come under FERPA guidelines.

### **What rights does FERPA afford students with respect to their education records?**

Students may inspect and review their education records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The records custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

“Advising Notes” in Degree Works are covered by FERPA. If an advisor wants to keep notes of a more personal nature in an effort to more effectively advise a student, he or she may write them in private and should store those notes in a locked desk drawer or on a password-protected computer.

### **What are educational records?**

With certain exceptions, an education record is any record:

- from which a student can be personally identified, and
- maintained by the institution.

### **What is Directory Information?**

FERPA allows institutions to determine, within established guidelines, the items of information that can be released without the student's consent. This allows institutions to

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provide beneficial services to students such as verifying enrollment for insurance purposes, verifying degrees earned for employment purposes, providing basic contact information so that students may contact each other, and so on. However, students may request that this information not be released and such requests must be honored.

All non-University contact information provided for purposes of the emergency notification system is not considered directory information.

In addition, Southeast Missouri State University will provide an individual's photo to campus community and law enforcement personnel if issues of health and safety can be documented.

### **At Southeast Missouri State University, the following is considered to be directory information:**

- student name
- home and campus address and phone number
- email address
- major field of study
- attendance dates
- full or part time enrollment status
- number of hours enrolled in a semester
- date and place of birth
- degrees and awards received
- most recent previous educational agency or institution attended
- participation in officially recognized activities and sports
- for members of athletic teams, their weight, height, and previous high school and college participation.

### **How do students request non-disclosure of directory information?**

Students who do not want their directory information made available must complete a form in the Office of the Registrar, Academic Hall 057

**FERPA Hold** –No information, including directory information, can be made available to the general public for a student with a FERPA/confidentiality hold. Any party inquiring for information on a student with such a hold may be informed, "I have no information to provide for that person." We cannot even indicate that the person is or was a student at our institution.

### **How do I know if a student has requested a non-disclosure hold?**

FERPA/confidential holds are noted in Banner. While faculty do not have access to internet native banner (INB), their departmental admins do, as does the registrar's office staff. If faculty or professional advisors are unsure if a non-disclosure hold has been placed on a student's record, any inquiries on the student record should be referred to the Office of the Registrar.

For additional information regarding FERPA including the Notification of Student's Rights, please visit the web at: <http://www.semo.edu/bulletin/records.htm>

If you have questions regarding FERPA, please contact the Office of the Registrar.



## University Studies (General Education)

### **For students entering Southeast prior to Fall 2017:**

All students who are candidates for baccalaureate degrees are required to complete the University Studies program. This program consists of 42 semester hours and includes the following components: (1) UI 100 First Year Seminar, required of all beginning students and transfer students with fewer than 24 degree credit hours; (2) EN 100 English Composition, required of all students. Students may transfer this course in. Students placing directly into the Written Expression category will have met this requirement; (3) core curriculum: one 3 hour course from each of four categories in three perspectives for a total of 36 core semester hours at the 100-200 level. No more than six of these 36 hours may be taken within any one department; (4) two 300 level interdisciplinary courses; and (5) one 400 level senior seminar. At the 300-400 level, no more than one course can be taken in the department(s) of the student's major(s).

### **For students entering Fall 2017 or after:**

Students entering Fall 2017 or after will follow the University Studies guidelines above, except they will not be required to take two 300 level interdisciplinary courses; and one 400 level senior seminar, which totals 42 semester hours for the program. If a student's major and/or minor requires any interdisciplinary courses (UI300/400/500), the student will be required to complete the courses as a part of the major and/or minor.

Students who begin their academic careers at institutions with whom the University has an articulation agreement and who subsequently transfer to Southeast with an appropriate Associate Degree or general education transfer block will be considered to have completed the lower division component of the University Studies program. They will be required to complete the two 300-level interdisciplinary courses and the 400-level senior seminar if their catalog year is prior to Fall 2017.

Students who begin their academic careers at Missouri institutions that are compliant with the Credit Transfer Policy of the State Coordinating Board for Higher Education and transfer to Southeast after having completed the sending institution's 42-credit general education transfer block will be considered to have completed the lower division component of the University Studies program. Transfer students are required to complete the two 300-level interdisciplinary courses and the 400-level senior seminar.

The School of University Studies is located in Memorial Hall, room 210, (573) 651-2783 and online at <http://www.semo.edu/ustudies>.

### **For students entering Fall 2018 or after:**

Our University Studies Program provides a general education learning experience for all undergraduate students. Our University Studies Program offers a range of courses across these areas.

- Social/Behavioral Sciences (students take 3 courses)
- Communication (students take 3 courses)
- Natural and Mathematical Sciences (students take 3-4 courses)
- Humanities and Fine Arts (students take 3 courses)
- Freshman Seminar "Connecting with Southeast" course—UI100 (required for most students, counts as 3 credits of elective in University Studies)

- Electives to total 42 hours of University Studies

### Meeting the University Studies Requirements

To complete the requirements for our University Studies Program, students must earn at least 42 credits in the appropriate categories. At Southeast, we provide extensive advising support and other resources to help students take the right numbers of courses in the right categories. It is our goal to ensure students explore topics that interest them without taking more credits than are required for University Studies.

### Compliance with CORE 42 Requirements for Transfer Students

The University Studies Program at Southeast provides abundant courses for transfer students that align with the CORE 42 curriculum for the state of Missouri. These courses are guaranteed to transfer to any two-year or four-year public institution for higher education in Missouri. These courses are noted on the program worksheet with this logo.



## General Requirements for Graduation

The following statements pertain to all baccalaureate degrees:

- A minimum of 120 hours of undergraduate degree credit (courses numbered 100-599) is required.
- The University Studies Program, consisting of 42 hours, is required.
- A minimum of 30 hours must be completed in residence at Southeast.
- A minimum of 39 hours of senior college courses (300-599) must be completed after completion of 45 hours.
- 30 of the last 60 credits earned for a bachelor's degree that the institution awards must be earned at Southeast.
- The student's last term must be completed at Southeast, except that, in the case where six or fewer hours are needed to meet the total number of hours required for graduation, they may be taken at another accredited college or university, or by extension or correspondence subject to the rules governing extension courses and transfer of credit.
- Required completion of MAPP2.
- Required completion of WP 003.
- No more than one-half of the junior college and one-half of the senior college work on a major or minor may be taken by correspondence and/or extension.
- A minimum cumulative GPA of 2.0 is required for graduation, except for
  - B.S. in Education, the B.S. in Family and Consumer Sciences Education, and the Bachelor of Music Education which require a 2.75 GPA
  - Majors in Communication Disorders, Interdisciplinary Studies, Mass Communication, and the Bachelor of Fine Arts in Theatre and in Dance which require a 2.5 GPA for graduation
  - Bachelor of Science in Business Administration which requires a 2.25 GPA for graduation,
  - Major in Health Sciences which requires a 3.0,
  - Major in Social Work which requires a 2.25 GPA for graduation.

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- A minimum 2.0 GPA for all of the degree credit attempted at Southeast is required.
- For all degrees which require a major, a minimum 2.0 GPA must be earned in those courses counted on the major, except for
  - Business Administration majors which require a 2.25 GPA
  - Majors on the Secondary Education degree, Athletic Training major, Mass Communication major, Health Management major, the Sport Management major, the Dance major and the Theatre major which require a 2.5 GPA
  - Communication Disorders major which requires a 2.75 GPA
  - 2-Dimensional and 3-Dimensional Art majors, BFA-Dance and Theatre majors, all Music majors, and the Human Environmental Studies: Dietetics Option which require a 3.0 GPA.
  - For all students in an education program, a GPA of 3.0 or higher is required in both the professional education coursework and in the specific content area for which certification is sought.
- A minimum 2.0 GPA must be earned in those courses completed at Southeast that are counted on the major.
- When applicable, a course may be counted toward more than one requirement, e.g., University Studies, major and minor.
- The student must pass any required developmental courses or score at the appropriate levels on placement tests to have the courses waived.

NOTE: There may be additional specific graduation requirements for individual programs. Further information is available in the College Advising Offices.

## Grades

Grades are assigned as follows:

A = excellent

B = superior

C = average

D = inferior

F = failure

I = incomplete

X = failure due to nonattendance. A grade of X is assigned if a student has not attended, participated, or submitted academically related work since the official last day to drop that course or before. See the academic calendar for official dates: [http://www.semo.edu/registrar/academic\\_calendar.html](http://www.semo.edu/registrar/academic_calendar.html)

P = pass

CR = credit

AU = audit

Grades with an ND prefix indicate non-degree courses which are not included in the grade point average (GPA) and the credit hours are not counted toward the credit hours needed for graduation. These are either developmental courses or courses taken by students who are not regularly admitted to Southeast.

## Calculating Grade Point Average

Grade points are calculated on the following basis: for each hour of A, 4 points; for each hour of B, 3 points; for each hour of C, 2 points; for each hour of D, 1 point; for each hour of F, 0 points. The GPA is computed by dividing the total grade points by the number of semester hours of academic work attempted. Grades assigned as CR, P, AU and grades received for non-degree credit courses are not computed in the GPA.

### **Incomplete work**

A grade of Incomplete ('I') may be given when a student is doing passing work, but is unable to complete all of the requirements because of unusual circumstances acceptable to the instructor. In no case may an 'I' be agreed to prior to the last day to "drop" the class. An 'I' may not be used to permit a student to repeat a course or to improve a grade. Both the student and the instructor must complete the Application for Incomplete Grade form and file it with the departmental office. Normally, this is done prior to the submission of final grades. Requirements for completing the course are specified by the instructor on the application.

An Incomplete must be removed during the next semester, exclusive of the summer semester, or a grade of 'F' will be recorded. Students should not reenroll in Academic Policies courses in which they have received an 'I' grade.

### **Pass/Fail Option**

This option may be chosen by students who meet the following criteria: (1) 45 semester hours of credit completed; (2) a cumulative GPA of at least 2.250; (3) all the prerequisites for the course completed. A course taken on the pass/fail option will be counted only as a general elective. Courses needed to fulfill University Studies, major, minor or other degree requirements cannot be taken on a pass/fail basis.

The pass/fail grade refers only to the final grade recorded on the student's transcript. Performance is evaluated on the same standard as if the student were being graded on the A, B, C, D, F scale.

A grade of 'P' does not affect the GPA. However, a grade of 'F' is computed into the GPA.

A course taken on the pass/fail option may be repeated only on the pass/fail option, and only if it was failed initially.

Students are limited to 6 hours of pass/fail credit per academic period, and a total of 18 semester hours.

A request for pass/fail credit must be approved by the student's advisor and the Office of the Registrar, and must be on file in the Office of the Registrar prior to the date stated on the Registrar's website, schedule of classes section.

### **Auditing a Class**

With the approval of the department chairperson, a student may be permitted to audit a class. The chairperson's approval must be on file in the Office of the Registrar prior to the date stated on the Registrar's website, schedule of classes section. Students who audit classes are not required to take examinations or to do assignments required of regularly enrolled students. They are expected to attend the class. A student does not receive any credit for a course that has been audited. Only students who are officially enrolled in the University may audit classes. Fees are assessed at the same rate as courses taken for credit.

A student may elect to take a course for credit which has been audited previously or audit a course for which credit has been received previously.

### **Grade Appeal Process**

Situations may arise in which a student believes that a grade received in a particular course is incorrect. The student should first approach the instructor of the course in a timely manner in an attempt to resolve the matter. If the matter is unresolved, the student should consult with the chairperson of the department in which the course is taught. If the matter remains unresolved, the student should follow the grade appeals process as outlined on the Dean of Students website, "Grade Appeals Procedures" found online at <http://www5.semo.edu/deanofstudents/>.

(See the policy on academic honesty for process in cases of alleged academic misconduct and/or grade appeals policy.)

### **Who should a student consult for disputes related to financial aid or scholarships?**

For disputes related to the awarding or renewal of financial aid or scholarships, the student should consult the Student Financial Services Office.

## **Academic Fresh Start Policy**

The Academic Fresh Start policy is an appeals procedure that allows a student returning to Southeast Missouri State University after a prolonged absence to request academic forgiveness of prior cumulative grade point average (GPA). The policy is designed for undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return. The granting of an Academic Fresh Start is subject to the following conditions:

1. Academic Fresh Start applies only to returning undergraduate students who had previously completed 30 or fewer semester hours and have had an absence of at least three calendar years from any post-secondary institution.
2. Academic Fresh Start will affect all courses (including transfer credit) taken prior to the three-year absence. It may be elected only one time and is irrevocable.
3. A minimum of 12 semester hours of graded courses with a GPA of 2.0 must be completed after returning to Southeast before an Academic Fresh Start may be requested. For purposes of consideration for Academic Fresh Start, degree and non-degree credit courses will be used to compute GPA. No requests will be considered after the student's first application for a baccalaureate degree.
4. The student must submit a written request to the Office of the Registrar. The request must have written approval of the student's advisor or designee.
5. Upon the approval of the University Registrar, the student will be granted an Academic Fresh Start. The student's permanent academic record will remain a record of all coursework completed, including transfer credit recorded on the permanent academic record. Courses taken prior to the three-year absence will not be used in computing GPA and CANNOT be used to meet any requirements (e.g., degree, prerequisite, certification).

**NOTE:** Academic Fresh Start is a policy of Southeast Missouri State University and may not be recognized by outside agencies or other institutions.

**NOTE:** Although Academic Fresh Start provides academic forgiveness of prior cumulative GPA, the credit hours of prior courses attempted will still be considered in determining the PACE requirement for maintaining Satisfactory Academic Progress (SAP) for financial aid purposes. Contact Student Financial Services to determine the potential impact of Academic Fresh Start on future financial aid eligibility before submitting an appeal for Academic Fresh Start.

## Academic Standing

Any time a student's cumulative grade point average (GPA) is below 2.0, the student will be placed on academic probation and enrollment will be limited to 12 hours per semester. The student will remain on academic probation and must earn a semester GPA of 2.0 in each subsequent semester until the cumulative GPA is at least 2.0. A student on probation who earns a semester GPA of less than 2.0 will be subject to suspension.

Students who are subject to suspension will have their records reviewed. The following actions may be taken: (1) conditions will be specified for the student's continued probation; or (2) the suspension of the student will be confirmed.

A student who has been suspended may appeal in writing to the University Academic Appeals Committee. The appeal must be made by the date stated in the student's notification of suspension. Notification of suspension will be sent to the student's permanent address. Students are obligated to have a current permanent address on file with the Office of the Registrar.

The Committee may take the following actions: (1) specify conditions for the student's continued probation; or (2) confirm the suspension of the student.

Students suspended at the end of a spring semester will not be allowed to enroll until the next spring semester; students suspended at the end of a fall semester will not be allowed to enroll until the next summer semester; students suspended at the end of a summer semester will not be allowed to enroll until the next spring semester.

Students who have been academically suspended more than once will be disqualified from attending the University for at least one semester. They may petition the Committee for readmission to the University after a minimum one-semester absence. The Committee may take the following actions: (1) specify conditions for the readmission of the student; or (2) deny readmission of the student to the University.

In order to enroll, students who have been suspended must inform the Office of the Registrar of their intention to return.

## Academic Honesty

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University.

Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty.

Students are responsible for upholding the principles of academic honesty in accordance with the "University Statement of Student Rights" found in the undergraduate or graduate bulletin. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:

### **Plagiarism**

In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student's computer source code or algorithm or copying a laboratory report;  
or
3. Presenting information, images, judgments, ideas, or facts summarized from a source without giving credit.

### **Cheating**

Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination.
2. Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.

### **General Responsibilities for Academic Honesty**

It is the University's responsibility to inform both students and faculty of their rights and responsibilities regarding such important matters as cheating and plagiarism. Most of what is considered unethical or dishonest behavior can be avoided if faculty and students clearly understand what constitutes such practices and their consequences. The University community should also be aware of the procedures to be followed should a breach of academic honesty occur.

The faculty member is responsible for clarifying to his or her classes of those standards of honesty for class assignments or functions where such standards may be unclear or when such standards vary from the accepted norm. Further, some faculty may choose to utilize preventive measures (multiple exams, alternate seating, etc.) to help insure the maintenance of academic honesty. However, the use of such measures is the prerogative of the individual faculty member and is not a responsibility or requirement of faculty in general.

The fundamental responsibility for the maintenance of honesty standards rests upon the student. It is the student's responsibility to be both familiar with the University policy on academic honesty and to uphold standards of academic honesty at all times in all situations.

Protocol for adjudicating alleged violations of academic honesty and resolutions are listed in the Undergraduate Bulletin.

## Jane Stephens Honors Program

By offering educational opportunities tailored to the needs, aspirations and motivations of students with outstanding intellectual and creative abilities, the Jane Stephens Honors Program underscores Southeast Missouri State University's commitment to quality and excellence in matters of knowledge, creativity and leadership. The goals of the Jane Stephens Honors Program reflect this basic commitment. These goals are:

- To address the special needs of outstanding students by providing a center of identity for formulating personal goals, developing self-esteem and increasing the desire for self-directed learning.
- To contribute to the general advancement of learning by encouraging the active pursuit of academic goals, as exemplified by research, scholarly activity and creative endeavor.
- To encourage an intellectual perspective by providing a model of academic endeavor that emphasizes analytical thought, insight into the methodologies of different disciplines and crossdisciplinary synthesis.

### **Honors credit may be earned by:**

1. taking specially designated honors sections of courses in the University curriculum OR
2. contracting for honors credit in non-honors sections taught by members of the honors faculty.

Honors sections may be designated for any degree credit course in the University curriculum. Honors courses are designed and taught to contribute to the goals and objectives of the Jane Stephens Honors Program. At the same time, honors courses meet the content requirements of their non-honors counterparts.

**To be eligible for admission** to the Jane Stephens Honors Program, students with less than 15 semester hours of college credit must have a cumulative high school grade point average (GPA) of at least 3.5 on a 4.0 scale (or its equivalent) and an ACT composite score of at least 27 (or its equivalent). Students who do not meet the initial criteria, and transfer students, may be admitted to the Jane Stephens Honors Program after they have completed 15 semester hours of college credit with a cumulative college GPA of 3.5 and before they have completed 75 credit hours. Students with more than 75 credit hours completed are required to contact the honors program to determine their ability to complete the program before they will be admitted.

**For transfer students**, Southeast will accept a maximum of 6 semester hours of honors credit from an accredited college or university.

**To remain active** in the Jane Stephens Honors Program, students must maintain a GPA of at least 3.5. Additionally, students must complete 3 semester hours of honors credit by the time they have earned 30 credit hours, 9 semester hours of honors credit by the time they



have earned 60 credit hours, 18 semester hours of honors credit by the time they have earned 75 credit hours, and 21 semester of hours of honors credit by the time they have earned 90 credit hours. To request an exception to the honors credit hours requirements, students should contact the honors program directly.

**The requirements to complete** the Jane Stephens Honors Program are 24 semester hours of honors credit with 6 hours at the upper division level, a senior honors project (HN 499), and a minimum cumulative GPA of 3.5.

**For more information**, visit <http://www.semo.edu/honors>, or contact the Jane Stephens Honors Program at [honors@semo.edu](mailto:honors@semo.edu), or 573-651-2513.

## Majors

### Declaring a major

Students may declare a major upon admittance to the University on the application. Remember, this does not guarantee admission into a major or degree program which require admission. First time students (beginning freshman) will be advised and enrolled during First STEP orientation. Transfer students may also declare their major on their application to the University. Transfer students may choose to attend Transfer Orientation or meet individually with their advisor. Beginning freshman and transfer students do not need to complete a declaration of major form, unless the major indicated on their application to the University has changed.

Continuing students may declare a major according to the “Where to Declare” handout located on the advising website [www.semo.edu/advising](http://www.semo.edu/advising). (See Appendix A.) Generally a student will declare the major where they will be advised (either in the advising center or the Department office). Advisors will be assigned upon declaration.

### Changing a major

The change of major process is the same as described above. Students should declare a major according to the “Where to Declare” handout located on the advising website [www.semo.edu/advising](http://www.semo.edu/advising). (See handout in Appendix A.) Generally a student will declare the major where they will be advised (either in the advising center or the Department office). Advisors will be assigned upon declaration.

Students are recommended to first visit the department of the major to learn more about the program, including any admission requirements (if required).

### Major Exploration

Choosing a major can be a difficult decision for some students. In addition to working with an advisor in an Academic Advising Center, students can utilize resources through Career Services.

## Placement & Assessment Exams

### ACT Exam

**Who needs to submit ACT/SAT scores?**

**ACADEMIC INFORMATION**

- Southeast Missouri State University requires ACT/SAT scores for admission and registration purposes for all new degree-seeking students who have fewer than 24 credit hours
- Students with non-traditional status are not required to have ACT scores on file for admission purposes.

**How is English placement determined?**

- EN100 requires appropriate score on University English Placement Exam or ACT English sub-score of 18 or higher or Writing SAT of 430. Students who have no ACT or SAT scores should be referred to Testing Services for the Placement Exam
- Always check Test Scores in the faculty portal to be sure your student has a Placement or ACT/SAT score.

## English Placement

English ACT Score	SAT Writing and Language Score	Testing/Placement	Placement Test-Score	Placement Test- Result
0-17	0-429	<i>May opt to take WP001 to place higher (must score 3.5 or higher)</i> or take EN099 + EN100A	0-3	EN 099 + EN 100 (taken concurrently)
18-36	430+	Placement into EN100; no testing	3.5-6	EN100

## Math Placement

**How is Math placement determined?**

- The Degree Works Audit will automatically reflect requirements based on ACT/SAT scores listed here or on Math Placement exam score. If a student has no scores or exam on file, the student may elect to take the Math Placement through Testing Services, or begin the math sequence with MA050.
- Always check Test Scores in the faculty portal to be sure your student has a Placement or ACT/SAT score.

Math ACT	Math SAT (April 2016-on)	Course Placement	Course Options
0-14	0-399	MA050 Basic Math Skills	MA 050
15-21	400-549	Mathematics/Logical Systems with Lab, based on major	MA115 OR MA123/023, MA128/018, MA155/055
22+	550+	Mathematics/Logical Systems, based on major	MA116, MA123, MA128, MA117, MA137, MA155
24+	580+	MA139 Applied Calculus	MA139
26+	620+	MA140 Analytic Geometry and Calculus	MA140

## Math Placement

**What if I don't have an ACT or SAT score OR I don't agree with my initial Mathematics Placement based on my ACT or SAT scores?** Students have the option of taking an online mathematics placement exam. There are four (4) different exam levels, and the student can opt to take one or more exams to demonstrate their readiness for a specific mathematics course. Taking the mathematics placement exam is NOT required, but it is necessary if the

student wants a higher mathematics placement for their initial mathematics course at Southeast Missouri State University.

**Students who have taken or are enrolled in a math course at any institution may not take the Math Placement Exam. This placement test is only for students who need to be evaluated for placement in their very first college math class.**

For more information on math placement and the mathematics placement exam, please visit: <http://www.semo.edu/math/math-placement/index.html>

## Foreign Language Placement & Retroactive Credit Policy

Students with prior experience in a foreign language may receive retroactive credit. Eligibility for retroactive credit is based upon the first course in a specific language a student completes at Southeast Missouri State University. Students who earn a grade of 'C' or better in a course beyond the first semester course can receive credit for a prerequisite course or courses up to a maximum of nine semester hours. Retroactive credit will receive a grade of 'CR', and may be counted toward the foreign language requirements on the Bachelor of Arts or Bachelor of Science in Education degree, and/or the requirements of a major or minor in a foreign language.

## Permission for Courses

### Course Permission

The reason a course requires permission determines the process in seeking that permission.

- **Permission to enroll in a closed class:** Sometimes departments will allow students to enroll in a course beyond the original capacity. Some departments will allow individual instructors to make the decision. Only the instructor of record will be allowed to grant permission of a closed class by utilizing the registration overrides link in the Faculty Portal. If the department chooses not to allow the instructor of record to grant permission, the department will be required to issue the override. Please note: It is the instructor or department's responsibility to ensure that the fire code is not being exceeded.
- **Permission Required to Waive a Prerequisite:** Prerequisites may be enforced at time of registration. If a student wishes to have a prerequisite waived for registration purposes, the instructor of record can utilize the registration overrides link in the Faculty Portal.

### **Overload (students taking more than 18 hours during fall and spring; 9 in summer)**

Permission must be obtained for hours taken over the maximum allowed as per the student's classification. Overload permission is granted by the student's advisor via email request to the Registrar's office, advising center or department administrative assistant. The adjustment of hours must be done in SFAREGS in Internet Native Banner.

Wintersession classes are included in the spring course load. Students are only allowed to take one wintersession course. During summer sessions students are limited to no more than 1 credit hour per week of instruction (one 4 week course at a time). Southeast Online identifies students who are in violation of this policy. Questions or exceptions to this policy should be addressed to Southeast Online.

### **Undergraduate Students:**

**Maximum:** 18 hours for fall or spring semesters. Maximum of 12 hours for summer sessions (student record is set for 9 hours max). Upon the recommendation of their advisors, students may request an increase of semester limits. Permission must be obtained for hours taken over the maximum allowed as per the student's classification. Overload permission is granted by the student's advisor via email request to the Registrar's office, advising center or department administrative assistant. The adjustment of hours must be done in SFAREGS in Internet Native Banner.

## **Prerequisites**

Prerequisites for each course are listed in the Undergraduate Bulletin. Prerequisites may be enforced at the time of registration. When a prerequisite is listed, the student must have met the prerequisite or the prerequisite must be in progress to successfully enroll in the next course. In many cases a student may plan to take a prerequisite course during a summer term at another institution; if this is the case, the student should contact the department to seek permission to register for the course that requires the prerequisite.

### **Requesting Permission for Prerequisite Override: Information to Share with Students**

The department decides whether the individual instructor of record or the academic department grants a registration override for a prerequisite. The student should initially contact the instructor to seek permission. If the instructor cannot issue the override, it is the student's responsibility to contact the department to seek an override.

## **Repeat Policy**

Students who have received a grade below an 'A' in a course may repeat the course, provided they have not completed a course for which the repeated course is a prerequisite. When a course is repeated, the first grade remains on the permanent record, but only the last grade is used in computing the grade point average. Students must have the permission of the Registrar to repeat a course.

## **Registration**

### **When is the Registration Period?**

- Current and newly-admitted transfer students are encouraged to register as early as possible for the best selection of courses. This preregistration period is typically February for summer, late March or early April for fall semester, and late October or early November for spring semester.
- The class schedule is posted online approximately four-six weeks before registration begins. Previous course semester offerings for each semester may be viewed until the new schedule is posted, which can be helpful in predicting what may be offered in future semesters.

### **Why Do Newly-Admitted, First-Time Students Register through First STEP?**

In order for first-time students to learn more about Southeast Missouri State University, they attend the First STEP Orientation program.

### What Determines the Registration Date?

- Registration dates are determined by the number of hours a student has completed. It does not include hours in which the student is currently enrolled. Completed transfer hours do count toward hours completed.
- Graduate students and seniors are given priority due to the limited number of course options they have remaining; juniors, sophomores and freshmen register later, respectively.
- Students may find their registration date from their Current Student Checklist or by the priority registration dates listed on the Registrar's office website: <http://www.semo.edu/registrar/priority.html>. When the class schedule is released, the registration dates for the upcoming semester(s) are posted. Students may register any time *after* their registration date, just not before.
- A hold may be placed on a student's record for a variety of reasons, such as an unpaid bill or fine, etc. Some holds will prevent a student from registering for upcoming semesters and the release of a student's transcript and diploma. A student or advisor can view a student's hold by viewing their Degree Works audit or under "Holds" in the portal.

If students decide not to attend after registering for classes, they must officially withdraw to avoid any financial obligations.

If students decide not to attend after registering for classes, they must officially withdraw to avoid any financial obligations.

### Who needs a PIN to Register?

- All undergraduate students who have not completed a prior bachelor's degree will need a PIN to register.
- After an advising appointment, the student will receive their PIN. Advisors are not expected to select specific course times for students. The advisor should document the approved courses and alternatives through comments in Degree Works or on written advising notes.

### Where Do Students Register?

- Most students will register through their student portal. Students who have been advised and have a PIN, but need assistance may visit the Office of the Registrar, Academic Hall 057.
- Specific registration instructions can be found at [http://www.semo.edu/pdf/Advising\\_Course\\_Enrollment.pdf](http://www.semo.edu/pdf/Advising_Course_Enrollment.pdf)  
See Appendix A for Enrollment Instruction worksheet to make handout copies.

## Honors and Dean's List

### Dean's List

Students who meet the following criteria will be eligible for the Dean's Honor List:

1. Full time student and complete 12 hours of standard graded (A-F) credit hours;
2. Achieve a semester GPA of 3.75 or higher;
3. Achieve no grade less than a 'B';
4. Receive no failing grades in any enrolled course, including credit/no credit or pass/fail courses.

Only courses in which grade points are applied to the cumulative GPA are used to determine eligibility. If students have declared a major, a certificate of recognition may be obtained from the dean of the college in which the major is located. If a student has not declared a major, the certificate may be obtained from the Director of the School of University Studies.

### **Academic Distinction in the Department of the Major**

To be eligible to apply for graduation with academic distinction in the department of the major, students must have completed a minimum of 75 semester hours with at least a 3.0 overall cumulative GPA, and must have at least a 3.25 cumulative GPA in courses taken in the department of the major, as verified by the Office of the Registrar.

To graduate with this honor, students must initiate a scholarly paper or project prior to the graduation semester, and satisfy criteria as outlined in the Faculty Handbook ([www.semo.edu/facultysenate/handbook/](http://www.semo.edu/facultysenate/handbook/)). All projects must be initiated and approved prior to the first day of the graduation semester. Students interested in this program should contact the chairperson of their department for additional information.

### **Graduation with Honors**

Students with a qualifying cumulative GPA of at least 3.5 may be eligible to graduate with honors. To compute the qualifying cumulative GPA, a student's overall cumulative GPA, as reported on their transcript, is re-calculated to include the original grade(s) and credit hour(s) for any course(s) that have been repeated. EXCEPTION: Students who have elected to utilize the "Academic Fresh Start Policy" for forgiveness of prior GPA are eligible for graduation with honors based upon their new course work and grades.

For purposes of recognition at commencement, the GPA is based on the student's honors GPA at the beginning of the semester in which the student is participating in commencement. Grades earned during the commencement semester will not be considered in determining eligibility for recognition at commencement. However, all students who qualify to have this honor awarded, including those whose GPA was not sufficient until the end of their final semester, will have this honor recorded on their transcript and diploma.

**Cum laude** - Students whose overall cumulative GPA is from 3.5-3.749 are graduated cum laude.

**Magna cum laude** - Students whose overall cumulative GPA is from 3.75-3.899 are graduated magna cum laude.

**Summa cum laude** - Students whose overall cumulative GPA is from 3.9-4.0 are graduated summa cum laude.

## **Transfer Students**

### **Admission of Transfer Students**

Students are eligible for admission as a transfer student if you are in good academic standing at the last accredited college/university attended and have a 2.0 cumulative transfer GPA with 24 or more transferable hours. If students have fewer than 24 transferable hours at the time of transfer they will also have to meet beginning freshman admission guidelines.

If a student is not in good academic standing at the last accredited college/university, consideration for probationary admission to Southeast may be given one year after the last semester of full-time enrollment.

### **Transfer Assistance**

A transfer admissions counselor is available to provide one-on-one advising and guidance throughout the transfer process. Transferring from one institution to another involves preparation. At Southeast, we will assist students every step of the way. If a student begins education at a community college and plans to transfer later, Admission will help select course work for the major at the current school. For information on how courses will transfer to Southeast, check out our Transfer Course Conversion site:

[https://tes.collegesource.com/view/tes\\_view01.asp?rid=%7B1F7D5D36-C901-4196-8575-28EE59BF7F4A%7D&aid=%7BAA590D78-6E6A-4EA3-97C6-9F6102C1C4C0%7D](https://tes.collegesource.com/view/tes_view01.asp?rid=%7B1F7D5D36-C901-4196-8575-28EE59BF7F4A%7D&aid=%7BAA590D78-6E6A-4EA3-97C6-9F6102C1C4C0%7D)

Transfer Guides:

<http://www.semo.edu/registrar/transferinfo.html>

### **Advising and Enrollment for Transfer Students**

Keep in mind, once a transfer student has been admitted by the Office of Admissions, official transcripts still need to be processed by the Office of the Registrar. As a part of the admission process, students will receive an advising transcript and degree audit report from the Registrar's Office approximately a month before registration begins. This information will show how transfer course work is accepted and applied toward the chosen degree program. Students also receive the name and phone number of the office to contact for advising and enrollment information. Transfer students must speak with an advisor or attend one of the orientation sessions listed on the Office of Admissions website to enroll in classes.

Academic advisors are not encouraged or expected to provide an "unofficial" transcript evaluation. These evaluations can be very time intensive and allow room for error. If a student needs more information than can be ascertained from our website or talking with an advisor for a pre-admission consult, he or she should be encouraged to complete the application process, which includes submission of official transcripts. If you are called upon as an advisor to meet with a non-admitted transfer student, use the Transfer Course Conversion tool (TES) if you talk about specific courses.

While students will be admitted based on pending or unofficial transcripts, final official transcripts for all previous college coursework prior to registration for the student's second semester on campus. If students have questions or experience problems during the application process, they should contact the Office of Admissions at (573) 651-2590.

Transfer Guides for specific programs are located in the Transfer Course Equivalencies database above. Transfer guides for select programs are available for the following colleges and universities:

- Arkansas Northeast College
- East Central College
- Jefferson College
- John A Logan College
- Kaskaskia College
- Mineral Area College
- Rend Lake College
- St. Charles Community College
- St. Louis Community College
- Shawnee Community College

## ACADEMIC INFORMATION

Southwestern Illinois Community College  
Three Rivers College

Southeast also has transfer articulation agreements with the following colleges.

Dyersburg State Community College – Dyersburg, Tennessee  
Kentucky Community and Technical College System –Kentucky  
Lewis and Clark Community College – Godfrey, Illinois  
Southeastern Illinois College – Harrisburg, Illinois

### Senior College Division Courses

Courses taken through a community college, while transferable, will not grant senior division credit regardless of course number used in transfer. The courses may meet major or minor requirements, but will not apply to the 39 hours of senior division required on all baccalaureate degrees.

Transfer Guides may be found on the Office of the Registrar's website - <http://www.semo.edu/registrar/transferinfo.html> under Transfer Course Equivalencies.

### Advising Incoming Transfer Students

Incoming transfer students require a great deal of information in order to be successful in their first semester at Southeast. The Admitted Student Checklist in the Student Portal shows a list of important items to do. The Admitted Student Checklist in the student portal and the Office of the Registrar transcript evaluation letter instructs students to schedule an appointment with an advisor designated by the department. Exploratory/undecided students will be assisted by advisors in the South Advising Center in Academic Hall.

Advisors should document these appointments using the “Comments” section in Degree Works and/or Advising Notes used by the department. The notes in Degree Works can prove helpful to both the student and future advisors.

It is best to follow a routine in transfer advising appointments so that information is not forgotten. The following steps may prove helpful in developing a routine:

- **Verify the student's status prior to scheduling the appointment.** Check to make sure the student is fully admitted by viewing holds on the student's record. This may be done in the faculty portal using the Banner Self Service link. Select Faculty and Advisors folder, then Student Information Menu, then ID Selection, choose term, then enter student's ID or Last and First Name for a search. After student is identified, you will then choose Administrative/Academic Holds. If the student record indicates “Credit Review” it means the student's transcripts are still being evaluated by the Office of the Registrar and advising should not yet occur. If there is a hold indicating “Needs Advising” this means the student may need to attend First STEP orientation. If a transfer student calls asking for an appointment and has the “Needs Advising” hold, refer them to the admissions office for clarification.
- **Find out why the student has decided to come to this institution.** A student's answer may provide some clues about his/ her level of understanding of the degree program selected and if it is a correct fit.
- **Ask the student if he/she is finished or near finishing an Associate of Arts degree or a 42-hour certified block at the sending institution.** In some cases, if a student is close to finishing one of the above options, the student can use Reverse Transfer of courses



taken at Southeast in order to complete the native school's requirements. The Office of the Registrar will assist students in using the Reverse Transfer process.

If a prior degree or 42-hour certified block is complete, but not noted on the transfer evaluation, our degree audit system will not recognize it and will indicate university studies requirements will still need to be met. If the transcripts we have do not indicate the degree was completed (because it was sent before degree notations were made or because the student did not complete the graduation process at the previous institution) the student may need to request an additional transcript with the appropriate notation. When in doubt, contact the Office of the Registrar at 651-2474.

**Below is an explanation of how previous degrees/coursework transfer to Southeast:**

- **Subsequent Undergraduate Degree:** According to our current catalog, a student who returns to the University to obtain a subsequent undergraduate degree after being awarded the first baccalaureate degree will be considered to have met all general education requirements if their first baccalaureate degree was from Southeast or another regionally accredited college or university in the U.S.
- **Associate of Arts Degree (AA):** Southeast accepts the AA degree from in-state and out-of-state accredited community or junior colleges as fulfilling our lower-level general education. Students with an AA will need to complete upper-level interdisciplinary courses if they have a catalog year prior to fall 2017.
- **Associate of Arts in Teaching Degree (AAT):** This degree waives lower level university studies courses. Students must take the appropriate courses as required by their education major, which may include university studies courses if the courses were not taken as a part of the AAT. Some courses may transfer for select professional education courses. Advisor must submit course substitution form to appropriate department chair.
- **Associate of Science/Applied Science Degree (AS/AAS):** Students who have completed an AS or an AAS degree will be required to meet Southeast's university studies requirements. The courses from these degrees transfer individually and are evaluated as such. AAS degrees may meet some requirements for the major, but university studies requirements are not waived for these students. For students transferring with AAS degrees, university studies requirements are fulfilled on a course by course basis. Because these degrees often include courses which are considered "technical education," credit may not be awarded for all transfer work. **These degrees do not complete Southeast's general education requirements.**
- **Students from a Missouri institution who have completed a 42-hour certified general education block** will be considered as having fulfilled the Southeast's 42-hour general education block. The block must be noted on the student's transcript from the sending school. The Registrar can help to determine if the 42-Hour block was indicated. Please call 651-2474 to inquire about the transcript.

**Special notes for transfer students with a degree or 42-hour certified block:**

- General education courses required by a major or minor are still required, even if an Associate of Arts or 42 hour general education block is completed. Please explain to a student in this situation *why* courses are required—not because they are general education, but because they are major or minor requirements—to minimize frustration.

- If a student transfers in an AA, AAT or AAS from out of state, but has PS102 National Government, PS220 at Southeast (a one-hour course on Missouri government) will be required for graduation. If PS102 course was **NOT** completed for a previous AA, AAT or AAS degree, PS103 or PS104 at Southeast will be required for graduation.
- If a student transfers an AAT or AAS from in-state, the government requirement is not waived.
- Please refer to the Degree Works audit to determine if the government requirement is met.

**Discuss the status of the transfer work and how the courses transferred will meet degree requirements, including general education requirements.**

Degree Works audits are available for advisors in the faculty portal for admitted students but will not include any courses that are listed as “in progress” on the student’s most recent transcript. It is important to verify the student will transfer in a minimum of 24 credit hours (completed after high school) in order to waive UI100. Some students’ audits will show UI100 as required, but if there are additional credits in progress at the sending institution, if the number of hours after completion of these courses is 24 or more, UI100 will be waived when the final transcripts with semester grades are received. University Studies general education worksheets can sometimes be easier for new students to understand, so using the worksheet in conjunction with the audit is a good idea if the student hasn’t completed an AA or 42-hour block. The current University Studies (general education) program checklist may be printed from [http://www.semo.edu/ustudies/forms/faculty\\_forms.html](http://www.semo.edu/ustudies/forms/faculty_forms.html) under faculty forms, forms for advisors.

**Discuss re-evaluation options if necessary.**

Discuss possibilities of the use of a transferred course as a major, minor or university studies course substitution. Some students may think a substitution has been “promised” using a transfer course to fulfill a requirement and then find the requirement is missing at time of graduation. Please avoid glib reassurance and give the student clear instructions on who has the authority to make the substitution and the form that should be used. Below is an explanation of the processes involved in substitution of courses.

Document all suggestions for course substitution and re-evaluation in Degree Works comments.

Encourage students to follow up on re-evaluation issues as soon as possible. While there is no time-limit, continued questions can cause scheduling challenges in future semesters, especially if comments are not made in Degree Works.

**Re-evaluation Options for Major or Minor requirements:**

The ultimate authority for transfer of credit rests with the chairperson of the department through which similar courses are offered at Southeast (except credit for courses taken at non-accredited institutions which may require Registrar exceptions). Students who wish to appeal the evaluation or transferability of a course may do so through the appropriate department head, except when the course in question is a part of the university studies curriculum. (See instructions to follow regarding subbing university studies courses.) When making an appeal, students must be prepared to provide supporting documentation (ex: course syllabus, course description from the other institution’s catalog, examples of work).

Department chairs who wish to approve a revision to a student's transfer credit evaluation must submit an online Course Substitution Form (contact Registrar for online course substitution form instructions, x2834) or use the paper version. Both forms are sent to the Office of the Registrar.

**Re-evaluation Options for University Studies requirements:**

Students who have taken courses are substantially similar to courses in the university studies program may appeal to have those courses applied to university studies requirements. Such appeals should be submitted to the Director of University Studies. Students should be prepared to provide supporting documentation to accompany the University Studies substitution form as indicated above.

University studies course substitution forms are available at the School of University Studies website under student forms: [http://www.semo.edu/ustudies/forms/student\\_forms.html](http://www.semo.edu/ustudies/forms/student_forms.html)

**Admission to Degree Program**

Transfer students will be admitted to majors without admission requirements at time of university acceptance. Students will need to contact departments for majors with admission requirements to determine the admission process. The student will be coded as a pre-major until admission to such programs is gained.

**Other Suggestions:**

**Help the student understand the difference between “a pre-major code” and “being admitted into a degree program.”**

All new transfer students are allowed to register for classes and declare a major regardless of the number of hours completed and whether or not admission to the desired program is met. Of course, the student must meet pre-requisites for the courses chosen. (Some courses require admittance to a program, others do not.) Explaining the program admission requirements and any paperwork needed to complete the process to become admitted into a program and putting a deadline to complete this task in Degree Works comments or departmental Advising Notes may prove helpful during future appointments. This may also be a time to discuss GPA requirements and our repeat policy.

**Agree to courses appropriate for the student's first semester here.**

Give detailed information about what the student must do after the advising appointment in order to register. Instructions for enrolling in the portal may be found at: <http://www.semo.edu/advising/advisors.html>.

Provide assistance on how to obtain permission for courses if necessary (i.e. closed course waiting lists, over-rides for pre-reqs not met if the pre-req courses are in progress at sending institution, etc.) Don't leave anything to chance, make sure your course suggestions are open and pre-requisites are met. If they are not, give clear instructions on how to get on waiting lists, etc. Suggest alternatives in the event courses are closed since waiting lists attempts are not always successful. Students need to be enrolled in the desired number of hours going into the semester and can add waiting lists courses if they become available and drop alternatives. Demonstrate where to find the Look-Up Classes tool in the portal. Help the student build the first schedule to ensure the registration process will go smoothly. If possible, allow the student to enroll at a computer in the department office. Administrative assistants

and student workers may be helpful in assisting students with enrollment. Discuss the options to change a schedule if it becomes necessary.

**Invite the student to return if there are any further concerns or questions.**

Help the student understand when the registration process begins for the following semester, since schools register students in different ways and times. The advising process is listed in detail at <http://www.semo.edu/advising>, the advising website. Explain how to schedule advising appointments if the student will be continuing in your department. Clarify the role you have as an advisor and the expectations of your advisees.

**Remind the student to “take care of university business.”**

Many final steps (ex: getting a student ID, parking permit, campus email and computer accounts) can be overlooked by students with “information overload.” Students are reminded of these things in the Admitted Student Checklist in the student portal, but it might be helpful to review these expectations.

## **Transfer Student Academic Policies**

### **Degree Catalog Year**

Transfer students from Missouri public colleges and universities may follow the university studies, major, minor and general baccalaureate degree requirements in effect at Southeast when they first enrolled (or re-enrolled after an absence of one calendar year or more) as degree seeking students. The catalog year for these students will be established at the point of admission on the basis of this policy. Students who elect instead to follow and general baccalaureate degree requirements, major requirements and or minor requirements in effect during their first semester at Southeast may do so by notifying the Office of the Registrar via email from the Southeast email account. Students who choose to do this should discuss the ramifications with the academic advisor first. Faculty advisors may also request catalog years be changed, following the guidelines above, by contacting the North or South Advising Centers.