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UNDERGRADUATE BULLETIN

2024-2025
Cape Girardeau
Phone (573) 651-2000
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FALL SEMESTER 2024

August 19 – December 13
Classes Begin (full semester and 1st 8-week session) – August 19
Labor Day - no classes – September 2
Second half of semester begins – October 10
Fall Break – October 16 (close of classes) – October 21 (7 a.m.)
Thanksgiving Recess - November 26 (close of classes) – December 2 (7 a.m.)
Final Exams - December 9-13
Commencement - December 14

SPRING SEMESTER 2025

Wintersession - December 16, 2024 – January 10, 2025
January 13 – May 9 (Regular Semester)
Classes Begin (full semester and 1st 8-week session) - January 13
Martin Luther King, Jr. Birthday (no classes) - January 20
Second half of semester begins – March 6
Spring Break – March 7 (close of classes) - March 17 (7 a.m.)
Designated Holiday – April 18
Final Exams – 5-9
Commencement - May 10

SUMMER SEMESTER 2025

First 4-Week Session – May 12-June 5
First 6-Week Session – May 12 – June 18
12-Week Session – May 12 – July 31
Second 4-Week Session – June 9-July 3
8-Week Session – June 9 – July 31
Second 6-Week Session – June 23 – July 31
Third 4-week Session – July 7-July 31

The University maintains its teaching, public service, and operational activities in accordance with established schedules. Suspension of classes and/or campus operations is avoided whenever possible. Students, faculty, and staff are urged to use discretion and judgment when travel conditions are hazardous. If a state of emergency is declared for the entire community, the University will follow stated emergency procedures.

SOUTHEAST MISSOURI STATE UNIVERSITY'S ACCESSIBILITY PLAN

Southeast Missouri State University will take such means as are necessary to ensure that no qualified disabled person is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because Southeast Missouri State University's facilities are physically inaccessible to, or unusable by disabled persons. The accessibility standard required by Federal law for 'existing facilities' is that the recipient's program or activities when viewed in its entirety, must be readily accessible to disabled persons.

Southeast Missouri State University may meet this standard through such means as reassignment of classes, or other services to accessible locations, redesign equipment, assignment of aides, alterations of existing facilities, and construction of new accessible facilities. Southeast Missouri State University is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

Because scheduling classes, coordinating accommodations, and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission should identify themselves and their disability within five days of the start of the semester of enrollment and indicate the nature of accommodation needed for their disability. Students should contact Accessibility Services.

NOTICE OF NONDISCRIMINATION/ANTI-HARASSMENT

Southeast Missouri State University is committed to providing a safe and civil learning and working environment for its faculty, staff, students, and visitors, free from discrimination in any form. The University prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. Harassment based on any of these classifications is a form of discrimination that also violates University policy. Inquiries concerning the application of these regulations to the University may be directed to the Assistant to the President for Equity Initiatives/Title IX Coordinator, room 010, Academic Hall, One University Plaza, Cape Girardeau, MO 63701, (573) 651-2524.

Situations may arise in which students believe they have not received fair treatment by a representative of the University, or have concern about the performance, action or inaction of a member of the faculty or staff which affects the student. Whenever possible, the student should approach the faculty or staff member first in an attempt to resolve the matter. Unresolved concerns involving faculty should be taken to the chairperson of the department and then to the dean of the college. Unresolved concerns involving staff should be taken to the staff member's supervisor and then to the next higher supervisor.

It is the policy of Southeast Missouri State University to comply with Title IX of the Education Amendments Act of 1972. In the event of a complaint alleging sexual harassment discrimination, the student may contact the Office of Equity Initiatives, the Dean of Students, or the Department of Public Safety.

MISSION, VISION AND VALUES

Mission: Southeast Missouri State University provides student-centered education and experiential learning with a foundation of liberal arts and sciences, embracing a tradition of access, exceptional teaching, and commitment to student success that significantly contributes to the development of the region and beyond. The University is designated by the State of Missouri as an institution with a statewide mission in the visual and performing arts, computer science, and cybersecurity.

Vision: Southeast Missouri State University strives to be one of the nation's most academically competitive regional comprehensive universities, recognized for excellence in education, research, engagement, and creativity.

Values:

Student Success – Southeast Missouri State University values student-centered education and experiential learning through engaged and adaptive modes in and beyond the classroom in a safe, friendly, supportive environment that offers academic and career achievement for our students.
Excellence – Southeast Missouri State University values sustained commitment to quality teaching, research, and creative activities integrated into impactful academic and co-curricular programs that offer students a transformative educational experience.

Access and Diversity – Southeast Missouri State University values access to affordable, high-quality education with a diverse student body, faculty, and staff that respects and celebrates a diverse learning community in a global society.

Community – Southeast Missouri State University values an engaged campus learning community committed through shared purposes and service; sustained by respect, accountability, and adaptability; and strengthened through collaborative partnerships that extend the expertise and accomplishments of faculty, staff, students, and alumni beyond the campus.

ACCREDITATIONS AND AFFILIATIONS

Southeast Missouri State University is fully accredited by:
HIGHER LEARNING COMMISSION
230 S. LaSalle Street, Suite 7-500

Chicago, IL 60604
Phone: (312) 263-0456; (800) 621-7440

The University holds specific program accreditations from:

AACSB INTERNATIONAL

ABET, Inc.

ACEJMC - ACCREDITING COUNCIL FOR EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

AND/ACEND – ACADEMY OF NUTRITION AND DIETETICS/ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS

ACS - AMERICAN CHEMICAL SOCIETY

APT – ASSOCIATION OF PLAY THERAPY

ASHA/CAA - AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION/COUNCIL ON ACADEMIC ACCREDITATION IN AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY

ATMAE – ASSOCIATION OF TECHNOLOGY, MANAGEMENT, AND APPLIED ENGINEERING

CAATE – COMMISSION ON ACCREDITATION OF ATHLETIC TRAINING EDUCATION

CACREP - COUNCIL FOR THE ACCREDITATION OF COUNSELING AND RELATED EDUCATIONAL PROGRAMS

CAEP – COUNCIL FOR THE ACCREDITATION OF EDUCATOR PREPARATION (formerly NCATE)

CCNE - COMMISSION ON COLLEGIATE NURSING EDUCATION

CEPR/PRSA – CERTIFICATE IN EDUCATION FOR PUBLIC RELATIONS/PUBLIC RELATIONS SOCIETY OF AMERICA

CIDA – COUNCIL FOR INTERIOR DESIGN ACCREDITATION

COSMA – COMMISSION ON SPORT MANAGEMENT ACCREDITATION

CSWE - COUNCIL ON SOCIAL WORK EDUCATION

DHS/NSA NATIONAL CENTER FOR ACADEMIC EXCELLENCE IN CYBER DEFENSE EDUCATION

NACEP – NATIONAL ALLIANCE FOR CONCURRENT ENROLLMENT PROGRAMS

NASAD - NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

NASM - NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

NAST – NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE

NCFR/CFLE – NATIONAL COUNCIL ON FAMILY RELATIONS/CERTIFIED FAMILY LIFE EDUCATOR

NIBS – NETWORK OF INTERNATIONAL BUSINESS SCHOOLS

NRPA/COAPRT - NATIONAL RECREATION AND PARK ASSOCIATION/COUNCIL ON ACCREDITATION OF PARKS, RECREATION, TOURISM, AND RELATED PROFESSIONS

The institution is a member of:

ACT/National Research Center for College and University (NRCCUA)

Accrediting Council on Education in Journalism and Mass Communications

American Association for State and Local History

American Association of Colleges of Nursing

American Association of Colleges for Teacher Education

American Association of Collegiate Registrars and Admissions Officers

American Association of State Colleges and Universities

American College Dance Association

American Historical Association

American Kinesiology Association

American Mathematical Society

American Political Science Association

American Speech-Language-Hearing Association

American Society for Engineering Education

Amigos Library Services (Regional Library Consortium)

Associated Collegiate Press

Association of College and University Housing Officers - International

Association of Departments of English

Association of Departments of Foreign Languages

Association of Governing Boards of Universities and Colleges

Association of International Educators

Association of Public Safety Communications Officials

Association of Schools of Journalism and Mass Communication

Association of Student Conduct Administration

Association of Title IX Administrators

Association of Writing and Writing Programs

Association to Advance Collegiate Schools of Business International
Broadcast Education Association
Campus Parking & Transportation Association
Cape Girardeau Chamber of Commerce
Coalition of State University Aid Administrators (COSUAA)
College Board
College Media Association
College and University Professional Association for Human Resources
Commission on Collegiate Nursing Education
Commission on English Language Program Accreditation (CEA)
Council for Accreditation of Counseling & Related Educational Programs
Council for the Advancement and Support of Education
Council for the Accreditation of Education Preparation
Council for Opportunity in Education
Council of Academic Programs in Communication Sciences and Disorders
Council for Adult and Experiential Learning (CAEL)
Council of Colleges of Arts and Sciences
Council of Graduate Schools in the United States
Council on Public Higher Education in Missouri
Council on Social Work Education
EDUCAUSE Learning Initiative
English USA
Grants Resource Center
Great Plains Honors Council
Hawthorn Foundation
Higher Learning Commission
Hispanic Association of Colleges and Universities
Hispanic Chamber of Commerce of Metropolitan St. Louis
Hispanic Educational Technology Services
Illinois Thespian Conference
Institute of International Education (IIE)
International Association of Campus Law Enforcement Administrators
International Association of Law Enforcement Standards and Training
International Council of Fine Arts Deans (ICFAD)
International Education Council of St. Louis
Jackson Chamber of Commerce
Kennedy Center American College Theatre Festival
Media Communications Association – International
Midwest Association of Student Financial Aid Administrators (MASFAA)
Midwest Independent Conference
Missouri Academy of Science
Missouri Association of Colleges for Teacher Education
Missouri Association of Colleges of Nursing
Missouri Association of Departments and Schools of Music
Missouri Association of Student Financial Aid Personnel
Missouri Bar Civics Education Association
Missouri Broadcast Educators Association
Missouri Charter Public School Association
Missouri College Media Association
Missouri Council for History Education (MOCHE)
Missouri Council for Social Studies (MCSS)
Missouri Federation of Music Clubs
Missouri Languages Consortium
Missouri League for Nursing
Missouri Public Transit Association
Missouri Thespian Conference
MOBIUS (Missouri Library Consortium)
National Association for Campus Activities
National Association for College Admission Counseling
National Association of Black Journalists
National Association of Branch Campus Administrators
National Association of Charter Schools Authorizers

National Association of College and University Attorneys
National Association of College and University Business Officers
National Association of Collegiate Directors of Athletics
National Association of Schools of Theatre
National Association of Student Financial Aid Administrators
National Collegiate Athletic Association
National Collegiate Honors Council
National Communication Association
National Council for Preservation Education
Network of International Business Schools
Non-Land Grant Agricultural and Renewable Resource Universities (NARRU)
North American College Teachers of Agriculture (NACTA)
OCLC (International Library Cooperative)
Ohio Valley Conference
Public Relations Student Society of America
Society of Professional Journalists
Southeastern Theatre Conference
St. Louis Regional Chamber
State Authorization Network (SAN)
Study Missouri
Teacher Education Council of State Colleges and Universities
The American Council on Education
The Association for International Credential Evaluation Professionals (TAICEP)

The institution holds the following specialized recognitions:

Apple Distinguished School

Verified Course Sequences Program (VCS)

ACADEMIC POLICIES

ADMISSION

Admission decisions are made without regard to race, ethnicity, creed, gender, marital status, veteran status, disability, or national origin. Applicants for admission must complete an admission application. Additional applicant requirements could include but are not limited to an application fee, proof of high school equivalency, official high school and/or college transcripts, and college entrance exam scores. Applicants who are provided the opportunity to self-report their academic record must submit official transcripts and test scores for verification.

Students interested in applying for the fall semester are urged to apply through the early admission process. Applications should be submitted to the Office of Admissions no later than December 1 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 1. Applications for the spring semester should be submitted prior to November 1, and applications for the summer semester should be submitted prior to May 1. Contact the Office of Admissions for specific details. Admission to the University does not guarantee admission to specific programs.

Applicants for admission are asked to disclose details of previous civil or school discipline. The Office of Admissions and the Office of Student Conduct will review information provided by the applicant and may request additional information and a personal interview with the applicant prior to reaching an admission decision. The University reserves the right to deny admission to an applicant or admit with restrictions based upon the review. Individuals with a felony/criminal background (pending charges and SIS included) are not allowed to live in campus housing facilities. Misrepresentation or change of facts or failure to provide requested information could be cause for refusal of admission, cancellation of admission or suspension from the University.

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 high school grade point average with test optional admission opportunities as well as options to be admitted using college entrance exam scores.

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 emphasizing composition or writing skills; composition, English I-IV, literature and one unit of speech or debate acceptable); three units of mathematics (algebra I, algebra II/intermediate algebra, geometry, trigonometry, statistics, pre-calculus, calculus, math analysis acceptable); three units of social studies (one unit of American history and one semester of government required; contemporary issues, business law, economics, philosophy, psychology, sociology, world history also acceptable); three units of science (general science does not count; one must be a laboratory course; physical science, biology, chemistry, physics, botany, zoology, astronomy, environmental science, earth science, anatomy & physiology or one unit of computer science acceptable); and one unit of visual/performing art (art, dance, music, or theatre). 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 seeking admission to a Southeast regional campus but do not meet the regular admission requirements may enroll at a regional campus as a restricted student.

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

ADMISSION OF RETURNING STUDENTS

Undergraduate students who previously attended Southeast Missouri State University but have been away for one full academic year must apply for readmission. Students applying for readmission should submit the Undergraduate Application for Admission. In addition, official transcripts from all colleges attended since the last semester of enrollment at Southeast must be sent to the Office of Admissions. Readmission to Southeast is dependent on academic performance.

ADMISSION OF TRANSFER STUDENTS

Applicants from degree-granting programs at accredited U.S. Department of Education-recognized colleges or universities who have completed 24 transferable semester hours with a cumulative transfer 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. The Director of Admissions may bring the appeal to the University Academic Appeals Committee for review. For specific information about academic standing, refer to the heading Academic Standing under Academic Policies and Procedures. Appeals must be received no 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, Lewis and Clark Community 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, with Borough of Manhattan Community College in New York, 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 from the accredited U.S. Department of Education-recognized institution where it was earned. Ordinarily, vocational/technical courses will not be transferable.

Completion of General Education Requirements: In accordance with the *Credit Transfer: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities*, approved by the Missouri Coordinating Board for Higher Education (CBHE) in June 2000 and revised in April 2013, students who transfer from Missouri public colleges and universities and Missouri private institutions that adhere to these guidelines will be considered as having met the general education requirements if they complete:

- an Associate of Arts (AA) degree; or,
- an Associate of Arts in Teaching (AAT) degree; or,
- the Missouri 42 semester-hour block of general education credit; or,
- the designated general education program at the other institution, provided that the institution certifies the student's completion of that program.

Students with an AA or AAT degree from an out-of-state, U.S. Department of Education-recognized institution will also be considered as having met general education requirements at Southeast, with the exception of the Missouri Constitution Requirement.

While AA and AAT degree holders are considered as having met the general education requirements, students are required to complete general education classes required as part of the major area of study curriculum.

Transfer Credit Appeals. A student has the right to appeal a denial of transfer credit from an accredited 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 Academic Appeals Committee to review the appeal. If the student's petition is denied by the University Academic Appeals 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.

ADMISSION OF INTERNATIONAL FIRST YEAR STUDENTS

Applicants who are not citizens or permanent residents, or asylees of the United States must apply through the Office of International Education and Services. The application process is outlined at <https://semo.edu/international/admissions/index.html>

Applicants who do not meet the required English proficiency may apply for conditional admission to undergraduate study by first completing the University's Intensive English Programs (IEP).

ADMISSION OF INTERNATIONAL TRANSFER STUDENTS

International students with transferable hours from another college or university are considered transfer students. Transfer students must meet all admission criteria as international first year students (see above) as well as submit official transcripts with course descriptions in English. In addition, international students transferring from within the United States must submit a copy of their I-20 or DS 2019 and the SEVIS transfer eligibility form (https://semo.edu/international/_pdfs/international-transfer-form.pdf). Southeast Missouri State University will not accept SEVIS records in terminated or completed status.

ADMISSION OF EXCHANGE OR VISITING STUDENTS FROM PARTNER INSTITUTIONS

International students in good standing, who plan to participate in a short-term exchange program from an approved partner institution, are admitted through the Office of International Education and Services. The process includes:

- (1) The exchange coordinator at the partner institution must complete the nomination form (<https://www.cognitofrms.com/SoutheastMissouriStateUniversity1/ExchangeProgramNominationForm>)
- (2) Once the nomination form is reviewed, program specific application guidance will be sent to the exchange coordinator, including information about submission of transcripts, proof of English proficiency, and proof of finances.

ADMISSION OF VISITING STUDENTS (Not From Partner Institutions)

Prospective international applicants with lawful presence in the United States may enroll as a visiting student. Visiting students applying individually and not through an approved partner, are classified as non-degree seeking students, so they are ineligible for Southeast Missouri State University's I-20 or DS

2019. But in all circumstances, visiting students must apply for admission to the university in the same way that a degree seeking international student would. International visiting students who then decide to pursue a degree program must follow all admission procedures for the appropriate classification as outlined in the undergraduate or graduate bulletin.

INTENSIVE ENGLISH PROGRAM

The IEP assists multilingual learners at Southeast through coursework and services that help them understand and express academic ideas in English. Undergraduate applicants may request conditional admission and use IEP coursework to meet Southeast's English proficiency admission standards. IEP students who successfully complete one or more advanced level courses may be eligible to bridge to undergraduate courses while completing the remaining IEP requirements. Any multilingual learner may request a consultation for language support at international@semo.edu.

Applicants who do not meet the required English proficiency may apply for conditional admission to undergraduate study by first completing the University's Intensive English Programs (IEP). IEP applicants submit the same online application as other international students but must choose either the "Intensive English Program (Conditional Admission)" or "Intensive English Program (IEP Only) Student Type on the application.

SPECIAL ADMISSION

Visiting Students. Students in good standing at other colleges and universities may enroll as visiting students. Visiting students are classified as non-degree seeking students, so they are not eligible for financial aid.

Early College Credit Program. The Early College Credit (ECC) program is designed to encourage high school students with outstanding ability to begin earning college credit after completion of their sophomore year. To be eligible for the ECC program students must have a 'B' average or equivalent in all high school work attempted or be superior in a specified area of academic work, be recommended by their principal or counselor, and meet specified course prerequisites.

Special Students. Applicants who do not intend to pursue a degree or other award given by the University and who are interested in taking courses for specific training or "life-learning" 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. Credit is not typically transferred to another institution but may be done with permission from the Registrar. Special students are not eligible for financial aid.

ORIENTATION

First-Year Student Orientation:

First STEP (Southeast Testing and Enrollment Program) is the required Orientation program for all students who enter the University as a new student with fewer than 24 transferable college credit hours (at least one semester post-high school graduation). First STEP is a program held the semester before students begin their academic careers at Southeast. The program includes academic advising, 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. Southeast also offers an opening week orientation held four days before classes begin in the fall semester. The opening week 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, registration for classes, residence hall information, services for off-campus students, financial aid, billing and parking information, campus tours and student ID pictures.

Online Student Orientation:

Online student orientation is required for all new students entering an online-only degree program. It is

designed to give students information on academic advising, services available for distance students, financial aid and billing, and more. The program is delivered through Canvas, the University's online learning management system, and is designed to familiarize students with the program they will use to complete much of their coursework. There is no charge to complete online orientation.

International Student Orientation:

International Student Orientation is required for all new first year, new transfer and visiting/exchange international students before they begin their academic career at Southeast. International Student Orientation is held the week before school starts each fall and spring semester. This program includes immigration and cultural advising, safety and security information, classroom expectations, placement testing, academic advising, registration for classes, financial and billing information, campus tours, and student ID card photos.

ADMISSION TO MASS COMMUNICATION PROGRAM OPTIONS

Any student wishing to be formally admitted into the Advertising, Media Management, Multimedia Journalism, Public Relations, or Television & Film options within the Department of Mass Media 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 (GPA) of 2.0 on a 4.0 scale.
3. Completion of EN 100 or 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 higher in all required coursework within the major. Courses may be repeated to raise grades below "C."
2. Maintain a minimum 2.0 cumulative GPA and major GPA of 2.25 on a 4.0 scale. Students must have 2.25 major GPA to qualify for an off-campus internship.
3. Maintain a minimum GPA of 2.0 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 higher in all required coursework within the major.
2. Present a minimum cumulative GPA of 2.0 on a 4.0 scale. Present a minimum departmental GPA of 2.25 on a 4.0 scale.
3. Complete 75 hours outside of the MC prefix.
4. Complete an assessment activity, MC001 Exit Interview, in the final semester of coursework.

NOTE: Students taking classes within the Department of Mass Media that are at the 300-level and above will be required to have a laptop computer for use in the classroom during class time. For exact specifications, go to <https://semo.edu/colleges-departments/arts-media/mass-media/pro-on-the-go.html>

ADMISSION TO NURSING PROGRAM

Students seeking a Bachelor of Science Degree in Nursing should select "pre-nursing" as their area of interest and begin taking the courses and/or general education categories listed below. Their assigned advisor will assist in selecting the best sequencing of these courses. The academic advisor will also furnish deadlines for admission materials to be submitted to the Department of Nursing. Applicants will be required to have completed all 45 prerequisite hours or to be enrolled in any of the still remaining courses at the time of application. All prerequisites and general education requirements must be met before beginning the first semester of nursing courses. Students offered provisional admission or placed on the reserve list will be required to enroll in and successfully complete Introduction to Nursing Concepts (NS271) in the same semester as when they applied to the nursing program. This course must be completed prior to beginning any other nursing lecture (NS prefix) or clinical course (NC prefix). Students must have earned a minimum cumulative grade point average (GPA) of 2.80, and a "C" or higher in required courses listed below.

The Missouri Board of Nursing limits the number of students admitted each semester; therefore, admission is competitive and is based on meeting all admission requirements, including completion of all prerequisites, achievement of minimum GPA, and completion of the HESI A-2 pre-admission exam. Courses/Categories requiring a minimum grade of 'C':

- Anatomy & Physiology I & II
- Chemistry (CH181 fulfills a general education requirement)
- Microbiology
- Nutrition (FN235 fulfills a general education requirement)
- Psychological Development Across the Lifespan (PY220 fulfills a general education requirement)
- Statistical Reasoning (MA155 fulfills a general education requirement)
- Written Communication (EN 140 partially fulfills a general education requirement)

Students may access the department web site at <http://www.semo.edu/nursing/> for complete information or contact the Department of Nursing directly.

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 web site and review "Other Specific Nursing Program Policies."

A nursing student who drops an NC or NS prefix course must also drop the course with the corresponding course number. (For example, if a student drops NC 387, s/he must also drop NS 387; if the student drops NS 387, s/he must also drop NC 387.)

A student who receives a grade below a "C" in an NS prefix course or a non-credit grade in an NC prefix course may not continue in the nursing program. However, he/she may apply for readmission. Students desiring readmission must address a letter/email of petition to the Department of Nursing Student Affairs Committee prior to the requested date of enrollment which includes plans for success in the failed course, 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. Readmission is not considered if more than two years have lapsed since the last nursing courses were completed at SEMO. Any student seeking admission after two years must complete the full admission process and if admitted will be required to complete all NC and NS prefix courses including those previously passed and failed. See the BSN Handbook for details or contact the Department of Nursing directly. Students receiving a non-credit grade in any NC (clinical) prefix course must repeat and pass that course prior to enrolling any other nursing course and must simultaneously audit the corresponding NS (theory) prefix course, even if a passing grade was received in the NS prefix course. If a student fails a second NC or NS prefix course, including a repeat of the previously failed course, he/she cannot continue in the nursing program and will not be eligible for re-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. Transfer students who have one failure of a nursing course elsewhere must meet additional specific criteria. See the BSN Handbook for details or contact the Department of Nursing directly.

Licensure. To complete 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 complete the NCLEX. (Section 335.066, Missouri Nursing Practice Act) The full text of this section may be found on the Department of Nursing website and in the BSN Student Handbook online. 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.

Non-English-Speaking Student Policy

Non-English-speaking students applying to the nursing program are required to demonstrate English-language proficiency. English proficiency scores used for admission into the university can be used or

scores within two years of the admission application. The following tests administered in a professional test center are acceptable:

1. Test of English as a Foreign Language (TOEFL) with a passing score of 540 on the paper examination or passing score of 83 and speaking score of 26 for the internet-based examination;
2. Test of English for International Communication (TOEIC) with a passing score of 725 in the listening and reading modules;
3. International English Language Testing System (IELTS) with an overall passing score in the academic module of 6.5 and speaking score of 7.

Applicants are English exempt if they were educated in Australia, Barbados, Canada (except Quebec), Ireland, Jamaica, New Zealand, South Africa, Trinidad/Tobago, United Kingdom, or United State (Puerto Rico).

Students with less than this required score are encouraged to obtain information about remediation with the Office of International Education and Services at (573)986-6863. Students, whose native language is not English, who wish to transfer from another academic institution must show evidence of the required scores or take the TOEFL prior to making application to the Department of Nursing for admission.

The student whose native language is not English is required to meet all other admission requirements of other students applying for admission to the nursing program.

RN-BSN Students. Registered nurses who graduated from an associate degree or diploma nursing program may apply to the RN-BSN Online Program. Registered nurse students should contact Southeast Online at (573) 651-2766 or access <https://semo.edu/nursing/rn-bsnonline/index.html> for more information.

ADMISSION TO NUTRITION MAJOR – DIDACTIC PROGRAM IN DIETETICS (DPD) TRACK

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 Allied Health, Kinesiology, & Sport Sciences any time after they have been admitted to the University and have begun attending classes.

Students wishing to be formally admitted into the Didactic Program in Dietetics must meet the following admission criteria:

- Completion of 45 semester hours with a minimum cumulative grade point average (GPA) of 3.0 including the following course work (or equivalent) with a minimum grade of “C”: BS113; CH181; EN140; FN235; MA115/MA116.
- Completion of all developmental courses (if applicable).

Admission Procedures:

To apply to the DPD, prospective students must complete the DPD Application Form during their time in FN340: Professional Dietetic Seminar. The application is due by the second Monday in February.

Applications are reviewed by the DPD Director. Following application review, the Program Director will send an acceptance decision letter to applicants by the first Monday in April. There are three potential outcomes associated with application to the DPD:

1. Regular acceptance to the DPD
2. Provisional acceptance to the DPD
3. Application rejection

Regular acceptance: Applicants that achieve regular acceptance to the DPD will receive guidance on progressing through the DPD from their advisor and the DPD director.

Provisional acceptance: Students that apply to the DPD may be provisionally accepted to the program if they do not have a minimum GPA of 3.0 or have not completed all required prerequisite courses.

Provisional acceptance to the DPD does not guarantee issuance of a Verification Statement at the time of program completion. A student provisionally accepted to the DPD must meet the following requirements in order to earn a Verification Statement:

- A minimum GPA of 3.0 at the time of DPD completion
- Completion of all required DPD courses at the time of graduation
- Demonstrated adherence to the DPD Attendance Policy in all DPD courses

Provided that the attendance policy is met in all DPD courses, a student will transition from “provisional” acceptance to “regular” acceptance when the minimum GPA requirement is attained and/or the prerequisite courses are completed.

Retention Requirements:

Students will be retained in the DPD, provided the following criteria are met:

- Completion of all required courses as outlined in the degree requirements in the undergraduate bulletin
- Maintenance of a 3.0 cumulative grade point average each semester
- Maintenance of a 3.0 grade point average in all DPD Professional Courses and DPD Science Courses
- A minimum score of “meeting expectations” for all DPD Knowledge Requirements (KRDNs), as assessed in assignments provided in DPD courses. A complete list of knowledge requirements is provided in the DPD Handbook.*
- Adherence to the DPD Attendance Policy, which is described in the DPD Handbook.*

*The DPD handbook is available upon request.

Criteria for Issuance of Verification Statement

In order to receive a DPD Verification Statement, 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 plan of study for the DPD outlines courses required to meet graduation requirements.

The DPD Verification Statement is provided for graduates of the DPD who have successfully met all requirements for retention as a major, completed all requirements for the degree and met all core knowledge requirements set forth by ACEND. The director of the program gives this documentation to all graduates after graduation. A copy of the Verification Statement is also kept on file electronically by the DPD Director.

The DPD Verification Statements provides eligibility to sit for the Nutrition and Dietetic Technician, Registered (NDTR) examination for the NDTR credential, as well as eligibility to apply for dietetic internships and graduate programs requiring the Verification Statement.

Admission/Retention Grievance Policy

Any student denied admission or retention to the dietetics program will be notified through email 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, the student may request a review of the decision by the Chair of the Department of Allied Health, Kinesiology, and Sport Sciences. 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 RESPIRATORY THERAPY MAJOR

Students interested in the professions in respiratory therapy may contact the Department of Allied Health, Kinesiology, & Sport Sciences to declare the pre-major in Respiratory Therapy any time after being admitted to the university. Upon completion of the declaration of major form, each student will be assigned an advisor with Academic Advising.

The declaration of major form does not constitute formal admission to the Respiratory Therapy program. Students are formally admitted to the major upon submission of the application to the director of the Respiratory Therapy program. The director of the Respiratory Therapy program will review and verify the student meets the following prerequisites:

1. Have a grade of 'C' or higher in BS113/013, CH181, MA155, and RT100.
2. Have a minimum cumulative 2.5 GPA.
3. Have documented completion of 6-12 hours of job shadowing in a hospital setting*.
4. Completion of the Test of Essential Academic Skills (TEAS) examination.
5. Complete an interview as part of the selection process and opportunity to learn the expectations of the program.
6. Completion of a background check.

* Job shadowing and interviews may start as soon as the fall semester of the second year of the program prior to entering the respiratory program.

Admitted students must:

Maintain a 2.0 GPA on the Respiratory Grading Scale:

A = 100-93% (4.0 GPA)

B = 92-84% (3.0 GPA)

C = 83-75% (2.0 GPA)

D = <75% (1.0 GPA)

Accreditation: Information pertaining to student learning and achievement in the Respiratory Therapy program accredited by CoARC (Commission on Accreditation of Respiratory Care) can be obtained by visiting www.coarc.com, the Department of Allied Health, Kinesiology, & Sport Sciences website (semo.edu/alliedhealth), or by contacting the department chairperson, Dr. Jason Waggoner at jwaggoner@semo.edu or 573-651-2197.

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 (GPA) of 2.25 overall.
2. Completion of the following coursework with a minimum grade of 'C': PY101; SW110*; SW121*; SW 205; SW 207*; SW 221*; SW 222*; SW 242*.
3. Completion of Constitution requirement, Written Communication requirement, and at least three hours of the Natural Science requirement.
4. Completion of all developmental courses (if applicable).

Once students are formally admitted to the program, they are eligible to enroll in the following courses: SW307, SW308, SW310, SW321, SW322, SW323, SW342, SW449, and SW450.

*SW110, SW121, SW205, SW207, SW221, SW222 and SW242 may NOT be repeated for admission to the social work major without written permission from the student's faculty advisor and the Social Work Program Coordinator.

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 307; SW 308; SW 310; SW 321; SW 322; SW 323; SW 342.
2. Courses may be repeated to raise grades below 'C' with written approval from the student's faculty advisor and the Social Work Program Coordinator.
3. Maintain a cumulative GPA of 2.25.
4. If a student's cumulative GPA has fallen below 2.25, the student will not be allowed to enroll in any remaining social work courses until the GPA requirement is met.

Graduation Requirements:

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

1. A cumulative GPA of 2.25.
2. Completion of integrated seminar and field education, i.e., SW 449 with minimum grade of 'C'.
3. Completion of 448 hours of field education, i.e., SW 450 (Credit/No Credit).

ADMISSION TO SPORT MANAGEMENT MAJOR

Students interested in the professions in Sport Management may contact the Department of Allied Health, Kinesiology, & Sport Sciences to declare Sport Management any time after being admitted to the University. Upon completion of the declaration of major form, each student will be assigned an advisor within the department.

Retention Requirements: Students will be retained as Sport Management majors providing the following retention criteria are met:

1. Maintain a minimum cumulative GPA of 2.50.
2. Maintain a minimum major GPA of 2.50 with a "C" or higher in every course in the Sport Management major, Business minor, and Recreation Management Track as outlined in the degree requirements in the Undergraduate BULLETIN. Courses may be repeated to raise grades below "C."
3. Each semester, grades will be reviewed by the Sport Management director. Any student failing to meet retention requirements will be notified by mail within two weeks of final grade postings that they have a probationary semester to retake coursework. Students must complete an application for reinstatement if they wish to re-take coursework that failed to meet retention requirements. 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 Sport Management must satisfy the following criteria.

1. Present a minimum cumulative GPA of 2.50.

2. Present a minimum major GPA of 2.50 with a "C" or higher in every course in the Sport Management major, and in the Business minor or Recreation Management Track as outlined in the degree requirements in the Undergraduate BULLETIN.
3. Completion of required experiential learning opportunities: SM 370 Sport Management Practicum (minimum of 80 clock hours) and SM 470 Sport Management Internship (minimum of 480 clock hours) with the approval and direct supervision of the Department of Allied Health, Kinesiology, & Sport Sciences.
4. Completion of the exit survey at the end of SM 470.

Accreditation: Information pertaining to student learning and achievement in the sport management programs accredited by COSMA can be obtained by visiting the Department of Allied Health, Kinesiology, & Sport Sciences website at http://semo.edu/health/sport_management.html or by contacting the department chair, Dr. Jason Waggoner at jwaggoner@semo.edu or 573-651-2197.

ADMISSION TO THE TEACHER PREPARATION PROGRAM

To be eligible for enrollment in the majority of courses offered by the Teacher Preparation Program and required for a teaching degree (BSE, BSFCSE, BME), students must be admitted to the Teacher Preparation Program (TPP). Applications can be found at <https://semo.edu/colleges-departments/education-health/educator-preparation/admission.html>. Students should apply for admission to the TPP upon having met the following entrance criteria:

1. 42 hours of coursework completed.
2. Have a GPA of 2.75 or higher.
 - a. Individual that are below a 2.75, they can meet with the Associate Dean to appeal for provisional admission to the Teacher Preparation Program.
 - b. If the individual is granted admission, they will have to:
 - i. Work with the Associate Dean on a plan to improve their GPA to meet the requirements for graduation/certification.
 - ii. Will be provide a list of support services to help in the process of improving their GPA.

OR

3. Have a previous four-year degree from an accredited college/university or an associate degree from an accredited two-year college.
4. The following course requirements met:
 - a. A minimum grade of 'C' in CF/PY120 The Child (Elementary, Early, and Exceptional) or PY222 Development of the Adolescent (Middle and Secondary)
 - b. A minimum grade of 'B' in ED280 Introduction to Education as a Profession or ME222 Principles of Teaching Music.
5. International Students must also meet the following requirements:
 - a. C1 (CEFR) level
 - b. IELTS minimum score of 7.0 or TOEFL minimum score of 95
 - c. Note: This policy is for non-United States citizens who are not native English speakers. Students from the United Kingdom, Canada, Australia, and New Zealand are exempt from English proficiency verification

RETENTION IN THE TEACHER PREPARATION PROGRAM

After admission, students must continue to meet the following requirements for retention in the TPP:

1. Demonstrate continued eligibility for interaction with schoolchildren by completing an MSHP/FBI background check through the use of the MSHP/FBI background check system. (A current background check is required for participation in all field and clinical experiences.);
2. Pass all professional education courses with a minimum grade of 'C.' A minimum grade of 'C' must be obtained in all prerequisite courses before a student can be enrolled in subsequent coursework. Students who, after two attempts, have still not earned a minimum grade of 'C' in a particular professional education course will be removed from the Teacher Preparation Program.
3. Demonstrate behavior appropriate for teaching professionals. Appeals related to removal from the TPP can be found at <https://semo.edu/colleges-departments/education-health/educator-preparation/admission.html>

GRADUATION REQUIREMENT - A final 3.0 GPA in both pedagogy and content coursework is required for graduation.

TEACHER CERTIFICATION

Upon completion of Southeast's Teacher Preparation Program an individual is eligible to be recommended for a Missouri Teaching Certificate if the student has the following:

1. A final 3.0 GPA in both pedagogy and content coursework;
2. A passing score on the appropriate licensure exam(s) as required by the Missouri Department of Elementary and Secondary Education;
3. A passing score on the Teacher Candidate Instrument of the Missouri Educator Evaluation System;
4. MSHP/FBI background clearance from no earlier than one year prior to the date of the application for certification.

ADDITIONAL NOTES: 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 should be aware of the need to be eligible for admission to the teacher preparation program immediately upon transfer. They should contact the Candidate Status and Certification Officer well in advance of the time of transfer. It is especially important that transfer students make arrangements for having ACT and/or MoGEA scores transferred to the University.

ADMISSION TO THEATRE AND DANCE PROGRAM

Students interested in any of the professions associated with the Bachelor of Fine Arts in Theatre or the Bachelor of Arts in Theatre and Dance programs must first declare a major in Theatre or Dance. Upon completion of the declaration of major form, each student will be assigned an advisor within the conservatory. For students declaring either the BA in Theatre or Dance, the declaration of major form constitutes full admission into the program. For students declaring the BFA in Theatre, the declaration of major form does not constitute full admission into the program; rather, students will first be declared as "pre-theatre BFA" majors.

For formal admittance into the BFA in Theatre degree program, each student must:

- Audition or present a portfolio at the fall or spring BFA Admittance Auditions. For early admission, incoming students (freshmen or transfers) may audition the year prior to their first semester at Southeast; otherwise, they will audition their first year at Southeast. To apply, go to <https://semo.edu/colleges-departments/arts-media/conservatory/auditions.htm>

For continuance in the BFA degree program, each BFA Candidate must:

1. Have earned a minimum 3.0 high school, junior college or university GPA.
2. Gain admittance into the program by participating in a BFA Admittance Audition and receiving passing artistic marks from participating faculty.
3. Maintain a GPA of 3.0 or higher within the BFA program.
4. Participate in annual BFA reviews, receiving passing academic and artistic marks to advance in the program.

Admitted candidates whose GPA fall below minimum standards may remain in the BFA program on conservatory probation through the end of the current semester, plus grades from the two subsequent regular semesters, at which time they will regain full status or be dismissed from the program.

Admitted candidates whose artistic progress falls below minimum acceptable standards as determined by the faculty may remain in the BFA program on artistic probation for one regular academic semester, at which time they will go through a special BFA review as part of one of the regular BFA admission auditions. From that, they will either regain full status or be dismissed from the program.

RETENTION/GRADUATION REQUIREMENTS FOR THE BUSINESS ADMINISTRATION DEGREE PROGRAM

Retention Requirements:

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

1. An cumulative cumulative GPA of 2.25.
2. A major GPA of 2.25.
3. A grade of 'C' or better in the BSBA core and support courses with the following prefixes: AC, BA, BL, EC, FI, MG, MI, MK, and QM.

Dismissal from the BSBA degree program:

1. BSBA students who complete any core or support courses with a grade of D or F will be notified in writing by the home department for the BSBA major that the course(s) must be completed with a grade of C or better by the end of the next long (fall or spring) semester or they will be placed on probation within the college. Exceptions can be granted with prior approval of the Dean of the college.
2. If students do not complete the course(s) with a C or better on their next attempt, they will be placed on probation within the BSBA program and notified by the department.
3. If students on probation within the college do not complete the course(s) with a C or better in the next long (fall or spring) semester, or by the extension granted by the dean, they will be dismissed from the BSBA degree program.

Students dismissed from the BSBA degree will be notified by the department. Students' advisors will be copied on all correspondence. Students may meet with the department chairperson to discuss the decision to dismiss the student from the BSBA degree. An official request for review of the decision must be received by the chairperson in writing within 10 business days of email notification of dismissal.

Graduation Requirements:

1. A cumulative GPA of 2.25.
2. A major GPA of 2.25.
3. A grade of C or better in all BSBA core and support courses.

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

RETENTION/GRADUATION REQUIREMENTS FOR THE 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 any time after being admitted to the University. Upon completion of the declaration of major form, each student will be assigned an advisor within the department.

Retention Requirements: Students will be retained as communication disorders majors providing the following retention criteria are met:

1. A minimum GPA of 3.00 in the major courses must be maintained, with a grade of 'C' or better in all major courses. Any course within the major with a grade of 'D' or 'F' must be repeated prior to taking a class for which it is a prerequisite.
2. A student who completes a semester with a major GPA below 3.00 will be placed on probation within the major for the next semester of enrollment. If a major GPA of 3.00 is not achieved by the end of the probationary semester, the student will not be allowed to continue in the Communication Disorders major.

Retention Grievance Policy: Any student who is not retained in the Communication Disorders major will be notified by the Chairperson of the Department of Communication Disorders. The student will be given the opportunity to meet with the Department Chairperson to discuss the rationale of the decision. An official request for review of the decision must be received by the Chairperson within 10 business days of the mailing date of the denial letter.

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 cumulative GPA of 2.50.
2. Present a minimum major GPA of 3.00.

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 (GPA). The policy is designed for undergraduate students who have gained maturity outside of higher education and have demonstrated acceptable academic performance following their return. The granting of an Academic Fresh Start is subject to the following conditions:

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

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

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

ACADEMIC HONESTY

Academic honesty is one of the most important practices influencing the character and vitality of an educational institution. Academic misconduct, also known as academic 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, resulting in the promotion or enhancement of one's scholastic record. Knowingly or actively assisting any person in the commission of any of the above-mentioned act is also academic dishonesty.

Students are responsible for upholding the principles of academic honesty as found in the "Statement of Student Rights" in the Student Handbook and in "Academic Policies and Procedures" section of the Undergraduate and Graduate Bulletins. The University requires that all assignments submitted 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 and cheating which are individually described as follows:

Plagiarism:

In speaking or writing, plagiarism is the act of claiming someone else's work as one's own. This includes paraphrasing without crediting the original source. If there is any doubt, the student should consult their instructor or any manual of term paper or report writing. Violations of academic honesty by plagiarism include, but are not limited to:

1. Presenting the exact words of a source without quotation marks and/or proper attribution;
2. Using another's intellectual property such as computer source code, algorithm, laboratory report, or creative works;
3. Presenting information, images, judgments, ideas, or facts summarized from a source without proper attribution; or
4. Self-plagiarism, using work previously submitted for an assignment for a different assignment without proper attribution and instructor approval.

Cheating:

Cheating includes using or relying on the work of someone else in an inappropriate manner or contributing to another's work in a likewise 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 one's own assignments, examinations, source codes, or other intellectual property;
3. Works in a group when they have been told to work individually or solicits someone else to complete an assignment in part or in whole;
4. Uses unauthorized reference material or electronic devices during an examination;
5. Has someone else take an examination or takes the examination for another;
6. Logs into another student's account or allows another person to log into one's account. This includes any account associated with the course including, but not limited to, the University's learning management system and publisher's electronic course resource.

General Responsibilities for Academic Honesty

It is the Provost's responsibility to ensure that both students and faculty have access to accurate information about their rights and responsibilities regarding academic honesty and dishonesty. The faculty member is responsible for informing students of the standards of honesty for the course's examinations and assignments. Sanctions for violations of academic honesty will be listed in the course syllabus. The course syllabus will include a grade sanction policy. Sanctions may include but are not limited to: require the student to redo the work, fail the student on the work, require the student to receive additional instruction regarding academic honesty as provided by the University Library, Writing Center, or other University resources, or a referral to the Dean of Students. Only the Dean of Students and the Office of Student Conduct may permanently remove a student from a course or suspend or expel a student from the University.

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

Adjudicating Alleged Violations of Academic Honesty

Faculty members who observe or detect evidence of academic dishonesty should notify the student within five business days of discovering the alleged violation of the Policy on Academic Honesty. This contact may be made in person, by email, through the course website, or through written feedback on the assignment when it is returned to the student. If the alleged violation of academic dishonesty is first detected by someone other than the faculty member, that person should bring the evidence to the faculty member, who will then initiate the appropriate procedure for dealing with the allegation if warranted. The purpose of this initial contact is to notify the student of the allegation and the sanction to be imposed according to the course syllabus and in alignment with the Policy on Academic Honesty. Sufficient information should be provided at this time for the student to understand the nature of the allegation as well as the sanction, and the student should be informed that a meeting with the faculty member may be requested within five business days if the student wants to discuss the specific details or dispute the allegation. If the student does not respond or chooses to decline a meeting, the faculty member may opt to follow the reporting procedures described in scenario two below.

Meetings with students in online classes may be conducted via e-mail with the e-mail content serving as evidence. Meetings with students in face-to-face classes may also be conducted via e-mail. Prior to notifying or meeting with the student, the faculty member may consult with the department chair, the appropriate dean, and/or the Office of Student Conduct. If the faculty member believes the allegation is egregious enough to warrant sanctions beyond what is listed in the course syllabus, the faculty member should refer the matter to the department chair for a formal hearing.

The following sections are the procedures to be adhered to by the faculty member and/or student in all possible outcomes. If the faculty member is the department chair, a tenured departmental designee will assume the department chair's role in this protocol and references to the department chair should be read as departmental designee.

Initial Meeting between Faculty Member and Student

During the meeting between the faculty member and the student, the faculty member will present the evidence supporting the allegation to the student. The student will have the opportunity to present evidence to provide alternative explanations or refute the faculty member's evidence. After due consideration of the student's evidence, the faculty member determines whether the student has violated the academic honesty policy and which course of action to follow:

1. The Faculty Member Determines that the Student is Not in Violation of the Academic Honesty Policy - If the faculty member determines that the student has not violated the Academic Honesty Policy, the process stops, and the matter is considered resolved. Any sanctions imposed will be reserved and no further action is required.
2. The Faculty Member Determines that the Student is in Violation of the Academic Honesty Policy and the Student Accepts the Allegations and Sanctions - If the faculty member determines that the student has violated the Academic Honesty Policy, the faculty member provides written notification to the student confirming the meeting has taken place, the violation and the sanction imposed according to the course syllabus. If deemed appropriate by the faculty member, written

notification will also be sent to the department chair, the college dean, the Dean of Students, and the Office of Student Conduct. This notification should include the faculty member's name, student's name and Southeast ID number, course number and name, the term in which the offense occurred, the offense, a summary of the faculty member and student's discussion, and the sanctions imposed. The notification should clearly identify that the matter was resolved between the faculty member and the student and that no further action is warranted. If a student drops the course as a result of the allegation and sanction, the faculty member may still send notification to the parties listed above.

3. **Student Accepts the Allegations and Faculty Recommends Sanctions Beyond Those Listed in the Course Syllabus** - The faculty member submits written notifications to the student and the department chair within five business days after the initial meeting of the faculty member and the student. This notification normally should not exceed two pages and should include:
 - a. Basic information at the top of the notification: faculty's name, student's name and Southeast ID number, course number and name, the term in which the offense occurred, the offense and a summary of the faculty member and student discussion.
 - b. A statement indicating that the faculty member chose to pursue formal resolution of the matter due to egregious violations of the academic honesty policy or due to disputed facts and confirmation that the student accepted the allegations and/or sanctions.
 - c. A statement of the specific portions of the Academic Honesty Policy that were allegedly violated.
 - d. A summary of the evidence that supports each allegation with the evidence specifically tied to each allegation.
 - e. A summary of the student's responses including both e-mail responses and verbal responses made during the meeting.
 - f. Sanctions that were specified in the course syllabus.
 - g. A description of the reason(s) that the faculty member concluded that the alleged acts are egregious, and a recommendation for sanctioning of the student.
 - h. The detailed evidence supporting the allegation, appearing as an appendix to the notification.
 - i. E-mail exchanges related to the allegation, appearing as an appendix to the notification.

The department chair will submit written notification of events to the college dean and the Office of Student Conduct, with copies sent to the student, the faculty member, and the Dean of Students within five business days of receiving notification from the faculty member. The notification must be sent even if the department chair disagrees with the faculty member's position. The original materials from the faculty member will be included with the notification from the department chair.

Upon receiving notification from the department chair, the Office of Student Conduct will schedule a judicial conference to address the allegations and the faculty member and the department chair's sanctions within five business days. The Office of Student Conduct will review the documentation, communicate with the student, and impose sanctions as warranted. In addition, the Office of Student Conduct will communicate the final results (including sanctions imposed) to the student, faculty member, department chair, college dean and Dean of Students. Sanctions shall not be considered final until the process is completed by the Office of Student Conduct.

4. **The Student Does Not Accept the Outcome of the Initial Meeting - Initiation of a Formal Hearing**
If the student does not accept the faculty member's allegations or sanctions, the student may contest the faculty's decision through a formal hearing with the department chair. Within five business days of the initial meeting, the faculty member shall submit a written request for a formal hearing to the student, the department chair, and the Office of Student Conduct. This notification will contain the same nine items of information described above in section three. Once the process for a formal hearing is initiated, any sanctions imposed should be considered tentative until the process has been completed and the results delivered by the Office of Student Conduct.

Upon receipt of the request for a formal meeting, the Office of Student Conduct will immediately initiate written contact with the student to review:

- a. The student's right in the judicial process,
- b. The allegations against the student, and
- c. The hearing procedures.

The Office of Student Conduct will also inform the student that they may select a person of the student's choosing to accompany the student to the formal hearing. However, this person may act only in an advisory capacity during the formal hearing.

The department chair shall consult with the Office of Student Conduct or the Dean of Students regarding the student's due process rights before proceeding with the formal hearing. The department chair shall conduct any hearings in accordance with the standards provided in the University's Code of Student Conduct found in the Student Handbook.

The department chair will contact the student within five business days of receiving the request for a formal hearing from the Office of Student Conduct. In this communication, the department chair will inform the student of the allegation(s) and the proposed faculty and department chair recommended sanctions. In the initial communication, the department chair will offer the student a chance to reply to the charges and provide an opportunity for the student to accept the proposed faculty and department chair recommended sanctions.

The student has five business days to respond to the communication from the department chair. For students in an online course, the formal hearing will occur via e-mail. The formal hearing for all students will consist of a summary of allegation(s), the evidence, a summary of faculty/student communications, and additional sanctions as deemed appropriate by the department chair.

The department chair will give due consideration to the student's response, including whether the student replied to the allegations or accepted the sanctions. The department chair may seek additional information from the faculty member and/or the student prior to rendering a decision.

The department chair will submit written notification of the formal hearing results to the appropriate college dean and the Office of Student Conduct within five business days of the formal hearing conclusion, with a copy to the student, the faculty member, and the Dean of Students. This notification should identify whether the student is found in violation of the Academic Honesty Policy.

- a. If the student is found in violation of the Academic Honesty Policy, the notification should also include the details of the formal hearing (allegations, evidence, responses from all parties) sanctions imposed by the department chair.
- b. If the student is not found in violation of the Academic Honesty Policy as a result of the formal hearing, the case will be dismissed. Notification of this result will be submitted to the student, faculty member, college dean, Office of Student Conduct and the Dean of Students. No sanctions will be applied, and the matter will be considered resolved.

If the student is found in violation at the department chair level:

- a. The Office of Student Conduct will schedule a judicial conference to address the allegation(s) and the faculty member and department chair's sanctions within five business days of receiving notification from the department chair.
- b. The Office of Student Conduct will review the documentation, meet with the student, and finalize sanctions as warranted.
- c. The Office of Student Conduct will send written notification to the student, faculty member, department chair, college dean and the Dean of Students confirming the final results and sanctions imposed.

Appeals of the Results of a Formal Hearing:

Either the student or the faculty member may appeal the result of the formal hearing.

1. An appeal must be made within five business days after the decision is rendered.
2. Appeals must be in writing through e-mail, local mail or personal delivery.
3. There are two levels of the appeals process. The first level is made to the Dean of Students, who will seek a recommendation from the All University Judicial Board prior to making a determination about the appeal. The Provost is the second and final level of appeal.

The appeals process is not for retrying or rehearing a case. At each level, an appealed case merits being heard based on the following conditions.

1. An excessive sanction when compared with previous sanctions for similar violations under similar circumstances. Specific sanctions in the syllabus are not subject to appeal.
2. The discovery of significant new information relevant to the case.
3. Procedural error regarding the student's right involving error in the administration of judicial procedures by the faculty, department chair or Office of Student Conduct.

Decisions made during the appeals process can result in one of the following.

1. The sanction being altered based on a finding that the sanction is inconsistent with past practices.
2. A new hearing being granted based on new information.
3. A new hearing being granted because the procedure for Adjudicating Alleged Violations of Academic Honesty was not applied appropriately.

No grade penalty shall be considered final until the appropriate 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 at the conclusion of the appeals process, neither the faculty member nor any other member of the University community may take any other action against the student regarding the allegations considered in the appeal.

Full text of the policy and accompanying procedures can also be found at <https://semo.edu/faculty-senate/pdfs/faculty-senate-handbook.pdf>

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 are expected to earn a semester GPA of 2.0 in each subsequent semester until the cumulative GPA is at least 2.0. Notification of academic probation will be sent to the student's Southeast email account.

A student on probation who earns a semester GPA of less than 2.0 will be subject to academic suspension. Students who are subject to academic suspension will have their records reviewed. All semesters of attendance, including transfer, are used in determining number of terms attended, for purposes of academic suspension review. The following actions may be taken:

1. if the cumulative gpa is at least 1.75 and the student has attended three or fewer terms (exclusive of Southeast dual credit enrollment), the student will be readmitted from academic suspension and expected to have a 2.0 cumulative gpa by the end of the fourth term at Southeast.
2. if the cumulative gpa is less than 2.0 and the student has attended four or more terms (exclusive of Southeast dual credit enrollment), the student will be academically suspended.
3. if the cumulative gpa is below 1.75, regardless of terms attended, the student will be academically suspended.

A student who has been academically suspended may appeal in writing to the University Academic Appeals Committee. The appeal must be made by the date stated in the student's notification of academic suspension. Notification of academic suspension will be sent to the student's permanent address and/or Southeast email account. Students with an out of country permanent address will have their notification sent to their Southeast email account. Students are obligated to have a current permanent address on file with the Office of the Registrar.

Upon receipt of an appeal of academic suspension, the Committee may take the following actions:

1. specify conditions for the student's readmission from academic suspension;
2. confirm the academic suspension of the student.

Notification of the committee's decision will be sent to the student's permanent address and/or Southeast email account. Students with an out of country permanent address will have their notification sent to their Southeast email account.

Students academically suspended at the end of a spring semester will not be allowed to enroll until the next spring semester; students academically suspended at the end of a fall semester will not be allowed to enroll until the next summer semester; students academically 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 academically disqualified from attending the University for at least one semester. Notification of academic disqualification will be sent to the student's permanent address and/or Southeast email account. Students with an out of country permanent address will have their notification sent to their Southeast email account. 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;
2. deny readmission of the student to the University.

Notification of the committee's decision will be sent to the student's permanent address and/or Southeast email account. Students with an out of country permanent address will have their notification sent to their Southeast email account.

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

ADVISING

Each student is assigned an advisor. Each college is represented by an advising office which coordinates advising in that college. Exploratory/undeclared students are advised by professional advisors in Academic Advising. Students who have declared a major are advised by either a faculty advisor in their major department, or professional advisor in an advising office, depending upon major. Questions regarding advising or declaration of major should be directed to the appropriate advising office:

Academic Advising – Academic Hall 057
College of Education, Health & Human Studies
College of Humanities & Social Sciences

Academic Advising – Polytechnic Building 301
College of Science, Technology, Engineering & Mathematics
Harrison College of Business & Computing
Holland College of Arts & Media
Exploratory/Undecided majors
Southeast Online Advising
Kent Library, room 305
(573) 651-5184

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., general education.

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 student. 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 Civics area of general education. 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.

Missouri state law now requires all first-time full-time freshman at public colleges and universities to pass a Civics Exam, similar in nature to the US Citizenship and Naturalization exam (SB 807).

CORRESPONDENCE COURSES

Correspondence courses are not offered by the University. Such work, if applicable to degree requirements, is accepted by transfer from a U.S. Department of Education-recognized 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/IU prefix) and courses which include laboratory class 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 (unless a lab section which corresponds with a 100-599 lecture course). Courses numbered 100-299 are designated as junior college (lower division) courses. Courses numbered 300-599 are designated as senior college (upper division) courses if completed at a U.S. Department of Education-recognized four-year institution.

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

College credit earned by examination may be counted toward general education, major, minor or elective requirements. A maximum of 30 semester hours of combined credit by examination may be counted toward a single degree.

Currently enrolled students and students who have applied for admission but have not yet enrolled may avail themselves of the credit by examination programs. Programs include Advanced Placement (AP), and the College Level Examination Program (CLEP), DSST, Departmental Examination (DE), International Baccalaureate Organizations (IBO) program, and the Seal of Biliteracy.

Students may qualify for credit by examination as long as they have at no point been enrolled in the course for which they desire credit. Students should not enroll in any course for which they plan to attempt credit by examination. For mathematics exams, students may not have been enrolled in any courses from the Mathematics Department prior to attempting credit by examination. For more information, visit www.semo.edu/testing or contact Testing Services at (573)651-2836.

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

Advanced Placement (AP): Credit for Advanced Placement Examinations will be granted for each examination receiving a passing score. In most instances, a passing score is a 3, however, some exams require a 4. Call Testing Services for any score criteria questions. AP exams are administered through high schools. Students must have an official AP score report sent to Southeast to obtain credit. AP courses and equivalent Southeast courses and credit are listed below:

AP Course	Course Satisfied	Credit Hours
Art 2-D or 3-D	AR198 Art Elective	3
Art History	AH198 Art History Elective	3
Art, Studio: Drawing	AR198 Art Elective	3
Biology	BS108 Biology for Living	3
Calculus AB	MA140 Analytical Geometry & Calc I	5
Calculus BC	MA140, MA 145 Analytical Geometry & Calculus I & II*	9
Chemistry	CH185 General Chemistry I**	5-8
Computer Science A	CS155 Computer Science I**	4
Economics, Macro	EC225 Principles of Macroeconomics	3
Economics, Micro	EC215 Principles of Microeconomics	3
English Language & Comp	EN100 English Comp I	3
English Literature & Comp	LI256 Variety of Lit	3
Environmental Science	BS105 Environmental Biology	3
French Language	FR100, FR120 French Language & Culture I & II**	3-6
Geography, Human	GG180 Cultural Geography	3
German Language	GN100, GN120 German Lang & Culture I & II**	3-6
Govt/Politics, U.S.	PS103 US Political Systems***	3
Govt/Politics, Comparative	PS104 Comp Political Systems***	3
History, United States	US105, US107 Am Hist I & II**	3-6
History, European	EH101, EH103 Early Euro Civ/Modern Euro Civ**	3-6
History, World	WH198 World Civilization	3
Latin: Veril	LT198 Latin Elective	3
Music Aural****	MM105 Aural Skills I	1
Music Theory	MM100 Theories-Music & Cult	3
Physics I	PH120 Intro Physics I	5
Physics II	PH121 Intro Physics I	5
Precalculus	MA137 Precalculus	5
Psychology	PY101 Psychology, Introduction to	3
Spanish Language	SN100, SN120 Spanish Lang & Culture I & II**	3-6
Spanish Literature	SN220 Hispanic Literature	3
Statistics	MA155 Statistical Reasoning**	3
	OR	
	MA223 Elementary Probability & Stats**	3

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

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

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

****Must have passing score in Music Theory prior to awarding credit for Aural score.

CLEP Subject Examinations: CLEP exams are 90-minute exams and credit is awarded for each examination receiving a score of 50 or above (60 or above for EN 100). See chart for foreign language score requirements. Students may not receive CLEP credit for a course in which they have previously been enrolled. Students may not receive CLEP math credit if they have previously enrolled in any Southeast math course. To take a CLEP test, purchase the test online at <https://CLEP.collegeboard.org> then call Testing Services at (573)651-2836 to schedule an appointment. You will be charged a \$20 sitting fee upon arrival for your exam. CLEP test titles and equivalent Southeast courses and credit are listed below:

Course	CLEP Test Title	Credit Hours
AC221	Financial Accounting	3
BL255	Business Law, Introductory	3
BS108	Biology	3
CH184/CH185/CH186	Chemistry	5-7
EC215	Microeconomics, Principles of	3
EC225	Macroeconomics, Principles of	3
EH101	Western Civilization I	3
EH103	Western Civilization II	3
EN100	College Composition	3***
FR100/120/200	French, Language Level 1 & 2	3-6*
GN100/120	German, Language Level 1 & 2	3-6*
MA116	Algebra, College	3
MA137	Precalculus	5
MA139	Calculus	3
MG301	Management, Principles of	3
MK301	Marketing, Principles of	3
PS103	American Government	3**
PY101	Psychology, Introductory	3
PY220	Human Growth & Development	3
SN100/120/200	Spanish, Language Level 1 & 2	3-6*
SO100	Sociology, Introductory	3
US105	History of the U.S. I	3
US107	History of the U.S. II	3

* Candidate score of 45-49 will receive credit for 3 hours. Candidate score of 50-62 will receive credit for 6 hours. Candidate score of 63+ will receive credit for 9 hours.

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

***Candidate score of 60 will receive credit for 3 hours.

DSST: DSST exams are available for all Southeast students. To take an exam, make an appointment with Testing Services. At the beginning of your appointment, you will register and pay for the exam as part of the registration process. A debit or credit card is required to pay for the online exam. A sitting fee of \$20 will also be charged upon arrival for the exam. DSST test titles and equivalent Southeast credits are listed below:

Course	DSST Test Title	Credit Hours
BS105	Environment & Humanity	3
CJ100	Criminal Justice	3
CJ110	Introduction to Law Enforcement	3
EC335	Money and Banking	3
FI260	Personal Finance	3
FI361	Principles of Finance	3
GG180	Human/Cultural Geography	3
GO110	Physical Geology	3
HL120	Here's to Your Health	3
PH106	Principles of Physical Science I	3
PH109	Astronomy	3
SC105	Principles of Public Speaking	3
SN220	Spanish Literature	3

SO/SW242/QM257	Principles of Statistics	3
US225	History of the Vietnam War	3
US354	Civil War and Reconstruction	3

Local Credit By Departmental Examination (DE): Each test is roughly equivalent to 1 two-hour final examination administered in a regular academic class. Call Testing Services at 573-651-2836 to schedule an appointment. Tests are available for the following courses:

Course	Course Title	Credit Hours
MI101	Computer Applications	3*
PS220	Missouri Government	1

*Fees apply

International Baccalaureate Organisations (IB): If you attended an IB institution and have qualifying credit, you will need to have official score reports sent to Southeast. IB course titles and equivalent Southeast courses are listed below:

Course	IB Course Name	Credit Hours
AN101	Social & Cultural Anthropology (HL)	3
AR112	Visual Arts	3
BS108	Biology (HL)	3
CH180 or CH185	Chemistry (HL)	3-5*
CS120	Computer Science (HL)	3
EC101	Economics (HL)	3
LI256	English, Language A1 (HL)	3
FR100/120	French, Language B (HL)	3-6*
FR200/220	French, Language A2 (HL)	3-6*
GG180	Geography (HL)	3
GK101	Greek, Classical Language (HL)	3
WH125	Islamic History (HL)	3
LT198	Latin, Classical Language (HL)	3
MA135	Mathematics (HL)	5
MM100/105	Music (HL)	4
PH120	Physics (HL)	5
PY101	Psychology (HL)	3
SN200/220	Spanish, Language A2 (HL)	3-6*
SN100/120	Spanish, Language B (HL)	3-6*
TH100	Theatre Arts (HL)	3
WH100	History of Africa (HL)	3
WH130	History of Americas (HL)	3

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

Seal of Biliteracy: Based on the level and score in the subject of Chinese, French, German, Japanese, or Spanish, a student may be eligible for equivalent course credit. Score reports must be sent to Testing Services for verification and processing. Contact Testing Services for criteria.

High School Dual Credit. Southeast offers dual credit courses in many area high schools and online. Check with your high school counselor or contact the Early College Programs office at (573)986-6179. Students who have earned college credit from other dual credit programs need to 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 semester hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than the listed number of minutes for the below course types:

Type	Supervised	Expected Unsupervised
Private lesson (e.g. private lessons for music and musical theatre, etc.)	450	1800

Lecture (e.g. lecture, independent study, readings, webinar)	750	1500
Workshop (e.g. workshops, 8xx course numbers)	1200	1050
Lab (e.g. lab, studio, independent research, rehearsal & production)	1500	750
Internship (e.g. internship, clinical, practicum, field study, thesis, special projects)	2250	2250

DEAN'S HONOR LIST

(See Honors)

DECLARATION OF MAJOR

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

- College of Education, Health and Human Studies: Declaration of major for Elementary, Early Childhood, Exceptional Child and Middle School is done at Academic Advising Academic Hall 057. Secondary education majors declare in the academic department of their content area. Declaration of major for Pre-Nursing is completed at Academic Advising in Academic Hall 057.
- College of Humanities and Social Sciences: Bachelor of General Studies majors are declared at Academic Advising in Academic Hall 057. All other majors in the college are declared in the major department.
- College of Science, Technology, Engineering and Mathematics: Declaration of major is done in the major department.
- Harrison College of Business and Computing: Students with fewer than 24 hours wishing to declare a major within the college should declare at Academic Advising in Seabaugh Polytechnic Building room 301. If 24 hours or more are completed, majors may be declared in the major department office.
- Holland College of Arts and Media: Declaration of major is done in the major department.
- Exploratory/Undeclared: To change to or declare Exploratory/Undecided, contact Academic Advising in Seabaugh Polytechnic Building, room 301
- Online majors: Admitted students wishing to declare an online major can do so by filling out the form [on this link](#).

DEGREE

The bachelor's degree is usually the first academic title or 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 general education 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 42 credit hours of general education 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 general education and other parts of a program. 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 bachelor's degrees reflect the content of their programs. The University offers several professional degrees: the Bachelor of Fine Arts, the Bachelor of Science in Athletic Training, 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 engenders its coherence. General education 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 general education.

DEGREE AUDIT REPORT (Degree Works)

The official evaluation of a student's record stating the specific requirements for graduation is a Degree Works audit. Degree Works audits are available on the web and may be reviewed at any time during the semester by the student or his/her 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 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.

ENGLISH WRITING PLACEMENT

Students will place into EN100 English Composition based on one or more of the following:

- Student has a 2.75 high school GPA
- Student has an ACT English subscore of 18 or greater, or equivalent SAT (430+ ERW) score
- The Coordinator for the Center for Writing Excellence or the Director of First-Year Composition has reviewed the student's writing portfolio and recommended placement in EN100 (see below for portfolio guidelines)

If the student does not meet any of the above conditions, the student will take the Writing Placement Exam. If the student scores a 3.5 or above, they will place into EN100. If the student scores a 3.0 or below, they will place into EN099 Introduction to Composition. EN099 may be taken concurrently as a corequisite with EN100.

If the student does not meet any of the above conditions and does not take the Writing Placement Exam, the student will be enrolled in EN099.

MATHEMATICS PLACEMENT

MA 050 Basic Math Skills. Any student with an ACT Mathematics subscore of 14 or below is placed in MA 050 Basic Math Skills. A minimum grade of 'NDC' in MA 050 is needed to satisfy the prerequisite for the next developmental mathematics course.

The initial placement measure for students will remain the ACT mathematics subscore. This score is valid for initial placement into a freshman level mathematics course numbered 155 or below, with the exception of 145, at Southeast Missouri State University for three years after the exam was taken. This will allow students who take the ACT during their sophomore year of high school to use that placement score to place into their initial freshman level mathematics course. Students who successfully pass a department-

developed placement exam may use that score for initial placement into a freshman level mathematics course for a period of three years after the exam was taken. Students who have taken a mathematics course at Southeast Missouri State University or who have transferred in a mathematics course from another post-secondary institution may use the grade in that course as a prerequisite for a subsequent mathematics course for a period of three years after the course was completed. After the three-year expiration for either the ACT mathematics subscore or the last department-developed placement exam taken or the last mathematics course a student completed, students may take an appropriate level placement exam for a freshman level mathematics course to insure they have retained the skills and concepts necessary for successful completion of any subsequent level mathematics course or have approval from the chair of the Department of Mathematics. See the course information section on specific prerequisites for all mathematics courses.

Developmental Mathematics
MA 018
MA 023
MA 055

General Education Mathematics
MA 128
MA 123
MA 155

Graduation Requirements. Developmental courses are prerequisites to regular university courses. Students must complete a minimum of 120 hours of regular courses in addition to any developmental courses number below 100 they are required to take. Credit earned in courses numbered below 100 does not count toward the minimum number of hours required on any degree offered by the University. However, credit in these courses is used in determining the classification of students, academic progress for financial aid, and athletic eligibility. In order to receive a degree from Southeast, students must pass any required developmental courses or score at the appropriate levels on placement tests to have the courses waived.

DUALLY ENROLLED STUDENT

(See Classification of Students)

ENGLISH WRITING PLACEMENT

(see Developmental Courses)

ENROLLMENT/CANCELLATION/WITHDRAWAL FROM THE UNIVERSITY

Enrollment

Students enrolled in 12 hours of credit per fall or spring semester are designated as full-time students. Students enrolled in 11 hours or less per fall or spring semester are designated as part-time students. Students enrolled in 6 hours of credit per summer semester are designated as full-time students. Students enrolled in 5 hours or less per summer semester are designated as part-time students. Only officially enrolled students may attend classes. Specific instructions for enrollment can be accessed on the Registrar's website, www.semo.edu/registrar.

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 grade point average (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.

Registration/Enrollment. All currently enrolled students register for classes using the web registration system located at <http://portal.semo.edu>. Students may register for classes using one of several computer terminals located on campus. Web registration instructions can be accessed on the Registrar's website, <https://semo.edu/student-support/academic-support/registrar/>.

Change of Schedule. Students may add or drop classes until the deadlines listed on the Semester Calendar which can be accessed on the Registrar's website, www.semo.edu/registrar.

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 can be accessed on the Registrar's website, www.semo.edu/registrar. A fee may be charged for late enrollment.

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/Withdraw from the University," listed on the Registrar's website, www.semo.edu/registrar, using the web registration system or by notifying the Office of the Registrar in writing. 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 available through Student Financial Services, Academic Hall, 1st level.

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.

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

Late Start, Extended Absence, or Withdrawal Procedures for Military Service

For military-affiliated students who are leaving or returning from active duty and cannot be present or participate in courses during the initial start of a course, a late start option may be feasible. For any student enrolled in Southeast courses who is called to active duty, the student must provide an official set of military orders and may have various enrollment options. Additional details on late start, extended absences, or withdrawal options can be found at <https://semo.edu/veterans/veterans-faq.html>

EXAMINATIONS

Formal examinations are given at the end of every conventional course and must be taken at the time stated. 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 1 hour and 45-minute timeframe to complete a final examination, followed by a 15-minute passing time.

FINAL EXAMINATIONS

(See Examinations)

FOREIGN LANGUAGE PLACEMENT AND RETROACTIVE CREDIT

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

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.

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

Grades with an ND prefix indicate non-degree courses which are not included in the grade point average (GPA) and the credit hours are not counted toward the credit hours needed for graduation. These are either developmental courses or courses taken by students who are not regularly admitted to Southeast. Calculating Grade Point Average. Grade points are calculated on the following basis: for each hour of A, 4 points; for each hour of B, 3 points; for each hour of C, 2 points; for each hour of D, 1 point; for each hour of F, 0 points. The GPA is computed by dividing the total grade points by the number of semester

hours of academic work attempted. Grades assigned as CR, P, AU and grades received for non-degree credit courses are not computed in the GPA.

Required Grade Point Averages.

- A minimum cumulative GPA of 2.0 is required for graduation, except for the B.S. in Education, the B.S. in Family and Consumer Sciences Education, the Bachelor of Music Education, the major in Communication Disorders, the major in Interdisciplinary Studies, the major in Mass Communication, and the Bachelor of Fine Arts-Performing Art program which require a 2.50 GPA for graduation and the major in Social Work which requires a 2.25 GPA for graduation.
- A minimum 2.0 GPA for all of the degree credit attempted at Southeast is required.
- For all degrees which require a major, a minimum 2.0 GPA must be earned in those courses counted on the major, except for Business Administration majors which require a 2.25 GPA, majors on the Secondary Education degree, the Mass Communication major, the Health Management major and the Theatre and Dance major which require a 2.50 GPA, the Communication Disorders major which requires a 2.75 GPA, and the BFA-Art majors, BFA-Performing Arts major, all Music majors, Human Environmental Studies: Dietetics Option and the Social Studies Education major which require a 3.0 GPA.
- A minimum 2.0 GPA must be earned in those courses completed at Southeast that are counted on the major.

Incomplete work. An incomplete ("I") may be given when the undergraduate student is doing passing work but is unable to complete all requirements because of unusual or unique circumstances acceptable to the instructor. In no case may an "I" be agreed to by an instructor prior to the drop date. An "I" may not be used to permit a student to repeat a course or to improve a grade.

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 GPA of at least 2.250; (3) all the prerequisites for the course completed. A course taken on the pass/fail option will be counted only as a general elective. Courses needed to fulfill general education, major, minor or other degree requirements cannot be taken on a pass/fail basis.

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

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

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

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

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

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

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

Grade Appeal Process. Situations may arise in which a student believes that a grade received in a particular course is incorrect. The student should first approach the instructor of the course in a timely manner in an attempt to resolve the matter. If the matter is unresolved, the student should consult with the chairperson of the department in which the course is taught. If the matter remains unresolved, the student should follow the grade appeals process as outlined on the Faculty Senate website, "Grade Appeals Procedures" found online at <http://www.semo.edu/facultysenate/bills/13-A-02.html>. (See the policy on academic honesty for process in cases of alleged academic misconduct and/or grade appeals policy.)

GRADUATION

Application: To receive a degree or certificate, the student must submit a graduation application for the semester in which they complete requirements. The application for graduation must be submitted according to deadlines published on the graduation website (<https://semo.edu/student-support/academic-support/registrar/graduation/index.html>) and may be submitted through the portal or by visiting the graduation website. Every effort will be made to notify the student of unmet requirements in time to make necessary schedule changes; however, the final responsibility for enrolling in courses which fulfill graduation requirements and completing other program requirements is with the student. The student and his/her advisor should review Degree Works and address any unmet requirements before applying for graduation.

Commencement: Commencement exercises are held at the conclusion of the fall and spring semesters. An approved candidate for fall or spring graduation is only allowed to participate in the commencement exercise for the semester in which s/he completes all requirements. Because there is no summer commencement exercise, a student completing requirements in a summer semester may opt to participate in the preceding spring commencement or the following fall commencement, provided s/he meets deadlines published on the graduation website. When a student applies for summer graduation, s/he may indicate the commencement exercise preference on the application. NOTE: Only degree-seeking candidates are eligible to participate in commencement. Certificate candidates and those completing an additional major or minor on a previously completed degree are not eligible to participate in commencement.

Fee: A non-refundable fee is charged to graduating students to cover the administrative costs associated with the awarding of the degree. This fee is charged to the student's account when the student is approved as a candidate for graduation. Additional late fees may apply if the candidate does not apply or address outstanding requirements in a timely manner.

Requirements: Students are solely responsible for knowing and meeting graduation requirements, which can be found at <https://semo.edu/student-support/academic-support/registrar/bulletin/index.html>. Students cannot graduate with a grade of Incomplete (I) on their record, including elective courses which may or may not be required for degree completion.

Questions regarding the application process, graduation requirements, fees, the commencement exercise, and other topics related to graduation or commencement should be directed to graduation personnel in the Office of the Registrar.

HONORS

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

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

Only courses in which grade points are applied to the cumulative GPA are used to determine eligibility. At the end of each fall or spring semester, a student who meets the requirements for the Dean's List will be able to download the dean's list certificate from the student portal. Select the current term and locate the certificate. The certificate can either be printed or saved to the desktop. The student will be notified via the Southeast email account that the certificate is available to download.

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

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

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

For purposes of recognition at commencement, the GPA is based on the student's honors GPA at the beginning of the semester in which the student is participating in commencement. Grades earned during

the commencement semester will not be considered in determining eligibility for recognition at commencement. However, all students who qualify to have this honor awarded, including those whose GPA was not sufficient until the end of their final semester, will have this honor recorded on their transcript and diploma.

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

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

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

IDENTIFICATION CARD

All enrolled students are expected to carry the Redhawks Card, the University identification card. The Redhawks Card is required to obtain access to various University facilities, services and to gain admission to certain University programs and functions. Students are responsible for the accuracy of the information on the card.

The Redhawks 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 Redhawks Card 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. Redhawk cards are obtained in the ID Services office, at the Center for Student Involvement, University Center room 204. Please call (573)651-2896 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 2.50 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 3 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 3 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.

JANE STEPHENS HONORS PROGRAM

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

- To address the special needs of outstanding students by providing a center of identity for formulating personal goals, developing self-esteem, and increasing the desire for self-directed learning.
- To contribute to the general advancement of learning by encouraging the active pursuit of academic goals as exemplified by research, scholarly activity, and creative endeavor.

- To encourage an intellectual perspective by providing a model of academic endeavor that emphasizes analytical thought, insight into the methodologies of different disciplines, and cross-disciplinary synthesis.

Honors credit may be earned by:

- Taking specially designated honors sections of courses in the university curriculum OR
- Contracting for honors credit in non-honors sections taught by members of the honors faculty.

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

To be eligible for admission to the Jane Stephens Honors Program, students with less than 15 semester hours of college credit must have a cumulative high school grade point average (GPA) of at least 3.75 (on a 4.0 scale or its equivalent) or a combination of a cumulative high school GPA of between 3.5 and 3.74 (on a 4.0 scale or its equivalent) and an ACT composite score of at least 27 (or its equivalent). Students who do not meet the initial criteria, and transfer students, may be admitted to the Jane Stephens Honors Program after they have completed 15 semester hours of college credit with a cumulative college GPA of 3.5 and before they have completed 75 credit hours. Students with more than 75 credit hours completed are required to contact the honors program to determine their ability to complete the program before they will be admitted.

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

To remain active in the Jane Stephens Honors Program, students must maintain a GPA of at least 3.5. Additionally, students must complete 3 semester hours of honors credit by the time they have earned 30 credit hours, 9 semester hours of honors credit by the time they have earned 60 credit hours, 18 semester hours of honors credit by the time they have earned 75 credit hours, and 21 semester hours of honors credit by the time they have earned 90 credit hours. To request an exception to the honors credit hours requirements, students should contact the honors program directly.

The requirements to complete the Jane Stephens Honors Program are 24 semester hours of honors credit with a minimum of 6 hours at the upper division level, a senior honors project (HN499), and a minimum cumulative GPA of 3.5.

For more information, visit <https://semo.edu/honors/>

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 a 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. A minimum of 15 hours in the major must be at the upper 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 individual departments. Courses taken to fulfill other academic requirements, e.g., certificates, minors and areas of specialization, may ordinarily also be used in the major without reducing the minimum number of hours required for a degree. Students can pursue and receive certificates in the same discipline or program area as their declared major or minor. Coursework used for a certificate can also be applied toward the undergraduate major or conversely, coursework used for a major can be applied toward a certificate. However, while a student may declare a major and certificate in the same discipline or declare a minor and certificate in the same area, the student may not concurrently declare a major and minor in the same discipline or declare a

minor in a discipline after having declared or been awarded a major in that discipline in an area of study. A minimum of 9 hours must be non-overlapping between the certificate or minor and the major in the same discipline.

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 further 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 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 be listed on the student's transcript.

Tracks (also known as Advising Track). A Track is a coherent set of courses within an existing major that is designed to provide depth in a particular sub-discipline. The specific courses that constitute a Track are determined by the academic department as part of the program approval process. Tracks are also part of the Interdisciplinary Studies major and are agreed upon during the contract process when the major is declared. Tracks do not appear on a student's transcript.

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, e.g., majors, general education, 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 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.

MILITARY-AFFILIATED STUDENT INFORMATION

A student who has served in the U.S. Armed Forces, or is a direct family member, to include spouse, child, or legal dependent of, is considered a military-affiliated student.

Admission of Military-Affiliated Students

Military-affiliated students must meet the institution's admission requirements to be eligible for enrollment. See information on admission criteria [here](#).

Evaluation of Military Transfer Credit

Because student veterans received specialized training and education during their service, applicants will be encouraged to submit their Joint Services Transcript (JST) for review. Community College of the Air Force (CCAF) transcripts will be required to be submitted as part of the admissions packet. JST credits will be reviewed/awarded using ACE guidelines; CCAF transcripts will be reviewed in the same manner as other two- or four-year accredited institutions. Registrar's Office personnel will award credit as appropriate. For transfer credit appeals, see the section titled Transfer Credit Appeals under the Admission of Transfer Students section on the website noted above. Or the student may work directly with the Office of Military and Veteran Services (OMVS) on a military transfer credit appeal.

Military Education Benefits/Entitlements

Southeast is a Department of Defense (DoD) Memorandum of Understanding (MOU) signatory, as well as a Principles of Excellence signatory, so students are eligible to use Tuition Assistance and/or Department of Veterans Affairs (VA) educational benefits/entitlements (i.e., GI Bill®, DEA, VR&E). Each program/credential must be approved by either the DoD or the VA, in order for benefits to pay out toward that program. * In addition, each semester a student wants to use these types of financial assistance, the student must complete the proper process. For information or assistance completing the proper process and documentation for either military education benefit/entitlement, contact the Office of Military and Veteran Services.

* The B.S. in Professional Pilot program is not currently eligible for VA approval/funding.

Military-Affiliated Specific Financial Policies

Southeast offers the Domestic Tuition rate that is equivalent to the "in-state" rate for all American citizens, U.S. naturalized citizens, permanent residents, refugees, or asylees. The same rate is also charged for online students and military-affiliated students, to include their spouses and dependents. This Domestic Tuition rate is in compliance with the requirements of PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702, which waives all non-resident rates to uniformed service veterans and their qualified dependents covered under Section 702, as well as Public Law 117-68, which amends Title 38 USC 3679(c)(2)(A) by adding Chapter 35: Dependents Education Assistance (DEA) recipients to the definitions of covered individuals to be charged in-state tuition.

Southeast is in compliance with the requirements of PL 113-146 the Veteran Access, Choice and Accountability Act of 2014, Section 702. Southeast will waive all non-resident rates to uniformed service veterans and their qualified dependents covered under Section 702.

Also, in accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, if a student has an outstanding balance that will be fully covered by delayed disbursement of a payment under Chapter 33: Post 9/11/Fry Scholarship or Chapter 31: Vocational Readiness and Employment from the U.S.

Department of Veteran Affairs, SFS will not assess any penalty for that semester, such as charging late fees, adding holds, canceling classes, or restricting access to campus facilities and services for students. Students receiving military benefits can be subject to those consequences, should they have balances that will not be fully covered by any delayed disbursement of a payment by the U.S. Department of Veteran Affairs, to include Chapter 1606: Montgomery GI Bill® Selected Reserve, Chapter 30: Montgomery GI Bill® Active Duty, or Chapter 35: Dependents Education Assistance.

Attendance and Withdrawal

Students are expected to adhere to the university's attendance and completion of course work policies. In accordance with Public Law 116-315, Section 1018, Southeast accommodates service members (to include Reserve/Guard) to be readmitted to a program if they are temporarily unavailable to attend class, or suspend their studies, due to service requirements. Students called to or returning from a military service obligation have enrollment options as stated below.

Students returning from active duty may petition instructors to start a course up to 2 weeks after the beginning of the full (16-week) semester, or 1 week for an 8-week course. Due to the compressed nature of six-week and four-week terms, late-start petitions for such classes will not be considered if more than two class sessions must be missed. The request for a late start must be submitted to instructors no later than one week prior to start of the affected term.

1. Students must submit verification of the return date to instructors via a copy of their official military/reservation orders or their Discharge from Active-Duty Paperwork (DD214). Instructors may contact the OMVS for assistance interpreting any documentation provided by the student.
2. Instructors, in consultation with their department chair, will determine whether a late start is feasible for their respective courses.
3. If approved, instructors will set up a written academic agreement with the student detailing the timeline of submission for any missed assignments, projects, or exams. Failure to adhere to this timeline will result in no credit being given for those items.

4. If a student's return is delayed beyond the originally requested start date, the student should apply for a military withdrawal. Students should contact the OMVS for assistance with this process.

Students called to serve on active-duty orders during a semester and who must leave any time after the midpoint of the term may request one of the following options:

1. Continued enrollment: The student may complete the course early or, if deemed feasible by the instructor, switch to an alternate course delivery mode. The instructor will establish an academic agreement detailing the timeline for required or alternate assignments, projects, and exams.
2. Receive an Incomplete (I): Students may pursue an Incomplete with permission from the instructor. Students will work with the instructor to compile a list of assignments, projects, and exams needed to complete the course. Students will have up to one full 16-week semester following the release from active duty to complete the course, or the incomplete will revert to a failing grade. If the orders span into or beyond the full term subsequent to that in which the incomplete is issued, the student may either request an extension of up to one additional semester or request a late drop of the course.
3. Withdrawal due to military obligations: In compliance with PL117-328-Section 3691A, if a student is called to military service, to include Active Duty, inactive-duty training (i.e., annual training), or State Emergency Duty, said student may withdraw without financial or academic penalty, granted the student provides official military documentation to verify their military service obligation. Students who need to withdraw due to military obligations should contact the OMVS for assistance with this process.

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 permission of the Registrar to complete them at another accredited college or university, or via distance education delivery modes such as online, subject to the rules governing transfer of credit.

STUDENT ACCOUNTS

Fee/Policy Changes. All fees and financial policies are subject to change by the Board of Regents without prior notice. Fees are typically set annually and available by June for the upcoming year. For the most updated information, complete fee schedule, and policy/procedures, please visit www.semo.edu/sfs or contact Student Financial Services.

Tuition/General Fees. Tuition and general fees are required costs per credit hour and assessed for all courses to cover educational and other expenses not funded by the State of Missouri, as recommended by Student Government and approved by the Board of Regents.

Additional Fees. Students may incur additional fees for certain processes or courses to cover the cost of consumable supplies, specialized equipment, and/or other unique expenses. These may include, but are not limited to admission application fees, enrollment fees, special course fees, program fees, electronic course access, online/webinar fees, graduation fees, etc.

Housing Fees. Room and board fees vary depending on the accommodations and meal plan chosen. For specific information on the variety of living options or meal plans, contact the Office of Residence Life at (573) 651-2274 or visit www.semo.edu/residencelife.

Textbook Rental/Purchase. Undergraduates may rent most textbooks at a reduced fee per course. Graduate students are required to purchase textbooks.

Payment of Account Balances. Students are required to pay their account balances by the published due dates using one of the following methods:

1. Payment in full
2. Confirmed financial aid greater than all charges
3. Enrollment and 1st payment of an Installment Payment Plan (IPP).

Students are emailed a notification monthly when a balance is due, reminding them they can view their bill online through SEMO-Pay. New students are mailed one paper bill and all subsequent notifications are sent via email to the Southeast email account. Payments must be received by the end of business on the due date. A past due balance will prevent future enrollment, transcript requests, university services, and may result in late fees or other consequences.

Payment is accepted in the following forms: cash, check, ACH (online check), money order, or debit/credit card (American Express, Discover, MasterCard, Visa). Note: All debit/credit card payments are subject to a service fee of 2.85% (international credit card service fee of 4.25%). Southeast does not allow credit/debit card payments in person.

Payment Plan. Southeast offers an Installment Payment Plan (IPP) option for students.

Payment Option	Non-Refundable Fee
2-5 Payments*	\$30.00/semester

*based on timing of when student sets up payment plan

Enrollment in the IPP is per semester. The first payment must be made at the time of IPP enrollment and is available with each method of payment (i.e. online, in-person, etc.). IPP payment amounts calculate on all current semester charges and will vary from month to month if additional charges are incurred. The first payment must include the first installment, enrollment fee, and any prior semester balances.

Late Payment/Consequences. Failure to make on-time payment may result in late fees, (up to \$40 for active students) or class cancellation. Students are obligated to promptly pay all charges owed, including attorney fees and collection costs (not to exceed 40%).

Returned Check Fee. All returned checks (including online ACH) are subject to a \$20 Returned Check Payment fee for any return. Students who have checks returned may lose check writing privileges and be subject to disciplinary action. Returned check payments must be redeemed by certified funds (cash, credit card, certified check).

Financial Probation/Cancellation. If a student's account is past due, the student may be placed on financial probation. If after efforts to notify the student appropriate action to pay the balance is not taken, the student may be financially cancelled and become unable to attend classes, take tests, or receive grades. Failure to pay the balance and become reinstated into the courses (reinstatement fee applies) by an established due date will result in not receiving any academic credit for the term, and the student will still be responsible for all charges due to the university.

In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, if a student has an outstanding balance that will be fully covered by delayed disbursement of a payment by the U.S. Department of Veteran Affairs, SFS will not assess any penalty for that semester such as charging late fees, adding holds, or canceling classes for students. Students receiving military benefits can be subject to those consequences should they have balances that will not be fully covered by any delayed disbursement of a payment by the U.S. Department of Veteran Affairs.

Fee Adjustments for Tuition, General, and Course-related Fees. Students can withdraw from the University or drop specific classes using the web registration system until the published "Last Day to Drop a Class". Fee adjustments for withdrawal/dropped class(es) are based on the date in which online or written withdrawal is processed. The following fee adjustment periods will apply:

Sixteen/Twelve-Week Sessions	Percentage of Fees Adjusted
Through the published last day to add a class	100%
5 days after the 100% period	70%
5 days after the 70% period	60%
5 days after the 60% period	50%
All days after the 50% period	0%
Six/Eight -Week Sessions	
Through the published last day to add a class	100%
2 days after the 100% period	70%
2 days after the 70% period	50%
All days after the 50% period	0%
Four-Week Sessions	
Through the published last day to add a class	100%

2 days after the 100% period
All days after the 50% period

50%
0%

For additional information regarding policy and procedures of fee adjustments and details related to Federal Title IV credits and Returns to Title IV (R2T4), please refer to section 02-18 of the University's Business Policy and Procedure Manual at <https://semo.edu/pdf/FinAdm-02-18-Policy.pdf>

Refund of Credit Balances. Refunds are processed within 14 days after a credit balance exists OR after the start of the semester, whichever is later. Refunds can be directly deposited to your checking or savings account or sent by check to your permanent home address on record. Refunds will continue to be processed on a weekly basis throughout the semester. For additional information, please visit the SFS website at www.semo.edu/sfs/balances.html.

Online Account Access. Using SEMO-Pay (my.semo.edu), students can choose to enroll in direct deposit for refunds, view account history, make payments, or grant/edit authorized user access. Authorized user access can be given to any person(s) the student approves (i.e. parent, spouse, guardian, etc.). In the Student SS tab of the Southeast portal, students can enroll in direct deposit for student refunds and view the "online schedule bill" for a printable statement.

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, Writing Assessment, 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.

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. 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)

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)