

# *Admission/Expenses/Academic Policies*

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## Admission

Admission decisions are made without regard to race, color, creed, gender, disability or national origin.

Applicants for admission must complete an admissions application and return it with a \$20 non-

refundable processing fee. Applicants must also request their high school counselor and the registrar of each college attended to send complete official transcripts to the Office of Admissions as early as possible, or at least four weeks before enrollment. No student is officially admitted until all high school and college transcripts are reviewed and the Office of Admissions evaluates the official results of the student's college entrance exam(s) (ACT, SAT or ASSET).

Students interested in applying for the Fall semester are urged to apply through the early admission process. Applications should be submitted to the Admissions Office no later than December 15 to take advantage of certain scholarship and enrollment privileges. For students who do not take advantage of early Fall admission, applications for the Fall semester should be submitted prior to July 15. Applications for Spring semester should be submitted prior to December 1, and for the Summer semester prior to May 15. Contact the Admissions Office for specific details. Admission to the University does not guarantee admission to specific programs.

### ADMISSION OF FIRST YEAR STUDENTS (FRESHMEN)

Applicants who have graduated from an accredited high school will be considered for admission to the University. Minimum admission requirements are based on class rank and ACT/SAT Assessment standards as well as high school grade point average. Additionally, applicants must complete the required high school core curriculum in effect at the time of admission.

Applicants must complete at least 17 units of preparation in high school including four units of English (two must emphasize composition or writing skills; one may be speech or debate); three

units of mathematics (specific subjects required are Algebra I, Algebra II/Intermediate Algebra, and Geometry); three units of social studies; three units of science (not including General Science) one of which must include a laboratory, and one unit of visual/performing arts. Three additional units must be selected from foreign languages and/or the subjects listed above. Two units of foreign language and additional units of science are strongly recommended.

Applicants who are 21 years of age or older are not required to take the ACT/SAT exam. High school transcripts with proof of graduation or completion of GED requirements must be submitted. Alternative testing will be arranged through Testing Services. For additional information, contact the Office of Admissions.

Students who do not meet admission requirements may appeal to the Director of Admissions. The Director of Admissions and/or the University Student Affairs Committee will make the final decision regarding admission appeals.

### ADMISSION OF TRANSFER STUDENTS

Applicants from regionally accredited colleges or universities who have completed 24 transferable semester hours with a cumulative grade point average of 2.0 or higher on a four point scale are considered for admission upon presentation of official transcripts showing statements of credits and honorable dismissal. Applicants who have completed fewer than 24 transferable semester hours must also meet First Year Student admission requirements.

Transfer students under temporary or limited academic suspension from another college may be considered for admission to the University only after the suspension period has been satisfied. Transfer students under indefinite academic suspension from another college are considered for admission only if they appeal to the Director of Admissions and the University Student Affairs Committee and the appeal is granted. For specific information about academic standing, refer to the heading Academic Standing under Academic Policies and Procedures. Appeals must be received no

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later than one month before the start of the term for which admission is requested. Letters of appeal must include the applicant's assessment of the reason for earning below average grades and how the applicant plans to overcome past difficulties if accepted.

**Articulation Agreement.** The University has ratified Articulation Agreements with the public colleges and universities in Missouri, with Arkansas Northeastern College in Arkansas, with Southwestern Illinois College, John A. Logan College, Kaskaskia College, Rend Lake College, Shawnee College, and Southeastern Illinois College in Illinois, with West Kentucky Community and Technical College in Kentucky, with Dyersburg State Community College in Tennessee, and with Kolej Damansar Utama, INTI, and RIMA Colleges in Malaysia. These agreements state that transfer students will be given every possible advantage, within the limits of the agreements, when transfer credit is evaluated.

**Credit Accepted.** Credit from other institutions is accepted only to the extent that it counts toward a transfer degree in the institution where it was earned. A minimum of 56 semester hours must be earned at an accredited senior college or university. Ordinarily, vocational/technical courses will not be transferable.

**Transfer Credit Appeals.** A student has the right to appeal a denial of transfer credit from an accredited Missouri college or university. Questions about awarding of transfer credit should first be addressed to the Office of the Registrar.

If the student's appeal is denied by the Registrar, a student may petition the University Student Affairs Committee to review the appeal. If the student's petition is denied by the University Student Affairs Committee, an appeal may be made to the Provost of the University. The Provost is the final level of appeal within the University. A student whose appeal is denied by the Provost may appeal to the state-level committee on articulation and transfer. Appeal requests must state in writing the reason for the appeal and be sent to: Commissioner of Higher Education, Coordinating Board for Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65109.

## INTERNATIONAL STUDENT INFORMATION

### Regular Admission of International Students

Applicants from countries other than the United States must file the following credentials with the Office of International Admissions: (1) a completed international application for admission; (2) official scores from the Test of English as a Foreign Language (TOEFL --500 on the written test or 173 on the computer-based test is required for admissions) sent directly from Educational Testing Services. The University also accepts the International English Language Testing System (IELTS--A score of 5 is required for admissions) sent directly from The University of Cambridge Local Examinations Syndicate (UCLES), The British Council or IDP Education Australia: IELTS Australia. (Applicants whose native language is English or who have completed their secondary education in countries where English is the native language are to send scores from either the ACT Assessment or the Scholastic Aptitude Test (SAT) instead of the TOEFL.); (3) an official copy of the original transcript(s) of all secondary school and college work along with certified translations of these documents if the original is not in English; (4) evidence of financial resources necessary to attend Southeast Missouri State University.

### English Language Requirements:

**Students who are Non-Native Speakers of English:** Southeast Missouri State University follows professional guidelines in using multiple tests to identify the language skills of a non-native speaker of English. (A person is a non-native speaker of English if a language other than English is spoken in the home.) Since the TOEFL tests a student's passive knowledge of English, the measures used on-campus test the student's ability to produce English. Thus, students required to submit a TOEFL score are re-tested upon arrival at the University. Testing takes place during orientation. Exams include a writing proficiency test, a reading test, a lecture note-taking test, and a speaking test. In addition to the TOEFL score and the results of the tests, other criteria such as previous English language training are also reviewed in determining the final placement of students. Based upon the

placement recommendation of the ESOL Coordinator, students are required to take additional English classes. These classes carry elective credit towards a degree.

**Students who are Native Speakers of English:**

Students from countries such as England, Canada, Australia, New Zealand, etc. where English is the language of the country and the home are required to submit an ACT or SAT score in place of a TOEFL score. These students, like all students, are tested for writing proficiency skills during orientation.

**Students who have Previously Earned Degrees from U.S. Accredited Colleges or Universities:** Students who provide the Registrar with evidence of a degree from an accredited U.S. college or university are tested for writing proficiency skills during orientation.

**Students with Transfer Credit from Accredited Schools with Articulation Agreements:** Students whose transcripts show transfer credits from accredited schools or schools with which the University has articulation agreements receive credit for those courses in speech and composition that are determined as comparable to the same courses at Southeast Missouri State University. Students are required to take the writing proficiency test as an indicator of their writing proficiency. Placement is based upon their transfer credit and the proficiency exam is used as an indicator of future success on the 75 Hour Writing Proficiency Test. If they transfer more than 24 hours of credit with a 2.0 GPA or better, the reading test is waived.

**Transcripts:** Entering students are responsible for providing the University with copies of official transcripts of secondary and postsecondary education, translated into English. For credit to be awarded from other colleges and universities, official course descriptions translated into English are required.

Students are responsible for the translation of their degree and transcripts and any course descriptions into their native language upon completion of their degree. The Office of International Programs maintains a list of agencies that assist students with the translation of their degrees, their transcripts, and their course descriptions.

**Foreign Language Credit:** Non-native speakers of English who are pursuing a degree that requires study of a foreign language may request that their native language satisfy this requirement. They are advised to contact the Foreign Language Department to have the foreign language requirement waived.

**Admission as an International Exchange Student:** International students in good standing who plan to study at the University for a year or less in an official study abroad or exchange program are admitted as visiting students. An official statement from the student's current school verifying good academic and social standing is accepted in lieu of a transcript. International exchange students must use the "Statement of Standing or Degree" which may be obtained through the Admissions Office or by downloading the form from the following site: [http://www5.semo.edu/admissions/pdf/visiting\\_student.pdf](http://www5.semo.edu/admissions/pdf/visiting_student.pdf)

International exchange students are expected to demonstrate English proficiency at a level that allows them to take advantage of all courses for which they are eligible. Documentation of proficiency is to include a letter in English from the sending institution which attests to the English language proficiency of the applicant and how language proficiency was determined. The letter must be signed by the appropriate individual (director or higher) at the sending institution. A TOEFL score of 500 or higher or documentation of having completed secondary education in a system where English is the primary language of instruction will also be accepted.

International exchange students who decide to change to regular degree-seeking admission must follow all of the admissions procedures for the appropriate classification (undergraduate or graduate) as outlined above under "Regular Admission of International Students."

**Intensive English Program:** An undergraduate student with a TOEFL score less than 500 (CBT 173) or a graduate student with a TOEFL score less than 550 (213 CBT) or its equivalent who is admitted to the University is placed into the Intensive English Program. These students will complete a series of TL09x courses that can be repeated at increasingly advanced levels of

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English instruction until the student reaches the appropriate TOEFL score. Students are retested upon arrival to campus. Students who reach the appropriate TOEFL score while in the Intensive English Program and who successfully complete the IEP semester begin their academic program in the following term.

### SPECIAL ADMISSIONS

**Visiting Students.** Students in good standing at other colleges and universities may be enrolled for one specific academic period as visiting students. An official statement from the student's current school verifying good academic and social standing is accepted in lieu of a transcript. A "Statement of Standing or Degree" may be obtained through the Admissions Office or by downloading the form from the following site: [http://www5.semo.edu/admissions/pdf/visiting\\_student.pdf](http://www5.semo.edu/admissions/pdf/visiting_student.pdf)

**Early College Credit Program.** The Early College Credit (ECC) program is designed to encourage high school students of outstanding ability to begin earning college credit after completion of their junior year. Students may participate during the summer semester and/or their senior year.

To be eligible for the ECC program students must: (1) have a 'B' average or equivalent in all high school work attempted or be superior in a specified area of academic work and (2) be recommended by their principal or counselor.

**Special Students.** Applicants who do not intend to pursue a degree or other award given by the University may be admitted as Special Students. Special Students who later decide to pursue a degree program must do so through the procedure established for admission of regular students. Credits earned as a Special Student may be applied toward a degree only with the approval of the Registrar and the chairperson of the department in which the student majors. Special Students are not eligible for financial aid.

### ORIENTATION

**First-Year Student Orientation.** First STEP (Southeast Testing Enrollment Program) is the required Orientation program for all students who enter the University as a first-year student with fewer than 24 college credit hours. First STEP is a one-day program held the semester before a student begins his or her academic career at Southeast. The program includes academic advising and placement testing, registration for classes, residence hall information, services for students living off-campus, financial aid, billing and parking information, campus tours and student ID pictures. First STEP includes informative programs designed for students and family members. A \$50 non-refundable orientation fee, which covers all Southeast orientation events, will be charged to your student account after you attend First STEP. Southeast also offers a Fall Orientation held four days before classes begin in the Fall semester. The Fall Orientation includes academic and social activities in which students interact with the faculty, staff and students of the Southeast community.

**Transfer Student Orientation.** Transfer Orientation is designed for students with 24 or more college credit hours transferring to Southeast Missouri State University. All transfer students are encouraged to attend Orientation, which is offered several times throughout the year. This one-day session includes academic advising and registration for classes, residence hall information, services for off-campus students, financial aid, billing and parking information, campus tours and student ID pictures. A \$30 non-refundable orientation fee, which covers all Southeast orientation events, will be charged to your student account after you attend Transfer Orientation.

**International Student Orientation.** International student orientation is required for all new international students, exchange students and scholars prior to beginning their program at Southeast. During the program, students will take placement tests and learn about safety and security, classroom expectations, billing, and where to go for assistance with academic, health and social concerns. New International Student and Scholar

Orientation is held during the week before classes begin each semester.

## **ADMISSION TO BUSINESS ADMINISTRATION DEGREE PROGRAMS**

Students interested in pursuing a business degree should contact the Harrison College of Business Academic Advising Center for specific degree requirements and to complete a Declaration of Major form. Students are formally admitted to the Harrison College of Business when the following prerequisites have been met:

1. Completion of 60 semester hours.
2. Completion of: AC 221, AC 222, AD 101, BL 255, EC 215, EC 225, EN 140, MA 134, MA 139 or MA 140, MG 252, QM 257, and SC 105 with a grade of 'C' or better.
3. An overall grade point average of 2.25.
4. Students are required to register with Career Linkages when they are admitted to the Harrison College of Business. There is no fee associated with this registration.

Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

### **Retention Requirements:**

1. A cumulative grade point average of 2.25.
2. A grade point average of 2.25 in upper division (300 level and above) courses in the major.
3. A grade of 'C' or better in upper division core courses: MG 301, MK 301, FI 361, MI 375, QM 352, QM 358, BA 490 and the international business course.

### **Graduation Requirements:**

1. An overall grade point average of 2.25.
2. A grade point average of 2.25 in upper division (300 level and above) courses in the major.
3. A grade of 'C' or better in upper division core courses: MG 301, MK 301, FI 361, MI 375, QM 352, QM 358, BA 490 and the international business course.

Fifty percent of an individual's business degree program (60 hours) must be comprised of non-business courses.

Fifty percent of the business hours counted toward a business degree must be taken at Southeast Missouri State University.

## **ADMISSION TO COMMUNICATION DISORDERS PROGRAM**

Students interested in the professions of speech-language pathology or audiology may contact the Communication Disorders Department to declare the major in Communication Disorders anytime after being admitted to the University. Upon completion of the declaration of major form, each student will be assigned an advisor within the department.

The declaration of major form does not constitute admission to the program. Students are formally admitted to the major upon meeting the following prerequisites:

1. Present an overall minimum grade point average of 2.5 on a 4.0 scale.
2. Complete a minimum 30 semester hours of college level courses.
3. Complete the following courses with a grade of "C" or better: CD211; CD 225; CD 230; and CD 340.

### **Graduation Requirements:**

In addition to fulfilling all University requirements for graduation, students wishing to graduate with a major in Communication Disorders must satisfy the following criteria.

1. Present a minimum overall grade point average of 2.5.
2. Present a minimum major grade point average of 2.75.

## **ADMISSION TO ATHLETIC TRAINING EDUCATION PROGRAM (HEALTH MANAGEMENT MAJOR: ATHLETIC TRAINING OPTION)**

Students choosing to pursue athletic training must complete the following requirements by the

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completion of the spring semester of application and be formally accepted into the Athletic Training Education Program. Selections for admission into the ATEP are made at the end of the spring semester. Approximately 12 students can be chosen to enter the major each year, in compliance with accreditation guidelines concerning clinical instructor-to-student ratios. Selection into the ATEP is competitive and satisfaction of the minimum requirements does not guarantee admission. Following selection, completion of the program requires a minimum of five consecutive semesters or two and one half academic years.

1. Gain admission to Southeast Missouri State University;
2. Complete a declaration of major form indicating Pre-Athletic Training. Forms should be turned in to the Department of Health Human Performance & Recreation.
3. Provide verification of a minimum cumulative GPA of 2.5 by the end of the semester of application.
4. Complete the following prerequisite courses with a grade of "C" or higher by the end of the semester of application: HL 251, HL 280, MA 134 or higher, EN 140, PY 101, BS 113, and BS 114. HL 251 and HL 280 must be taken at Southeast Missouri State University. Observation hours (HL 280) will be completed under the direct supervision from an approved clinical instructor.
5. Provide proof of current CPR and AED certification.
6. Provide proof of tuberculosis screening and vaccination of MMR, tetanus, Hepatitis B (or HBV declination).
7. Demonstrate ability to meet the technical standards for admission (see Athletic Training Education Program website for more information).
8. Formal application involves: (percentages in parenthesis indicate weight of item in selection formul

- a) completion of a program application which includes a one page essay (5%);
- b) submission of official transcripts of all high school and post-secondary academic work;
- c) three standardized recommendation forms (5%);
- d) submission of observation evaluations by approved clinical instructors (10%);
- e) interview with selection committee (10%);
- f) prerequisite course grade point average (10%);
- g) demonstration of a minimum grade point average of 2.5 (60%).

Students must be accepted in the program before enrolling in the athletic training education program course sequence. After reviewing this material, please contact the ATEP director if you have further questions about the program.

### **Admission Grievance Policy:**

Any student denied admission to the ATEP will be notified in writing by the Program Director. Communication regarding the decision of the Selection Committee can only occur directly with the student in question unless he/she has provided written permission to discuss the content with a third party. Students are given the opportunity to discuss the rationale of the ATEP selection committee with the Program Director. If a student is not satisfied with the explanation of the decision, he/she may request a review of the Selection Committee's reasons for denial by the Chair of the Department of Health, Human Performance and Recreation. An official request for review must be received by the Department Chair in writing within 10 business days from the mailing date of the denial letter.

### **Retention Requirements:**

Students will be retained within the Health Management: Athletic Training option Program of Study providing the following criteria are maintained throughout their undergraduate experience:

1. receive a grade of "C" or better in all required coursework within the major;

2. maintain a cumulative grade point average of 2.5 on all work attempted;
3. maintain a cumulative grade point average of 2.5 within the major;
4. maintain a semester grade point average of 2.5 on all work attempted.

A student failing to receive a "C" or better in any coursework within the major will not be allowed to continue into more advanced coursework until the grade is improved.

Once a student's cumulative GPA has fallen below 2.5 (either in the major or overall) the ATEP Director will place this student on academic probation within in the program for the next semester (fall or spring term). If the student does not improve his/her cumulative GPA to a 2.5 during this probationary period or comply with probationary guidelines in the ATEP handbook, he/she will be released from the ATEP.

If a student's semester GPA falls below 2.5 the ATEP Director will assign the student to academic assistance, consisting of weekly study hall hours and time management counseling. Two consecutive semesters of academic assistance will result in the student being placed on academic probation (see probation guideline in paragraph above).

**Additional Requirements and Fees:** Refer to Athletic Training Education Program Web site for current information.

**ADMISSION TO DIETETICS  
OPTION (HUMAN  
ENVIRONMENTAL STUDIES  
MAJOR: DIETETICS OPTION):**

The Declaration of Major does not constitute admission to the program. Students may complete the Declaration of Major form and be assigned an advisor in the department of Human Environmental Studies anytime after they have been admitted to the University and have begun attending classes.

Students wishing to be formally admitted into the Dietetics Option must meet the following admission criteria:

1. Completion of 45 semester hours with a minimum grade point average of 2.75 over-

all including the following course work (or equivalent) with a minimum grade of "C": MA134; PY 101; CH 181; AD 101; EN 140; FN 235; BS 113; BS 114; AG 201.

2. Completion of all developmental courses (if applicable).

**Admission Procedures:**

1. Each student will complete a declaration of major form. The director of the Didactic Program in Dietetics will determine if all admission criteria are met. The departmental secretary will send a letter of acceptance with copy of admission policy to successful applicants. Those individuals who do not meet the admission criteria will be notified in writing.
2. Each semester, grades will be reviewed by the DPD director. Any student failing to meet retention requirements will be notified by mail within ten days of final grade postings. Students must complete an application for reinstatement if they wish to re-take coursework that failed to meet retention requirements.

**Retention Requirements:**

Students will be retained as dietetic majors providing the following retention criteria are met:

1. Completion of all required courses as outlined in the degree requirements in the Undergraduate Bulletin.
2. Maintain a cumulative grade point average of 2.75 each semester and an overall GPA of 3.0 in all required coursework for the major courses - as outlined in the degree requirement in the Undergraduate Bulletin.

**Graduation Requirements:**

In order to receive a verification statement for completion of the required didactic curriculum, accredited by the American Dietetic Association's Commission on Accreditation for Dietetics Education, students must meet all requirements put forth for both admission and retention and be approved for graduation by the Registrar at Southeast Missouri State University. The student who completes this degree must additionally complete a minimum



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of 900 supervised practice hours of preprofessional experience accredited/approved by The Commission on Accreditation/Approval for Dietetics Education of The American Dietetic Association and successfully complete the Registration Examination for Dietitians.

### **Admission/Retention Grievance Policy:**

Any student denied admission or retention to the dietetics program will be notified in writing by the Program Director. Students are given the opportunity to discuss the rationale of the decision with the Program Director. If a student is not satisfied with the explanation, he/she may request a review of the decision by the Chair of the Department of Human Environmental Studies. An official request for review must be received by the Department Chair in writing within 10 business days from the mailing date of the denial letter.

### **ADMISSION TO MASS COMMUNICATION PROGRAM OPTIONS**

Any student wishing to be formally admitted into the advertising, journalism, public relations, radio or video production options within the Department of Communication must complete the Declaration of Major form and meet the following criteria:

1. Completion of a minimum 15-semester hours at Southeast Missouri State University or transferred from an accredited college or university.
2. Attain a minimum cumulative grade point average of 2.5 on a 4.0 scale.
3. Completion of EN 140 with a minimum grade of "C."

### **Retention Requirements:**

Students must maintain the following requirements to continue with advanced coursework in the major:

1. Receive a grade of "C" or better in all required coursework within the major. Courses may be repeated to raise grades below "C."

2. Maintain a minimum cumulative and major grade point average of 2.5 on a 4.0 scale. Students must have 2.75 major grade point average to qualify for an off-campus internship.
3. Maintain a minimum grade point average of 2.5 for all coursework within the Mass Communication major.

A student failing to fulfill any of the above requirements will not be allowed to continue with more advanced coursework until the above criteria are met.

### **Graduation Requirements:**

In addition to fulfilling all university requirements for graduation, students wishing to graduate with a major in Mass Communication must satisfy the following criteria:

1. Present a minimum of "C" or better in all required coursework within the major.
2. Present a minimum overall grade point average of 2.5 on a 4.0 scale. Present a minimum departmental grade point average of 2.5 on a 4.0 scale.
3. Complete 83 hours outside of the MC prefix with at least 68 of those hours selected from traditional Arts and Science courses.
4. Complete a required experiential learning opportunity (MC 486 Mass Communication Internship or MC 496 Mass Communication Practicum) with a minimum of 180-clock hours with the approval of and under the direct supervision of the Department of Communication.
5. Complete a minor outside of Mass Communication.
6. Completion of an assessment activity, MC 001 Senior Exit Interview, in the final semester of coursework.

### **ADMISSION TO NURSING PROGRAM**

Students seeking a Bachelor of Science Degree in Nursing are admitted as incoming freshmen. Students are admitted twice yearly in a

separate process from admission to the University. Students may access the department web site at <http://www2.semo.edu/nursing> for complete information, or contact the Department of Nursing directly. Applicants for fall admission will be reviewed in January for the following fall semester University entrance and the last week of October for the following spring semester University entrance. Admission is on a competitive basis, and is based on a combination of ACT score and high school class rank. If applicants have 24 hours or more of college course credit, cumulative GPA will be the admission criterion. A minimum GPA of 2.5 is required. Students requesting fall admission must have been accepted by the University by January 30, and for spring admission by October 15. However, qualified students will be admitted until the class is full. Students who wish to qualify for admission and progression in the nursing program must meet performance requirements, as well as academic requirements. Performance requirements include cognitive, sensory, affective, and psychomotor competencies. A student must, with or without reasonable accommodations, satisfy these requirements. Potential students may access these performance requirements via the BSN Student Handbook on the Department of Nursing website and review "Other Specific Nursing Program Policies."

A student who receives a grade below a "C" in a nursing course or required support course may not continue in the nursing program. However, he/she may apply for readmission. Students desiring readmission must address a letter of petition to the Department of Nursing Student Affairs Committee prior to the requested date of enrollment, must meet all current criteria for admission, and must have completed requirements and prerequisites for the requested level of entry. Readmission is dependent on record review, program space, and evidence that successful progress can be made toward degree completion. If a student fails a second nursing course or required support course, he/she cannot continue in the nursing program and will not be eligible for admission at any time thereafter.

Transfer Students. Admission of transfer students is on a competitive basis. Students who seek

to be admitted by transfer must meet all University and department requirements, have completed all prerequisite courses, and must supply transcripts and course descriptions of previous coursework in nursing.

**Licensure.** To write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) the applicant "shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited school of nursing" (Section 335.046 - State of Missouri Nursing Practice Act).

Completion of the nursing education program does not guarantee eligibility to write the NCLEX. (Section 335.066, Missouri Nursing Practice Act) The Missouri State Board of Nursing requires fingerprinting and a criminal background check for every applicant three months prior to graduation.

Legal Limitations for Licensure. The Missouri State Board of Nursing, based on the Missouri Nursing Practice Act, Section 335.066 may refuse to issue a license based on a criminal prosecution prior to admission or during the curricular sequence for the nursing program. Students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Student Affairs Committee and may be suspended from or denied admission to the nursing program.

Registered Nurse Students. Graduates from associate degree or diploma programs are admitted to the program at the junior level. After completing NS 3900 Framework for Professional Nursing, 36 hours of credit for previous nursing course work will be awarded and the student will progress to senior level. Application deadline is April 30; however, qualified students will be admitted until the class is full. Registered Nurse students should contact the Department of Nursing for specific curriculum information.

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## ADMISSION TO SOCIAL WORK PROGRAM

Students wishing to be formally admitted into the social work major must meet the following admission criteria:

1. Completion of 45 semester hours with a minimum cumulative grade point average of 2.25 overall.
2. Completion of the following coursework with a minimum grade of 'C': SO 102; PY 101; BS/SW 103; SW 110\*; SW 201\*; SW 207\*; SW 221\*.
3. Completion of all developmental courses (if applicable).
4. Forty (40) hours of volunteer work in a social service agency (approved by academic advisor).

\*SW 110, SW 201, SW 207 and SW 221 may NOT be repeated for admission to the social work major without written permission from the Chair of the Department of Social Work.

### Retention Requirements:

Students will be retained as social work majors providing the following retention criteria are met:

1. Completion of the following foundation courses with a minimum grade of 'C': SW 242; SW 307; SW 308; SW 310; SW 321; SW 322; SW 323; SW 342.
2. Maintain a cumulative grade point average of 2.25 each semester.
3. None of the foundation courses can be retaken more than once without written approval from the Chair of the Department of Social Work.

### Graduation Requirements:

In addition to fulfilling all University requirements for graduation social work majors must satisfy the following criteria:

1. A cumulative grade point average of 2.25.
2. Completion of integrated seminar and field education, i.e., SW 449 with minimum grade of 'C'.

3. Completion of 480 hours of field education, i.e., SW 450 and SW 451 (Credit/No Credit).

## ADMISSION TO TEACHER EDUCATION PROGRAMS

To be eligible for credit in professional education courses applied toward an Education degree (BSE, BSFCSE, BME) or a teaching certificate, students must apply to and be approved by the Committee on Admission to and Retention in Teacher Education Programs. Students should apply for admission to teacher education immediately prior to enrollment in Block II in Scully 304. The student may not take Elementary Block II, Secondary Block II, or succeeding professional education courses without being admitted to teacher education. The Committee on Admission to and Retention in Teacher Education Programs is required to certify that every teacher candidate meets certain specified criteria which satisfy accrediting agencies, regulations, and state law.

### To be admitted to the program, the student must:

1. have a 2.5 cumulative grade point average;
2. attain 57 hours
3. complete EN 140 with a minimum grade of 'C' (or an approved equivalent of English Composition);
4. not be on disciplinary probation nor have been convicted of a felony;
5. have a written recommendation from the Block I (EL 120/SE 222) instructor, department chair or designee;
6. meet the following testing requirements:
  - A. C-BASE (College Basic Academic Subjects Examination) score of 265 on all sections (including writing) AND any ACT Assessment or SAT (Scholastic Aptitude Test) score;

### OR

- B. C-BASE (College Basic Academic Subjects Examination) score less than 265 but 235 or higher on all sections AND an ACT Assessment of 22 or SAT (Scholas-

tic Aptitude Test) score at or above the 66th percentile.

**OR**

C. 3.00 Cumulative gpa and 235 or higher on each section of the C-BASE.

After admission, students must meet the requirements for retention in teacher education programs. Students who earn lower than a "C" in any professional education course in two attempts will not be permitted to continue in the Teacher Education Program. The requirements for retention and for exiting the program have been published in the College of Education Faculty Handbook, which may be accessed at <http://www5.semo.edu/cea/>. Regardless of printed program requirements, any changes or additions mandated by the State of Missouri will become effective on the date cited by the regulations.

Students transferring into education programs need to be aware of the need to be eligible for admission to teacher education immediately upon transfer and should contact the College of Education Advising Office, Scully Building, Room 304, (573) 651-2412, well in advance of the time of transfer. It is especially important that transfer students in the College of Education have ACT Assessment scores on file with the University's Office of Admissions before enrolling in classes. If the ACT Assessment was taken in high school, students should verify that a high school transcript containing ACT Assessment scores has been forwarded to the Office of Admissions, Academic Hall, Room 259, (573) 651-2255.

**Missouri Teacher Certification Requirements**

Upon completion of Southeast's Teacher Education Program individuals are eligible to be recommended for a Missouri Teaching Certificate. The certification process includes the requirements of:

1. receiving a passing score on the appropriate Praxis II exam as required by the Missouri Department of Elementary and Secondary Education;
2. an FBI background clearance no earlier than six months prior to the date of the application for certification.

License applications should be submitted to the Certification Office, Scully Hall, Room 301, ms 5500.

**Fees**

**STUDENT ACCOUNTS**

**Fee/Policy Changes.** All fees and financial policies are subject to change by the Board of Regents without prior notice. Students should refer to the Semester Schedule of Classes for current semester fees and policies.

**Application Fee.** All new students must submit a non-refundable \$20 (domestic students) or \$100 (international students) processing fee with the admission application.

**Incidental Fees.** Incidental fees are charged to cover expenses not funded by the State of Missouri. For students who are not Missouri residents, a non-resident fee is charged in addition to the incidental fee. Upon request, Student Financial Services will furnish students with a copy of "A Policy for Classification of Students for Fee Paying Purposes," which clarifies residency status for fee-paying purposes. Information is available from Student Financial Services relating to credits for Missouri income taxes paid which may be allowed toward the non-resident fee charges.

**Incidental Fee Schedule.** For the 2006-2007 academic year, fees are as follows:

<b>Undergraduate (per credit hour):</b>		
Missouri resident:		
Incidental Fees	General Fees	Total*
\$167.80	\$15.70	\$183.50
Non-Missouri Resident (per credit hour)		
Incidental Fees	General Fees	Total*
\$305.30	\$15.70	\$321.00

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\*An additional \$4.00 per credit hour fee will be added to all off-campus courses and all ITV courses.

\*An additional \$10.00 per credit hour fee will be added to all web courses.

*All fees are subject to change by the Board of Regents without prior written notice.*

A comprehensive list of fees can be found at <http://www.semo.edu/cs/financing/fees.htm>.

**Special Course Fees.** Special course fees in varying amounts are assessed for certain courses to cover the costs of consumable supplies, specialized equipment, and/or other expenses unique to the course. These fees are published and available in the Student Financial Services Office, Room 123, Academic Hall, or online at <http://www.semo.edu/cs/financing/fees.htm>.

**General Fees.** General fees are assessed for courses taken both on and off the University's main campus. The on-campus general fee supports certain on-campus facilities and student activities; the off-campus service fee supports expenses unique to providing instruction at remote locations.

**Late Enrollment Fee.** Students enrolling on or after the first day of classes for the semester are charged a non-refundable \$15 late enrollment fee.

**Pre-Registration Late Payment Fee.** Students are charged a \$25 late payment fee for payments made after the pre-registration billing due date.

**Late Payment Fee for Non-Preregistered Students.** A \$15 charge will be applied to students' accounts who register after the pre-registration enrollment period and do not pay by the due date communicated during the enrollment process (i.e., web registration, with advisor, etc.). \*\*NOTE: These students do not receive a billing statement.\*\*

**Textbook Rental/Purchase.** Undergraduates may rent or purchase textbooks. Rental rates are \$17.75 plus tax per course for the 2006-2007 academic year. Graduate students are required to purchase textbooks.

**Graduation Fee.** A \$35 graduation fee is charged to each student who applies for a degree.

**Returned Check Fee.** All checks payable to the University are subject to a \$20 fee for each returned check. Students who have checks

returned may lose check cashing privileges and be subject to disciplinary action. Personal checks will not be accepted for payment of returned checks. Returned checks must be paid by cash, money order, certified check, Visa, Mastercard, or Discover.

The campus banking facility will be responsible for collecting all returned checks cashed by it. However, returned checks will be reported to Student Financial Services and treated as a returned check offense.

**Housing Fees.** The residence halls on campus offer a variety of options in living arrangements and different meal plans. The room and board fees vary depending on the accommodations and meal plan that students choose. Additional fees charged to all students with a contracted room include: a Residence Hall Association fee for educational, social, and developmental programming in the residence halls; a video services fee; and a data services fee. These fees are billed separately from the room rate. Contact the Office of Residence Life at 573/651-2274 or <http://www4.semo.edu/reslife/rates&costs.html> for more information on fees and costs.

**Payment of Account Balances.** Students are required to pay their account balances by published deadlines using one of the following payment methods: (1) Payment in full; (2) Deferral by confirmed financial aid; (3) Enrollment in the Installment Payment Plan.

Students must pay all outstanding balances before being eligible to re-enroll, obtain a class schedule, or receive other University services. Transcripts will not be released for students having debts due the University. All students are obligated to pay promptly all charges owed on their account, including all attorney fees, collection agency referral fees, and other reasonable collection costs to collect unpaid balances.

A statement of account is mailed monthly to each actively enrolled student who has a balance due the University. "Minimum amount due" balances not paid by the stated due date will result in a late payment fee per month and the possibility of cancellation of class schedules and housing contracts.

**Installment Payment Plan.** The installment payment plan is available for students who do not pay the semester's charges in full by the payment due date. The installment payment plan allows enrollment fees and housing charges to be paid in four monthly payments during the Fall and Spring semesters. An installment payment plan is not available for Summer semesters.

Students may sign up for the Installment Payment Plan by indicating their choice on their Statement of Account and Class Schedule form and returning the form prior to the beginning of a semester or by completing the on-line application at [www.semo.edu/mysoutheast/](http://www.semo.edu/mysoutheast/) (Financial Account Information option). The first payment must accompany the application to be enrolled in the Installment Payment Plan. Students are charged a \$15 fee per semester to place enrollment fees on the plan and a \$15 fee per semester to place housing charges on the plan. Failure to make payments when due will result in a \$15 late fee for enrollment fees and a \$15 late fee for housing charges on the installment plan. Contact Student Financial Services with any questions.

**Financial Probation/Suspension/Withdrawal.** If a student's account is past due, the student may be placed on "financial probation." When, after University efforts to notify the student of financial probation, the student does not take appropriate action to pay delinquent charges, the student may be placed on "financial suspension." When "financial suspension" occurs, the student is ineligible to attend classes, take examinations, receive grades, or participate in University-sanctioned events.

If the delinquent charges that caused the financial suspension are not resolved by a specific date established by the Student Financial Services Office, the financially suspended student will be administratively withdrawn from the University.

**Refunds.** Students can withdraw from the University or drop specific classes using the web registration system, until the published "Last Day to Drop a Class." After that date, students must contact the Office of the Registrar. The effective date of the withdrawal/dropped class is the date the class or classes are deleted from the student's computer record through web registration or the date the withdrawal/cancellation is received by the

Office of the Registrar for undergraduate students or the Graduate Office for graduate students.

For students withdrawing/canceling all classes, Student Financial Services will refund fees approximately three weeks after withdrawal/cancellation is processed. All balances due to the University as a result of other obligations will be deducted from the amount to be refunded. Any remaining balance due the student will be mailed to the student.

A "Request for Refund of Credit Balance" form, available at the Student Financial Services Office, must be completed by the student dropping hours (but not withdrawing) to initiate the processing of a refund check. All balances due the University will be deducted from the amount to be refunded.

Based on the withdrawal/dropped class effective date, the following refund Schedules for fees will apply:

<u>Regular Academic Year</u>	<u>Percentage of Fee Refunded</u>
Through the first two days of semester	100%
Remainder of the first week of semester	90%
Second week of semester	70%
Third week of semester	60%
Fourth week of semester	50%
After the fourth week of semester	0%

<u>Three- and Four-Week Summer Session</u>	<u>Percentage of Fee Refunded</u>
Through the first day of session	100%
Through the next day of session	90%
Remainder of the first week of session	50%
After the first week of session	0%

<u>Six/Eight Week Summer Semester and Eight-Week Block Courses</u>	<u>Percentage of Fee Refunded</u>
During Fall/Spring Semesters	
Through the first day of semester	100%
Through the next day of semester	90%

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Remainder of the first week of semester	70%
Second week of semester	50%
After the second week of semester	0%

Students who add and drop different types of classes in the same refund period will be charged for the added class and credited the appropriate percentage for the dropped class. Sixteen week, eight week, six week, four week, and three week classes are different types of classes.

Southeast Missouri State University complies with Federal regulations regarding refunds on student accounts having Federal Title IV program funds applied to the account. This includes student loans, Pell Grants, Perkins loans, or SEOG. When a student withdraws from the University, Federal regulations mandate the amount and order of Federal Title IV funds that must be returned to the student's lender (in the case of a student loan) or to the Pell Grant or the Perkins loan based on the University's last documented date of class attendance for the student. In some cases the mandated return of Federal Title IV funds will leave an unpaid balance on the student's account for which the student is responsible.

Refund examples may be picked up from the Student Financial Services Office, 123 Academic Hall. Should you have questions regarding the return of Federal Title IV funds from your account, contact Student Financial Services.

Refund appeals for exceptional circumstances must be directed in writing to Student Financial Services; attn: Student Accounts. The letter should accompany the "Appeal Form for Incidental, General and Course Fees of Dropped Classes" (available in Student Financial Services.) This appeal must be initiated prior to the beginning of the next academic term, e.g., Fall appeal must be filed by the beginning of the Spring Semester.

**Direct Deposit Program.** All credit balance refunds on student accounts are eligible for direct deposit. A refund resulting from a Stafford loan, Perkins loan, SEOG, or Pell Grant will be transferred automatically to the student's checking account. For refunds from sources other than federal aid the student should complete the "Request for Refund of Credit Balance" form at the Student Financial Services Office to initiate the refund

process. Direct deposit is available for funds from the student account or for student employment paychecks, and is available for any bank in the United States.

## Academic Policies and Procedures

### ABSENCE FROM CLASS

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's decision to provide, or not to provide, make-up work related to absences for any other reason.

A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar.

Attendance is required at all class meetings of developmental courses. (See Developmental Courses.)

### 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. 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 Academic Fresh Start policy is subject to the following conditions:

1. Academic Fresh Start applies only to returning undergraduate students who had

previously completed 30 semester hours or less 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. None of these courses, regardless of grade, will count toward a degree. It may be elected only one time and is irrevocable.
3. A minimum of 12 semester hours of graded courses with a grade point average 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 grade point average. 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.

With 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 grade point average 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.

## 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 STUDENT HANDBOOK. 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, 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;



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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 clarification to his/her class 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 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.** Faculty members who discover evidence of academic dishonesty should contact the student within five business days of discovering the alleged dishonesty to arrange to meet and discuss the allegation. Prior to this meeting the faculty member may consult with the Department Chairperson, the appropriate Dean, and the Office of Judicial Affairs. The following sections describe the procedures to be adhered to in each of the listed instances: the student acknowledges the violation, the student denies the violation, and the appeals process. If the faculty member is the

Department Chairperson, a departmental designee will assume the Department Chairperson's role in this protocol and references to the Department Chairperson should be read as departmental designee. The procedures below should be followed with online, ITV or face-to-face classes.

### **I. Informal Resolution**

#### **A. The Student Acknowledges the Violation**

The faculty member will meet with the student suspected of engaging in academic dishonesty. Faculty for online courses will contact students via email with copies of the assignment under review attached. If the student acknowledges the act of academic dishonesty, the faculty member will resolve the issue informally or move to the first step of the formal process (Section II A). Students enrolled in ITV or online courses who fail to respond to electronic correspondence from the faculty within 5 business days will either receive academic sanctions or be referred for a formal hearing.

The faculty member has the discretion to determine the course of action after conferring with the student and may either excuse the student based on the facts or impose an appropriate sanction. If the faculty member considers the student's actions not to be an egregious violation of the academic honesty policy or his/her action resolves the matter, then the matter is resolved.

In imposing a sanction or sanctions, faculty members must adhere to the grade sanction policy, if any, as described in the faculty member's course syllabus. A faculty member's grade sanction policy may not include permanent removal of the student from the course or suspension or expulsion from the University. If a faculty member's course syllabus does not include a grade sanction policy, a faculty member may impose one or more of the following sanc-

tions: require the student to redo the work, fail the student on the work, or require the student to receive additional instruction as provided by the University Library, Writing Center, or other University resources.

**B. The Student Does Not Acknowledge the Violation or Does Not Accept Faculty's Sanctions**

If the student does not acknowledge the violation or believes the faculty's sanctions are excessive, he/she can request a formal hearing.

**II. Formal Resolution.**

It is the faculty member's discretion to determine whether the violation warrants referral to the Department Chairperson for judicial action.

**A. Student Acknowledges the Violation and Faculty Refers for Judicial Action**

1.If the faculty member believes that the violation warrants judicial action, notification should be provided to the student and the faculty member's chairperson within five business days following the initial faculty-student discussion. The Department Chairperson shall submit written notification (utilizing the approved form) to the appropriate Dean and the Judicial Coordinator with a copy to the student, within five (5) days of receiving the faculty notification.

2.Within five business days after receiving notification from the Department Chairperson, the Judicial Coordinator will schedule a judicial conference to address the charge (assign sanctions) of academic dishonesty. The Judicial Coordinator will immediately initiate written contact with the student enrolled in online or ITV courses per electronic correspondence.

3.In addition to being required to complete the sanction or sanctions imposed by the faculty member in accordance with the guidelines in Section I A, the student will be placed on Disciplinary Probation at least through the next semester in which the student is enrolled at Southeast Mis-

souri State University. If the student is not in good disciplinary standing, the Judicial Coordinator will follow the Code of Student Conduct to determine the appropriate disciplinary sanction.

4.In addition to the original faculty sanctions, the Chair can impose additional sanctions in accordance with the guidelines in Section I A.

5.The Department Chair may recommend failing the course, suspension or expulsion if he/she believes the incident warrants more severe action than Disciplinary Probation. These recommendations, along with supporting documentation, will be shared in writing with the appropriate Dean and Judicial Coordinator (with a copy to the Dean of Students). The Judicial Coordinator will review documentation, meet with the student, and impose sanctions as warranted.

**B. The Student Denies the Violation**

In cases of alleged academic dishonesty where facts are disputed or denied by the student, the following procedures will be completed.

1. Hearing with Department Chair

a.The faculty member will forward a written summary within five days of the initial discussion with the student to the Department Chairperson. This summary must contain copies of all relevant materials and the names of any witnesses. Student access to information about the alleged incident will be determined in accordance with the guidelines published in the Code of Student Conduct.

b.Within five business days after receiving the written summary of the incident from the faculty member, the Department Chairperson will contact the faculty member and the student to arrange a formal hearing. The formal hearing will be conducted within two

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weeks of notification. The Department Chairperson will also notify the Judicial Coordinator of the formal hearing as soon as it is scheduled.

For online or ITV courses, the Department Chairperson will notify the student of the formal hearing via email. The student will be given five (5) business days to respond to the Department Chairperson's notification.

c. The Judicial Coordinator will immediately initiate written contact the student to review the student's rights in the judicial process, the allegations against the student, and the hearing procedures. The Judicial Coordinator will inform the student that he or she may select a person of the student's choosing to accompany him or her to the formal hearing. Such a person may act only in an advisory capacity during the formal hearing. Students in online or ITV courses may have this advisory person review the evidence and the student's response.

d. The Department Chairperson shall consult with the Judicial Coordinator or the Dean of Students regarding the student's due process rights before proceeding with the formal hearing.

The hearing will be conducted by the Department Chairperson in accordance with the standards provided in the University's Code of Student Conduct. For students enrolled in online or ITV courses, the Department Chair will send the evidence to the student electronically. The student will be given five (5) business days to respond to the email. The Department Chair will review the evidence presented by the faculty and the student's response.

After the hearing (or review of evidence and online student response), the Department Chairperson will submit written notification of the result of the formal hearing to the appropriate Dean and the Judicial Coordinator with a copy to the student within five business days.

e. If the student is found not in violation of the academic honesty policy, then the case will be dismissed.

f. If the student is found in violation of the academic honesty policy, then the student will be required to complete the sanction or sanctions imposed by the faculty member in accordance with the guidelines in Section I A.

g. The Department Chair will refer the student to the Judicial Coordinator who will place the student on disciplinary probation at least through the next semester in which the student is enrolled at Southeast Missouri State University. If the student is not in good disciplinary standing, the Judicial Coordinator will follow the Code of Student Conduct to determine the appropriate disciplinary sanction.

h. In addition to the original faculty sanctions, the Chair can impose additional sanctions in accordance with the guidelines in Section I A.

i. The Department Chair may recommend failing the course, suspension, dismissal or expulsion if he/she believes the incident warrants more severe action than disciplinary probation. These recommendations, along with supporting documentation, will be shared in writing with the appropriate Dean and Judicial Coordinator (with a copy to Dean of Students). The Judicial Coordinator will review documentation, meet with the student, and impose sanctions as warranted.

### III. The Appeals Process

Either the student or the faculty member may appeal the result of the formal hearing. An appeal must be made within five business days after the decision is rendered. Appeals must be in writing through e-mail, local mail or personal delivery.

There are two levels of the appeals process. The All University Judicial Board is the first level and the Provost is the second and final level of appeal. At each level, an appealed case merits being heard based on the following conditions.

- A. An excessive sanction when compared with previous sanctions for similar violations under similar circumstances. \*
- B. The discovery of significant new information relevant to the case.
- C. Procedural error regarding the student's rights involving error in the administration of judicial procedures by the faculty, Department Chair or Judicial Coordinator. (before we had office of judicial affairs)

The appeals process is not for retrying or rehearing a case. Decisions made during the appeals process can result in one of the following.

- A. The sanction being altered based on a finding that the sanction is not consistent with past practice.
- B. A new hearing being granted based on new information.
- C. A new hearing being granted because the Protocol for Adjudicating Alleged Violations of Academic Honesty was not applied appropriately.

No grade penalty should be assigned by the faculty member until the judicial process determines that an act of academic dishonesty has occurred. If the charges cannot be resolved prior to the end of the current semester, a grade of 'I' should be assigned pending the outcome of the hearing. The 'I' will remain on the student's transcript until the charges are resolved. If the charges are still not resolved before the time frame for the 'I' expires, the faculty member will request from the Registrar's Office an extension of the grade of 'I'. The faculty member and the Department Chair will be notified of the outcome of the disciplinary case in order to assign a grade for the course. If the student is found not to be in violation of the Academic Honesty Policy, neither the faculty member nor any other member of the University community may take any other action against the student.

\*Specific sanctions in syllabus are not subject to appeal.

## **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 Student Affairs 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.

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

### **ADVANCED PLACEMENT**

Previous achievement may be formally established by examination by furnishing documented evidence that the equivalent of a required course has been completed. Detailed information about advanced placement may be obtained from Testing Services, (573) 651-2836. (See Credit by Examination)

### **ADVISING**

Each student is assigned an advisor. Each school or college has an advising office which coordinates advising in that school or college. Undeclared first-year students are advised by the University Studies Advising Center. Students who have declared a major are advised by faculty in their major departments. Questions regarding advising or declaration of major should be directed to the appropriate school or college advising office.

Donald L. Harrison College of Business Advising  
Dempster Hall, room 123  
(573) 651-5090

College of Education Advising  
Scully Building, room 304  
(573) 651-2412

College of Health & Human Services Advising  
Academic Hall, room 104  
(573) 651-2015

College of Liberal Arts Advising  
Academic Hall, room 104  
(573) 651-2007

College of Science & Mathematics Advising  
Rhodes Hall, Room 117  
(573) 651-2173

School of Polytechnic Studies Advising  
Seabaugh Polytechnic Building, room 301  
(573) 986-6746

University Studies Advising  
Academic Hall, room 317  
(573) 986-7328

### **BULLETIN REQUIREMENTS/ STUDENT RESPONSIBILITY**

Students are responsible for knowing and meeting graduation requirements stated in the BULLETIN current at the time of their initial enrollment as freshmen. Transfers from colleges and universities with which Southeast has an articulation agreement are permitted to complete degree requirements in effect in the BULLETIN at the time of their initial enrollment at that institution. Students may choose to be graduated under degree requirements stated in the latest BULLETIN. Changes in degree requirements, including majors and minors, do not apply unless students have interrupted their enrollment for at least one calendar year. In this event, the BULLETIN in effect at the time of readmission is used to determine degree requirements. The University reserves the right to modify or change any academic program subject to any limitation imposed by law. Changes in prerequisites are effective immediately.

The BULLETIN is the only OFFICIAL statement of requirements for each degree. Students are solely responsible for meeting these requirements.

No course may be substituted to meet degree requirements except with the approval of the Registrar and the appropriate department chairperson. To avoid any possible delay in graduation, students should obtain written permission prior to scheduling a course that they believe may be substituted for a required course.

### **CANCELLATION OF ENROLLMENT**

(See Enrollment)

## **CANDIDATES FOR TWO DEGREES**

Students may earn two degrees by completing the requirements for both programs. Both degree/major/minor combinations will appear on the official transcript. Where applicable, courses will fulfill requirements on both degree programs, e.g., University Studies.

## **CHANGE OF GRADE**

(See Grades)

## **CHANGE OF MAJOR**

(see Declaration of Major)

## **CHANGE OF SCHEDULE**

(See Enrollment)

## **CLASSIFICATION OF STUDENTS**

Classification of students is determined by the number of semester hours earned. Degree credit courses and developmental courses are used to determine a student's classification as freshman, sophomore, junior and senior.

**Freshman.** Students who have completed fewer than 30 semester hours are classified as freshmen. Students with fewer than 15 semester hours completed may enroll in courses numbered 000-199. Students with 15-29 semester hours completed may take courses numbered 000-299.

**Sophomore.** Students who have earned 30-59 semester hours are sophomores. Students who have completed from 30-44 semester hours may enroll in courses numbered 000-299. Students with at least 45 semester hours completed may enroll in courses numbered 000-599.

**Junior.** Students with 60-89 semester hours completed are juniors. They may enroll in courses numbered 000-599.

**Senior.** Students with 90 semester hours completed are seniors. They may enroll in courses numbered 000-599.

**Visiting Student.** Students in good standing at other accredited colleges or universities may be enrolled for one academic period as a visiting stu-

dent. An official statement from the student's current school verifying the student's good academic standing must be provided to the Office of Admissions prior to enrolling.

**Dually Enrolled Student.** Students who have not completed their undergraduate degree, but who are permitted by the Dean of the School of Graduate Studies to enroll in graduate courses, are classified as dually enrolled students.

**Graduate Student.** Students who have been accepted into the School of Graduate Studies are classified as graduate students. Refer to the GRADUATE BULLETIN for more information.

## **COMMENCEMENT**

(See Graduation)

## **CONSTITUTION REQUIREMENT**

In order to graduate from Southeast, students must comply with the state law known as Senate Bill No. 4, 1947 (Mo. Rev. St. Sec. 170.011), which states that students must be "given regular courses of instruction in the Constitution of the United States and of the State of Missouri, and in American history including the study of American institutions." Students meet this requirement by completing the Political Systems requirement of the University Studies program. Transfer students who have had a course in American government that did not include a study of the Missouri constitution must complete PS 220 Missouri Government, a one-hour course.

## **CORRESPONDENCE COURSES**

Correspondence courses are not offered by the University. Such work, if applicable to degree requirements, is accepted by transfer from a regionally accredited college or university subject to the limitations noted below. Students may not be enrolled in the University and take correspondence courses without the permission of the Registrar, nor may they take a correspondence course if the same course is offered on campus. University Studies Interdisciplinary courses (UI prefix) and courses which include laboratory class

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meetings as part of the schedule on this campus may not be taken by correspondence. Before enrolling in a correspondence course, students should consult the Office of the Registrar regarding its acceptability. Total hours and prerequisite restrictions required for residence courses are also applicable to correspondence courses.

**Credit Limitations.** Correspondence courses in techniques of teaching are not transferred.

On a major or minor, not more than one-half of junior college nor more than one-half of senior college work may be completed by correspondence.

No more than 10 hours of correspondence work may be taken in any twelve month period.

### COURSE NUMBERING SYSTEM

Courses numbered 000-099 are classified as developmental courses. Courses numbered 100-299 are designated as junior college (lower division) courses. Courses numbered 300-599 are designated as senior college (upper division) courses.

Workshop courses are numbered 800-866. Workshops numbered 800-833 are open to all undergraduate and graduate students and are awarded lower division credit. Those numbered 834-866 are open to undergraduate students who have completed 45 semester hours of credit and to graduate students; undergraduates are awarded upper division credit; graduate students are awarded graduate credit.

### 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 from AP, CLEP, DANTES, DE, CPS, and IB options 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. Credit is granted through Advanced Placement (AP), DANTES Subject Standardized Test, Departmental Examination (DE), and the College Level Examination Program (CLEP). Most CLEP subject examinations are accepted. Additionally, credit may be earned via a Certified professional Secretary (CPS) certification, or through the International Baccalaureate Organizations (IBO) program. Credit is placed on the transcript after the student has completed one academic period.

Students may qualify for credit by examination as long as they have earned fewer than 90 semester hours and have not enrolled in a college course in the subject area in which the examination is given. Students who anticipate attempting to earn credit by examination should not enroll in that subject area before taking the examination. For registration procedures, contact Testing Services at 651-2836.

Advanced Placement (AP): Credit for Advanced Placement Examinations will be granted for each examination that receives a score of 3 or above. AP courses and equivalent Southeast courses and credit are listed below:

AP Course	Institutional Course Satisfied	Credit Hours
Art History	AH 198 Art History Elective	3
Art - Drawing	AR 100 Drawing I	3
Art - General	AR 198 Art Elective	3
Biology	BS 108 Biology for Living	3
Chemistry	CH 185 General Chemistry I	5
Computer Science A	CS 155 Computer Science I	4
Computer Science AB	CS 155 Computer Science I	4
Macroeconomics	EC 225 Prin Macroeconomics	3
Microeconomics	EC 215 Prin Microeconomics	3
English Language & Comp	EN 100 English Comp I	3
English Literature & Comp	LI 256 Variety of Lit	3
Environmental Science	BS 105 Environmental Biology	3
French Language	FR 100, FR 120 French Language and Culture I & II**	3-6

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French Literature	FR 200 French Literature	3	BS 108	Biology, General	3
German Language & Culture I & II**	GN 100, GN 120 German Lang	3-6	CH 180	Chemistry, General	3
Govt/Politics, U.S.	PS 103 US Political Systems*	3	EC 215	Microeconomics, Principles of	3
Govt/Politics, Comparative	PS 104 Comp Political Systems*	3	EC 225	Macroeconomics, Principles of	3
History, United States	US 105, US 107 Am Hist I & II**	3-6	FR 100/120	French, College Level	3-6*
History, European	WH 101, WH 103 History of Western Europe I & II**	3-6	GN 100/120	German, College Level	3-6*
Latin	LT 198 Latin Elective	3	LI 220	Analyzing & Interpreting Literature	3
Mathematics, Calculus AB	MA 140 Analytical Geom & Calc I	5	LI 260	English Literature	3
Mathematics, Calculus BC	MA 140, MA 145 Analytical Geom & Calculus I & II***	9	LI 270	American Literature	3
Music Theory	MM 101 Theories-Music & Cult	3	MA 134	Algebra, College	3
Physics B	PH 120 Intro Physics I	5	MA 135	Algebra-Trigonometry, College	5
Physics C	PH 198 Physics Elective	3	MA 139	Calc with Elem Functions	3
Psychology	PY101 Psych Perspective/Hum Behr	3	MG 301	Management, Princ of	3
Spanish Language	SN 100, SN 120 Spanish Lang & Culture I & II**	3-6	MK 301	Marketing, Prin of	3
Spanish Literature	SN 220 Hispanic Literature	3	PS 103	American Government	3**
Statistics	QM 257 Business Statistics	3	PY 101 or 102	Psychology, Introduction to	3
			PY 220	Human Growth & Development	3
			SN 100/120	Spanish, College Level	3-6*
			SO 102 or 200	Sociology, Introduction to	3
			US 105	History of the U.S. I	3
			US 107	History of the U.S. II	3
			WH 101	Early European History	3
			WH 103	Modern European History	3

\*PS 220 must also be taken to meet graduation requirements.

\*\*Credit awarded based on score. Call Testing Services for criteria.

\*\*\*Calculus AB subscore awarded same credit as Calculus AB test above; may not apply both credits together.

**CLEP Subject Examinations:** Each examination is a 90-minute objective test. Credit will be awarded for each examination that has a score of 50 or above. CLEP Subject Examination and equivalent Southeast courses and credit are listed below:

Course	CLEP Test Title	Credit Hours
AC 221	Accounting, Principles of	3
BL 255	Business Law, Introduction to	3

\* Candidate score of 45-49 will receive credit for 3 hours. Candidate score of 50 or above will receive credit for 6 hours.

\*\* A departmental exam, Missouri Government, is also required for credit.

**Certified Professional Secretary.** Credit for the courses listed below are granted upon successful completion of the CPS rating and 12 hours in residence:

Course	Course Title	Credit Hours
AD 331	Word Processing Applications II	3
AD 337	Office Systems Mgt Internship	3
AD 341	Information Systems Procedures	3
EC 101	Economic Problems & Policies	3

**Defense Activity for Non-Traditional Education Support (DANTES):** Originally set up to help armed service personnel obtain credit for knowl-



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edge and skills acquired through non-traditional experiences, it is now available to all U.S. universities. Courses for which DANTES credit is accepted are listed below:

Course	DANTES Test Title	Credit Hours
AC 221	Prin of Financial Accounting	3
AH 310	Art of the Western World	3
AN 180	General Anthropology	3
AN/SO 242	Principles of Statistics	3
BL 455	Business Law II	3
BS 105	Environment & Humanity	3
CJ 110	Criminal Justice	3
CJ 110	Introduction to Law Enforcement	3
FI 260	Personal Finance	3
GG 180	Human/Cultural Geography	3
GO 110	Physical Geology	3
HL 120	Here's to Your Health	3
MA 334	Intro to Computers/Program in BASIC	3
MG 151	Introduction to Business	3
MG 356	Personnel/Human Resource Mgmt	3
MI 375	Management Information Systems	3
RS 101	World Religions	3
SC 200	Principles of Public Speaking	3
US 225	History of the Viet Nam War	3
US 354	Civil War/Reconstruction 1840-1896	3
WH 440	Intro to Modern Middle East	3

**Local Credit By Departmental Examination (DE):** Each test is roughly equivalent to 1 two-hour final examination administered in a regular academic class. Tests are available for the following courses:

Course	Course Title	Credit Hours
AC 221	Prin of Financial Accounting	3
AR 112	Perspectives in Art	3
BS 113/114	Anatomy/Physiology I & II	0*
CH 180	Chemistry in Our World	3
CH 181	Basic Prin of Chemistry	5
CS 155	Computer Science I***	5
ET 162	DC Principles & Circuits **	3
ET 164	AC Principles & Circuits **	3

FN 235	Nutrition for Health	3
GG 140	Physical Landscapes**	3
MK 301	Principles of Marketing	3
MU 182	Music: An Artistic Expression	3
PH 230	General Physics I	5
PS 220	Missouri Government	1
TG 120	Engineering Graphics **	3
TG 126	Computer Assisted Drafting**	3
TG 170	Graphic Arts **	3
TG 274	Photography Fundamentals **	3

\*Requirement is waived but no credit is given.

\*\*Departmental performance test is required.

\*\*\* Prerequisite: MA 134

### International Baccalaureate Organisations (IB):

IB is international in scope with over 700 member schools currently in the program. Credit is awarded for scores of 4 or higher.

Course	IB Course Name	Credit Hours
AR 112	Art/Design	3
BS 108	Biology	3
MG 151	Business & Organization	3
CH 180 or CH185	Chemistry	3-5**
CS 120	Computer Science	3
EC 101	Economics	3
LI 256	English, Language A1	3
FR 100/120	French, Language B	3-6**
FR 200/220	French, Language A1	3-6**
GG 150	Geography	3
GN 100/120	German, Language B	3-6**
GN 200/220	German, Language A1	3-6**
GK 101	Ancient Greek	3
GH 198	History	3
GH 125	History of Islamic World	3
LT 198	Latin, Classical Language	3
MA 135	Mathematics, Higher Level	5
MM 101/105	Music	4
PL 110	Philosophy	3
PH 120	Physics	5
PY 101	Psychology	3
AN 101	Social Anthropology	3

SN 200/220	Spanish, Language A2	3-6**
SN 100/120	Spanish, Language B	3-6**
TH 100	Theatre Arts	3

\*Further credit may be awarded after student completes an interview with the department chairperson.

\*\*Credit awarded based on score; contact Testing Services for criteria.

**High School Dual Credit.** Southeast offers dual credit courses in many area high schools. Check with your high school counselor or contact the Dual Credit office at (573)986-6179.

High school credits earned through the St. Louis University 1-8-1-8 program are accepted by Southeast. These students must request official transcripts and have them sent to the Southeast Missouri State University Admissions Office, MS 3550, Cape Girardeau, MO 63701-4799.

### CREDIT HOUR

The unit for counting credit is the semester hour. A minimum of 750 minutes of lecture or 1200 minutes of workshop or 1500 minutes of laboratory is required for each semester hour of credit.

### DEAN'S HONOR LIST

(See Honors)

### DECLARATION OF MAJOR

Students declare their majors by completing a Declaration of Major form in the appropriate college advising office or major department. Students may change their major in the same manner.

**Harrison College of Business:** Declaration of major is done in the College Advising Office.

**College of Education:** Declaration of major for Elementary, Early Childhood, and Exceptional Child is done in the College Advising Office. Declaration of major for Middle School is done in the Department of Middle and Secondary Education. Secondary education majors follow the procedures for the College in which their major is taught. All

education majors should confer with the Coordinator of Advising for the College of Education prior to enrollment in Block II.

**College of Health and Human Services:** Declaration of major for Pre-Nursing is completed in the College Advising Office. All other majors in the college are declared in the major department.

**College of Liberal Arts:** Declaration of major is done in the major department.

**College of Science and Mathematics:** Declaration of major is done in the College Advising Office.

**School of Polytechnic Studies:** Declaration of major is done in School of Polytechnic Studies Advising Office.

Interdisciplinary majors are declared in the School of University Studies.

General Studies degrees are declared in the College of Liberal Arts Advising Office.

### DEGREE

The bachelor's degree is usually the first academic title of rank conferred on a student by the University for satisfactory completion of a prescribed four-year course of study and authenticated by a diploma signifying a measure of achievement. Its purpose is to enable a student to acquire a certain amount of liberal learning and to become proficient in a particular branch of learning. The primary sources of liberal learning in the curriculum of the bachelor's degree are University Studies and electives. For most programs, those studies leading to proficiency in a branch of learning are a major supported or complemented by one or more of the following: a professional core, a cognate field, a minor.

The curricular structure of the bachelor's degree at Southeast Missouri State University includes 48 credit hours of University Studies, a minimum of 12 credit hours of electives, and a maximum of 64 credit hours of the combination of major and its attendant studies for a minimum of 120 credit hours. The curricular structure allows for a certain amount of overlap between University Studies and other parts of a program: a maximum of 6 credit hours of University Studies courses at the 100-200 level may be taken in one

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department. Within the structure, the content of programs determines the type of bachelor's degree. For example, bachelor of arts degree programs usually are aimed at liberal learning; they tend to teach qualitative methods of scholarship that focus on matters of priority and choice; and they ordinarily have a small major, which makes the degree flexible. Bachelor of science programs generally are oriented toward professional preparation; they tend to teach quantitative methods of scholarship for purposes of prediction; and they usually have a large major, which limits the flexibility of the degree. Like these traditional degrees, professional bachelors degrees reflect the content of their programs. The University offers several professional degrees: the bachelor of science in business administration, the bachelor of science in education, the bachelor of science in family and consumer sciences education, the bachelor of music education, the bachelor of music, and the bachelor of science in nursing. These programs usually require a core of professional studies that conforms to the standards of an accrediting agency or other professional body. The size of the professional core ordinarily restricts the number of hours that are required in its associated major.

The relationship among the parts of the bachelor's degree engender its coherence. University Studies and electives provide the intellectual milieu in which a particular branch of learning is applied. The development of proficiency in a branch of learning extends the student's knowledge of one or more of the human perspectives first encountered in University Studies.

### **DEGREE AUDIT REPORT**

The official evaluation of a student's record stating the specific requirements for graduation is a degree audit report. Degree audit reports are run each semester for all enrolled students except graduating seniors. Students will receive a copy of their degree audit from their advisor.

### **DEPARTMENTAL DISTINCTION**

(See Honors)

### **DEVELOPMENTAL COURSES**

Southeast Missouri State University is committed to the academic success of its students. It promotes the accomplishment of this end, in part, by providing tutors, skill development laboratories, and developmental courses. While all of these elements are important, the developmental courses are specially designed to assist students who have demonstrated deficiencies in mathematics, reading, and writing. These courses are offered to assist students who might otherwise have difficulty in making the transition from high school to college. Also, similar developmental courses are offered to assist international students. In either case, the ultimate purpose is the same—namely, to enhance the probability that students will achieve academic success.

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.

To ensure that these expectations are met, students and faculty assume extraordinary responsibilities. Students have a responsibility for properly notifying faculty members as to their reasons for not attending class. Upon the recommendation of the faculty member, a student with more than three inappropriate absences may be suspended from class by the college dean and have a grade of 'F' recorded. In a case where attendance is a continual problem, the Registrar may suspend and disqualify the student from further enrollment at the University.

**EN 099 Writing Skills Workshop.** Beginning freshmen and transfer students who have not completed EN 100 English Composition I are required to take an English Writing Skills Placement Test. 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 090 Developmental Algebra.** Any student with a Mathematics enhanced score of 17 or below on the ACT will be placed in MA 090 Developmental Algebra. Students may take an additional placement test during a First STEP orientation session. Students scoring 11 or above on the placement test may request that the MA 090 requirement be waived.

**MA 095 Intermediate Algebra.** Any student with a Mathematics enhanced score of 18-20 on the ACT will be placed in MA 095 Intermediate Algebra. Students may request an additional placement test during summer orientation. Students who score at the requisite level on the placement test may request that the MA 095 requirement be waived.

**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 they are required to take. Credit earned in developmental courses does not count toward the minimum number of hours required on any degree offered by the University. However, credit in developmental 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 EN 099 Writing Skills Workshop or EN 110 Basic Composition for International Students, and MA 095 Intermediate Algebra or score at the appropriate levels on placement tests to have the courses waived.

## **DUALLY ENROLLED STUDENT**

(See Classification of Students)

## **ENGLISH WRITING PLACEMENT ESSAY**

All incoming students who have not successfully completed EN100 English Composition will be placed in a first-semester writing course as follows:

- "Students with an ACT English subscore of 26 or above will be automatically placed into EN100;
- "All other students are required to take WP001, the English Composition Placement Examination, which is administered by Testing Services and scored by the English Department. Students are eligible to sit for only one administration of WP001.

Students whose ACT English subscore is 27 or above or students who score at an appropriate level on WP001 are eligible to take the EN100 Equivalency Test the semester they enter the University system. Students who achieve the required score on the Equivalency Test will be granted three hours of credit for EN100.

## **ENROLLMENT/WITHDRAWAL FROM THE UNIVERSITY**

**Enrollment.** Students enrolled in 12 hours of credit per semester are designated as full time students. Students enrolled in 11 hours or less per semester are designated as part time students. Only officially enrolled students may attend classes. Specific instructions for enrollment are contained in the SCHEDULE OF CLASSES, which is published three times per year.

**Maximum Enrollment.** Normally, the maximum number of hours that a student may schedule in the fall or spring semester is 18. However, students with at least a 3.0 GPA in the preceding semester, or at least a 3.0 cumulative GPA, may request permission from their advisor to carry a maximum of 21 hours. Such requests are considered on an individual basis. The maximum number of hours that a student may schedule during a summer semester is determined by the length of the session. This information is contained in the SUMMER SCHEDULE OF CLASSES.

**Registration/Enrollment.** All currently enrolled students register for classes using the web registration system located at <http://www.semo.edu/MySoutheast/>. Students may register for classes using one of several computer terminals located on campus. Web registration instructions are listed in each SEMESTER SCHEDULE OF CLASSES.

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**Change of Schedule.** Students may add or drop classes until the deadlines listed on the Semester Calendar included in each SEMESTER SCHEDULE OF CLASSES.

**Late Enrollment.** Students are expected to enroll prior to the start of classes. They may enroll during the first week of the fall or spring semester. Late enrollment dates for the summer semester are listed in the SUMMER SCHEDULE OF CLASSES. A fee may be charged for late enrollment.

### **CANCELLATION/WITHDRAWAL FROM THE UNIVERSITY**

**Cancellation/Withdrawal from the University.** Students can cancel their enrollment prior to the start of classes using the web registration system to drop all classes or by notifying the Office of the Registrar in writing. Such notification must be RECEIVED by the first day of the semester. Students can withdraw from the University until the "Last Day to Drop a Class" published in the SEMESTER SCHEDULE OF CLASSES using the web registration system or by notifying the Office of the Registrar in writing. After that date and until the official withdrawal date which is listed in the SEMESTER SCHEDULE OF CLASSES, students must contact the Office of the Registrar to complete the withdrawal process. All financial obligations to the University must be fulfilled. Grades of 'F' are recorded for students who do not withdraw officially from the University.

**Deadline for Refund.** Students who cancel enrollment before the semester begins are eligible for a refund of 100 percent of any incidental fees that they have paid. Students who withdraw from classes after the semester begins are eligible for a refund of incidental fees based on the sliding scale printed in the corresponding SEMESTER SCHEDULE OF CLASSES.

**Deadline for Withdrawing Without Penalty.** Students may not withdraw during the three weeks preceding final examinations without the approval of the Registrar. The time period for withdrawing is reduced proportionately for terms of fewer than 15 weeks. Refer to the corresponding SCHEDULE OF CLASSES for the specific date.

**Probationary Students.** Students who are on probation and withdraw remain subject to suspension. (See Academic Standing)

### **EXAMINATIONS**

Formal examinations are given at the end of every conventional course and must be taken at the time stated in the SCHEDULE OF CLASSES. Exceptions are granted only in cases of extreme hardship. Students may request an exception by submitting a written request to the instructor. Any approval of such an exception must be made in writing by the instructor and the department chairperson. Students are allowed two hours to complete a final examination.

If a student is unable to take a final examination because of illness or other circumstances beyond her/his control, the department chairperson must be notified by the student; otherwise, a grade of 'F' in the course will be recorded.

**Special Examinations.** Departments which require special examinations must list them in the SCHEDULE OF CLASSES. No student may be required to miss another scheduled class in order to take a special examination. In case of a time conflict between a scheduled class and a special examination, the department giving the special examination will provide an alternate time to the student who has the conflict.

### **FINAL EXAMINATIONS**

(See Examinations)

### **FOREIGN LANGUAGE PLACEMENT AND RETROACTIVE CREDIT**

Students with prior experience in a foreign language may receive retroactive credit. 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 Educa-

tion degree, and/or the requirements of a major or minor in a foreign language.

## GRADES

Grades are assigned as follows: A = excellent; B = superior; C = average; D = inferior; F = failure; I = incomplete; X = failure due to nonattendance; P = pass; CR = credit; AU = audit.

**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 grade point average (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 grade point average.

### **Required Grade Point Averages.**

- A 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, the Bachelor of Music Education, the major in Communication Disorders, and the Interdisciplinary Studies major which require 2.5 GPA for graduation, and the major in Social Work which requires a 2.25 GPA for graduation).
- A 2.0 GPA is required for all degree credit attempted at Southeast.
- A 2.0 GPA is required in the major (except for the Business Administration majors which require a 2.25 GPA, the majors on the Secondary Education degree and the Health Management major which require a 2.5 GPA, the Communication Disorders major which requires a 2.75 GPA, and the BFA 2-Dimensional, 3-Dimensional, and Graphic Design majors which require a 3.0 GPA).
- A 2.0 GPA is required in courses taken at Southeast that are counted on the major.

**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 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 grade point average 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 grade point average. However, a grade of 'F' is computed into the grade point average.

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 six 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 in the SCHEDULE OF CLASSES.

**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

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to the date stated in the SCHEDULE OF CLASSES.

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

### GRADUATION

**Application.** Students should apply for graduation at the time they enroll for their last semester. Students graduating in the summer who wish to participate in the spring commencement exercise should enroll on the first day of priority summer enrollment and submit a graduation application for the summer semester immediately. Applications must be received in The Registrar's Office by the deadline listed in the SEMESTER SCHEDULE OF CLASSES. Every effort will be made to notify students of unmet requirements in time for changes to be made to the semester's enrollment; however, the final responsibility for enrolling in courses which fulfill graduation requirements remains with the student.

**Commencement.** Attendance at commencement is highly encouraged. Attendance will help to make this important occasion a memorable one.

Students who are unable to participate in commencement should notify the Office of the Registrar.

Undergraduate commencement exercises are held at the conclusion of the Fall and Spring semesters. Students who expect to complete degree requirements in the Fall or Spring semester may participate only in the commencement exercise in the semester they expect to complete degree requirements. Students who expect to complete degree requirements in the Summer semester may participate in the Spring exercise provided they have met the deadlines set forth by the Office of the Registrar, or they may elect to participate in the Fall exercise following Summer graduation.

**Fee.** A fee is charged to cover administrative costs associated with the awarding of the degree. This fee will be charged to the student's account.

**Requirements.** Students are solely responsible for knowing and meeting degree requirements. Any questions should be directed to the Office of the Registrar.

### HONORS

**Dean's Honor List.** Students who have completed at least 12 semester hours in one semester at Southeast Missouri State University with a grade point average of 3.5 or above and with no grade below a 'C' are placed on the Dean's Honor List. Pass/fail courses, credit only courses, and developmental courses do not count toward the 12 hours needed. Only courses in which grade points are applied to the cumulative grade point average 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 Dean of the School of University Studies.

**Departmental Distinction.** To be eligible to apply for graduation with departmental distinction, students must have completed a minimum of 75 semester hours with at least a 3.0 overall cumulative grade point average, and must have at least a 3.25 cumulative grade point average in courses taken in the department of the major.

To be graduated with this distinction, students must initiate the study for distinction prior to the graduation semester and satisfy criteria, which are detailed in the **FACULTY HANDBOOK**. Approval for the distinction project should be reported to the Office of the Registrar at the time of enrollment for the graduation semester. Students interested in this program should ask the chairperson of their department for additional information.

**Graduation with Honors.** Students with a cumulative grade point average of at least 3.5 may be graduated with honors. This honor is recorded on the student's transcript. A special ceremony to recognize students graduating with honors is held prior to the commencement exercise. To be eligible to participate in this ceremony, a student must have earned a cumulative grade point average of at least 3.5 before the beginning of the term in which the student is to be graduated. Grades earned during the student's final term will not be considered in determining eligibility for participation in the honors ceremony.

All grades earned, including the original grade in a course that has been repeated, are used to compute the cumulative grade point average for determining eligibility for graduation with honors. The cumulative grade point average for honors, then, may be different from the cumulative grade point average reported on the student's transcript or grade report.

**Cum laude.** Students whose cumulative grade point average is from 3.5-3.749 are graduated cum laude.

**Magna cum laude.** Students whose cumulative grade point average is from 3.75-3.899 are graduated magna cum laude.

**Summa cum laude.** Students whose cumulative grade point average is from 3.9-4.0 are graduated summa cum laude.

**EXCEPTION:** Students who have elected to utilize the "Academic Fresh Start Policy" for forgiveness of prior grade point average are eligible for graduation with honors based upon their new course work and grades.

## **HONORS PROGRAM**

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

1. to encourage an intellectual orientation by providing a model of academic endeavor, which emphasizes analytical thought, insight into the methodologies of different disciplines, and cross-disciplinary synthesis;
2. 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; and
3. 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.

### **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 course in the University curriculum. Honors courses are designed and taught to contribute to the goals and objectives of the Honors Program. At the same time, honors courses meet the content requirements of their non-honors counterparts.

An honors student may contract with a member of the honors faculty for honors credit in any course in the University curriculum. The honors contract ensures that the student undertakes independent work, which satisfies the goals and objectives of the Honors Program. At the same



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time, the contract ensures that the normal content requirements of the course are met.

While meeting the defined objectives of their non-honors counterparts, honors courses emphasize creative and active learning, analysis and synthesis, and application of background knowledge. Particular attention is paid to student initiative, methodological awareness, depth of investigation, and diversity of learning resources. Student initiative is encouraged. There is less reliance upon drill, lecture, and textbook review, and greater reliance upon independent readings, class discussion, question-and-answer sessions, collective problem-solving, and student-conducted research. Methodological awareness is indicated by an emphasis on methods of research and analysis, the process of discovery, the nature of professional activity in the discipline, historical development of the discipline, and current issues and problems. Depth of investigation is found as material is covered in greater detail. Greater emphasis is placed on implications and underlying principles, and more intellectually demanding issues and problems are discussed. Diversity of learning resources implies less reliance upon traditional textbook presentation of material, and greater reliance upon a variety of sources, including professional articles and books, books of current and historical interest, selected readings from periodicals, library resources, visiting faculty, and team teaching.

To be eligible for admission to the Honors Program, entering students with fewer than 12 semester hours of college credit must have a cumulative high school grade point average of at least 3.4 on a 4.0 scale (or its equivalent) and an ACT composite score of at least 25 (or its equivalent). Students who do not meet the standards given above may be admitted to the program by petition if, after 12 semester hours of college credit, they have earned a cumulative grade point average of 3.25 (or above).

Transfer students with 12 or more semester hours of college credit must have a minimum cumulative college grade point average of 3.25 for admission to the Honors Program.

In order to remain in the program, students must (1) maintain a minimum cumulative grade

point average of 3.25 and (2) maintain active involvement in the program by enrolling in honors sections or completing honors contracts on a regular basis.

To complete the Honors Program students must (1) maintain a cumulative grade point average of 3.25, (2) earn a minimum of 24 semester hours of Honors credit, with at least 6 of these hours at or above the 300 level, and (3) complete a senior honors project.

In addition to special academic opportunities, the Honors Program offers other activities through which superior students can develop leadership skills and participate in cocurricular and social activities with other honors students and honors faculty. Students are also given the opportunity to attend honors conferences and in other ways contribute to the intellectual climate of the University.

For additional information about the Honors Program, contact Dr. Craig Roberts, Director of the Honors Program, 902 College Hill, (573) 651-2513 or <http://www.semo.edu/honors>.

### IDENTIFICATION CARD

All enrolled students are expected to carry a University identification card. The card is required to obtain access to various University facilities, services and to gain admission to certain University programs and functions. It also has a vending stripe that can be used for campus copy machines, vending machines, and other purchases. Students are responsible for the accuracy of the information on the card.

The ID card is non-transferable and its misuse or falsification of information could result in disciplinary action. Students must present their identification card upon request to University officials acting in performance of their duties. There is no charge for the original ID or for a replacement if the card is bent, worn, or broken, however, you must return the damaged card at time of requesting a new card. A replacement fee of \$15 will be charged to replace lost cards, or those that are required by a name or account number change. Cards are obtained in the ID Services office, near the Information Desk on the 3rd floor of the Uni-

versity Center. Please call 651-2551 for further information.

## **INCOMPLETE GRADE**

(See Grades)

## **INDEPENDENT STUDY**

Students may enroll in a maximum of two independent study courses for a total of six semester hours credited toward the baccalaureate degree. They must have met the following prerequisites:

1. A minimum of 75 semester hours completed;
2. A minimum cumulative grade point average of 2.5 overall or 2.75 in the department in which the independent study is being done;
3. A minimum of 10 semester hours in the department completed;
4. Permission of the department chairperson.

## **INTERNSHIP**

An academic internship affords the student a unique opportunity to combine formal learning experiences with the professional work setting. Internships are planned experiences that are approved prior to enrollment for credit. Internship programs may be established for three to 15 semester hours of credit. As a guideline, it is expected that the student would be employed in a supervised learning experience for at least 120 hours spread over the academic session in order to receive three hours of credit. While the number of hours provides the basis for a set time frame, the emphasis throughout the internship is on the quality of the planned learning experiences. Departments should refer to the **FACULTY HANDBOOK** for guidelines for establishing internships.

## **LATE ENROLLMENT**

(See Enrollment/Withdrawal)

## **MAJOR**

An academic major is a curricular component that enables students to make an in-depth inquiry into a discipline or a professional field of study. It is organized around a specific set of goals and objectives that are accomplished through an ordered series of courses whose connections define an internal structure. It is intended to provide study in depth, which leads to knowledge and understanding in the discipline or field of study. A major that focuses on discipline draws its courses predominantly from one department. One that encompasses a professional field of study or is interdisciplinary usually obtains its courses from more than one department.

The number of credit hours in a major and its organizational structure will vary, depending on whether it aims at disciplinary or professional preparation. A disciplinary major consists of thirty to forty-two credit hours. Due to the demands of accrediting agencies, certification requirements, and professional competence, a professional major normally ranges from thirty to fifty-five credit hours. In both cases, a major includes a logically ordered core of required courses, which provides general direction for students' study, and a series of electives, which gives a degree of flexibility to the program. At least sixty percent of the course work in a major is at the upper division level (300 or above).

Departments have the responsibility for administering all majors within their unit and for approving particular programs of study and appropriate course substitutions for students. Those departments involved with interdisciplinary majors perform the same functions as an individual department. Courses taken to fulfill other academic requirements, e.g., University Studies, minors and areas of specialization, may ordinarily also be used in the major without reducing the minimum number of hours required for a degree. However, no student may declare a major and a minor in the same discipline or field of study.

The most important feature of a major is study in depth. A major introduces students to a discipline or field of study through a foundation of theory and method, which serves as a basis for fur-

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ther study. It exposes them to the gamut of topics examined and the analytical devices used in the study of the subject. It contains a series of courses that presume advancing levels of knowledge and understanding. At its completion, it has a means of assessing students' mastery of the subject such as, a project, an internship, a thesis, or a comprehensive examination. Study in depth provides students with an understanding of the fundamental problems and arguments of a discipline or field of study, as well as their limits. It affords them practice with the tools of the subject, introduces them to its historical and philosophical foundations, and gives them a clear sense of its boundaries and its effectiveness as a means for understanding or serving human society.

Within majors, there may be Options, Concentrations, Areas of Specialization or Tracks.

**Options.** An Option is a formally designated specialization within an existing major that has distinctive curricular pattern. A preponderance (more than half) of required courses for the option will be taken in a core of courses common to all variations of the existing major. Options will appear on the student's transcript.

**Concentrations.** A Concentration is a specialization within an existing major that is a coherent set of courses designed to provide depth in a particular sub-discipline. Concentrations will not appear on a student's transcript.

**Area of Specialization.** An Area of Specialization is specific to the B.S. in Education for Elementary (1-6) and Middle School (5-9) programs. It fulfills one requirement of the Missouri Department of Elementary and Secondary Education for teacher certification for those programs. An Area of Specialization consists of an approved structured 21 hour (minimum) series of courses in an area appropriate for these teachers. An Area of Specialization will appear on a student's transcript.

**Tracks.** A Track is specific to the degree in Interdisciplinary Studies. A Track consists of at least 12 credit hours and not more than 30 credit hours in specific discipline or area of study. The specific courses that constitute a Track are determined in the contract that the student makes with the School of University Studies. Up to four Tracks may appear on the student's transcript.

## MAXIMUM COURSE CREDIT

Students may not take more than 55 hours in a department toward the 120 hours required for the baccalaureate degree except on the Bachelor of Music, Bachelor of Music Education, Bachelor of Science in Nursing, and the Bachelor of Science in Family and Consumer Sciences Education degrees; the physical education and industrial education majors on the Bachelor of Science in Education degree; the chemistry major and the industrial technology/production technology major on the Bachelor of Science degree.

## MINOR

An academic minor is a curricular component, which enables a student to make an inquiry into a discipline or field of study, or to investigate a particular theme. It is organized around a specific set of objectives or questions. The objectives of a minor are achieved through an ordered series of courses, whose connections are defined to indicate an internal structure. Minors are intended to provide competency in the subject. Course offerings in a minor may be centered in a specific department or drawn from several departments as in the case of a topical or thematic focus.

A minor consists of fifteen to twenty-one credit hours, with at least six credit hours, preferably nine or more, at the upper level (300 or above). Nine to twelve credit hours are organized in a logical sequence of required credits. This core provides general direction for the student's study, while maintaining a degree of flexibility. Flexibility is achieved by offering the student a choice from among a group of courses to complete the credits. Departments have the responsibility to administer all minors within their unit and to approve appropriate substitutions for students. Those units involved in interdepartmental minors perform the same function as departments. Courses taken in a minor may ordinarily also be used to fulfill other academic requirements, i.e., majors, University Studies, without reducing the minimum number of hours required for a degree. However, no student may declare a major and a minor in the same discipline.

The integrity of a minor is measured by the degree to which the structure and content meet its objectives and, thereby, serve the student. It is also determined by its relationship to the curricular goals and objectives of the department. The regular evaluation of a minor to ensure its integrity and the practice of noting it on a student's transcript indicate its importance to the university curriculum. The true significance of a disciplinary minor is demonstrated by the extent to which it leads the student to some understanding of that discipline or field of study and to a certain degree of competence with its methods of inquiry. The quality of an interdisciplinary or thematic minor is determined by its ability to suggest answers to the questions upon which it is focused. In either case, a minor should provide basic insight into a subject that helps further the student's educational goals.

## **PROBATION**

(See Academic Standing)

## **REPEATED COURSES**

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.

## **RESIDENCE REQUIREMENTS**

At least 30 semester hours of credit earned in residence are required for all undergraduate Baccalaureate degrees. At least 20 semester hours of credit earned in residence are required for all undergraduate Associate degrees. "In Residence" is defined as courses taken on a campus of Southeast Missouri State University or administered by Southeast Missouri State University.

The last term of work before receiving a degree must be done in residence; however, students who lack six semester hours or fewer to meet the graduation requirements may request permis-

sion of the Registrar to complete them at another accredited college or university, or by correspondence subject to the rules governing transfer of credit.

## **STUDENT OUTCOMES ASSESSMENT**

Assessment of student skills and knowledge by various means external to regular classes is an important and necessary part of completing degrees at Southeast Missouri State University. Students are expected to complete any locally-produced or nationally-normed assessment instruments (e.g., Major Field Achievement Tests, C-Base, Writing Assessment, the California Critical Thinking Skills Test and general education assessments) required by Southeast Missouri State University for measurement of students' skills and knowledge. Students are responsible for knowing the assessment requirements of the University and of their academic major departments. The University is responsible for informing students of these specific requirements in official documents. The University has the option to record the results of students' performance on official assessments in official students' records, including transcripts. The University reserves the right to withhold official records and access to enrollment of students who do not complete required assessments.

All students are required to fulfill the 75-Hour Writing Proficiency requirement except (a) those who are pursuing a second college degree at the bachelor's level or beyond, and (b) those who have completed 94 credit hours toward their degree upon enrolling at Southeast for the first time. Students who are required to fulfill this requirement must enroll in WP 003, the 75-Hour Writing Proficiency Test, after they have completed 75 semester hours of credit. In addition, students must complete the University Studies Written Expression course and WP 002 before taking WP 003. A passing score on WP 003 is a requirement for graduation on all baccalaureate degrees. The test is administered by Testing Services and scored by the Writing Outcomes Program faculty. Students must present two photo ID's for admission to the testing site.

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## **STUDENT RECORDS**

The University maintains students' educational records in a manner consistent with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Missouri statutes R.S.MO. 610.021(6) and 610.010(4), and the implementation of these acts. These acts are designed to protect the privacy of students and parents regarding access to records and release of such records, and to provide opportunity for a hearing to challenge such records should they be inaccurate, misleading, or inappropriate.

Social Security numbers are used as Student Identification Numbers. Students who do not have a Social Security Number or do not wish to provide it will have an identification number assigned by the Office of Admissions.

Under the University's Open Meetings and Open Records Policy, adopted by the Board of Regents October 30, 1987, public records are closed to public inspection and copying to the extent that they relate to scholastic probation, expulsion, or graduation of identifiable individuals and personally identifiable student records.

However, such records may be subject to public inspection and copying under the following conditions:

1. Personally identifiable student records shall be open for inspection by the student, or by the parents, guardian or other custodian of the student in the case of a student who is a dependent of the parent, guardian, or other custodian as defined by the Internal Revenue Code, Sec. 152. The burden of establishing dependency shall be upon the parent, guardian, or custodian requesting access to the record.
2. Any personally identifiable student records may be disclosed upon the request or with the consent of the student, in writing, dated, and specifying the records to be disclosed, the purpose of the disclosure, and the parties to whom disclosure may be made.
3. Personally identifiable student records which are required by state or federal law to be disclosed to federal or state agencies, or

under court order, or in specific circumstances, may be disclosed at the request of such agency, or in response to court order, or upon showing of the specific circumstances requiring disclosure.

4. Directory information, including the following: Name, address, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full or part time enrollment status, number of hours enrolled in a semester, degrees, awards received, and the most recent previous educational agency or institution attended by the student, may be disclosed without the consent of the student.

A student who objects to the disclosure of any of these specific categories of personally identifiable directory information has the right to refuse to permit the designation of such information as directory information with respect to that student. Such objection must be made in writing to the Registrar not later than 30 days after the start of the student's first semester of enrollment at the University. The University will attempt to honor written objections not filed within 30 days after the start of the student's first semester of enrollment, but in such instances will not be responsible for the inadvertent release of information designated by the University as directory information by an agent who is not aware of the student's objection to that release.

## **SUSPENSION**

(See Academic Standing)

## **UNIVERSITY STUDIES PROGRAM**

All students who are candidates for baccalaureate degrees are required to complete the University Studies program. This program consists of 48 semester hours and includes the following components: (1) UI 100 First Year Seminar, required of all beginning students and transfer stu-

dents with fewer than 24 degree credit hours; (2) 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; (3) two 300 level interdisciplinary courses; and (4) 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).

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.

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 Kent Library 305, (573)651-2298 and online at <http://www.semo.edu/ustudies>.

## **VETERANS**

Veterans are required to meet standards of federal laws regarding progress and attendance, under supervision of the Veterans Administration. Information regarding these regulations is available from the Office of the Registrar. Students who expect to receive benefits must certify with the Office of the Registrar each semester of enrollment.

## **WEB REGISTRATION**

(See Enrollment)

## **WITHDRAWAL FROM THE UNIVERSITY**

(See Enrollment/Withdrawal)

## **WORKSHOPS**

Workshop courses are generally designed to meet a specific current need by offering students intensive study of a single topic, problem or issue. Workshops numbered 800-833 are open to all undergraduate and graduate students and are awarded lower division credit; those numbered 834-866 are open to undergraduate students who have completed 45 semester hours, and to graduate students and are awarded upper level or graduate credit. Normally, workshops are graded 'CR' for credit only.

## **WRITING COMPETENCE**

(See Student Outcomes Assessment)