

Table of Contents

UNDERGRADUATE BULLETIN	4
FALL SEMESTER 2022	4
SPRING SEMESTER 2023	4
SUMMER SEMESTER 2023	5
SOUTHEAST MISSOURI STATE UNIVERSITY’S ACCESSIBILITY PLAN	5
NOTICE OF NONDISCRIMINATION/ANTI-HARASSMENT	5
MISSION, VISION AND VALUES	6
ACCREDITATIONS AND AFFILIATIONS	6
Academic Policies	9
ADMISSION.....	9
ADMISSION OF FIRST YEAR STUDENTS (Freshmen).....	9
ADMISSION OF RETURNING STUDENTS.....	10
ADMISSION OF TRANSFER STUDENTS	10
SPECIAL ADMISSION.....	12
ORIENTATION.....	12
ADMISSION TO MASS COMMUNICATION PROGRAM OPTIONS.....	12
ADMISSION TO NURSING PROGRAM.....	13
ADMISSION TO NUTRITION MAJOR – DIDACTIC PROGRAM IN DIETETICS (DPD) TRACK	15
ADMISSION TO RESPIRATORY THERAPY MAJOR	15
ADMISSION TO SOCIAL WORK PROGRAM	16
ADMISSION TO SPORT MANAGEMENT MAJOR.....	16
ADMISSION TO THE TEACHER PREPARATION PROGRAM.....	17
ADMISSION TO THEATRE AND DANCE PROGRAM.....	18
RETENTION/GRADUATION REQUIREMENTS FOR THE BUSINESS ADMINISTRATION DEGREE PROGRAM	19
RETENTION/GRADUATION REQUIREMENTS FOR THE COMMUNICATION DISORDERS PROGRAM	19
STUDENT ACCOUNTS	20
ACADEMIC POLICIES AND PROCEDURES	22
ABSENCE FROM CLASS	22
ACADEMIC FRESH START POLICY	22
ACADEMIC HONESTY.....	22
ADVISING.....	27
BULLETIN REQUIREMENTS/STUDENT RESPONSIBILITY	27
CANCELLATION OF ENROLLMENT	28
CANDIDATES FOR TWO DEGREES	28
CHANGE OF GRADE (See Grades)	28
CHANGE OF MAJOR.....	28
CHANGE OF SCHEDULE	28
CLASSIFICATION OF STUDENTS.....	28
COMMENCEMENT (See Graduation)	29
CONSTITUTION REQUIREMENT.....	29
CORRESPONDENCE COURSES	29
COURSE NUMBERING SYSTEM.....	29
CREDIT BY EXAMINATION	29
CREDIT HOUR	32
DEAN’S HONOR LIST (See Honors).....	32
DECLARATION OF MAJOR	32
DEGREE.....	33
DEGREE AUDIT REPORT (Degree Works)	33

DEPARTMENTAL DISTINCTION	34
DEVELOPMENTAL COURSES	34
DUALLY ENROLLED STUDENT	35
ENGLISH WRITING PLACEMENT	35
ENROLLMENT/CANCELLATION/WITHDRAWAL FROM THE UNIVERSITY	35
EXAMINATIONS	36
FINAL EXAMINATIONS.....	36
FOREIGN LANGUAGE PLACEMENT AND RETROACTIVE CREDIT	36
GRADES	36
GRADUATION	38
HONORS	38
IDENTIFICATION CARD	39
INCOMPLETE GRADE (See Grades)	39
INDEPENDENT STUDY.....	39
INTERNSHIP	39
JANE STEPHENS HONORS PROGRAM.....	39
LATE ENROLLMENT	40
MAJOR/MINOR DEFINITIONS.....	40
MILITARY-AFFILIATED STUDENT INFORMATION	41
PROBATION	43
REPEATED COURSES.....	43
RESIDENCE REQUIREMENTS.....	43
STUDENT OUTCOMES ASSESSMENT	43
STUDENT RECORDS	43
SUSPENSION (See Academic Standing)	44
WEB REGISTRATION	44
WITHDRAWAL FROM THE UNIVERSITY.....	44
WORKSHOPS	44
WRITING COMPETENCE	44
Additional Information	44
BACCALAUREATE DEGREES	44
ASSOCIATE DEGREES	45
PRE-PROFESSIONAL PROGRAMS.....	46
Pre-Dental Curriculum	46
Pre-Engineering Curriculum	47
Pre-Law Curriculum.....	47
Pre-Medicine Curriculum	47
Pre-Optometry Curriculum	47
Pre-Pharmacy Curriculum	48
Pre-Veterinary Curriculum	48
Bachelor’s Degrees	48
BACHELOR OF APPLIED SCIENCE DEGREE	48
BACHELOR OF ARTS DEGREE.....	48
BACHELOR OF FINE ARTS DEGREE	49
BACHELOR OF GENERAL STUDIES DEGREE	49
BACHELOR OF SCIENCE DEGREE	49
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE	51
BACHELOR OF SCIENCE IN EDUCATION DEGREE	51
BACHELOR OF SCIENCE IN FAMILY AND CONSUMER SCIENCES EDUCATION DEGREE	52
BACHELOR OF MUSIC EDUCATION DEGREE	52
BACHELOR OF MUSIC DEGREE	52
BACHELOR OF SCIENCE IN NURSING.....	52
Associate Degrees.....	53
ASSOCIATE OF ARTS IN CHILD CARE AND GUIDANCE	53
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER TECHNOLOGY.....	53

MINORS	53
ACCOUNTING	54
AEROSPACE STUDIES.....	55
AGRICULTURE.....	55
AGRICULTURE/HORTICULTURE ENTREPRENEURSHIP	55
ANTHROPOLOGY.....	55
ARCHAEOLOGY.....	56
ARCHITECTURAL DESIGN.....	56
ART/ART HISTORY	56
AUTISM STUDIES	57
BIOLOGY	57
BUSINESS.....	57
BUSINESS ANALYTICS	57
BUSINESS LAW	58
CHEMISTRY.....	58
CHILD DEVELOPMENT	59
CHILD DEVELOPMENT-CHILDHOOD TRAUMA and OUTCOMES	59
COACHING.....	59
COMMERCIAL PHOTOGRAPHY.....	59
COMMUNICATION DISORDERS.....	60
COMMUNICATION STUDIES.....	60
COMPANION ANIMALS	60
COMPUTER NETWORKING.....	60
COMPUTER SCIENCE	61
CRIMINAL JUSTICE.....	61
CYBERSECURITY.....	62
DANCE	62
DATA SCIENCE	62
ECONOMICS	63
ENTREPRENEURSHIP AND CORPORATE INNOVATION.....	63
ENVIRONMENTAL SCIENCE	63
EXERCISE SCIENCE	64
FAMILY STUDIES.....	64
FASHION ENTREPRENEURSHIP.....	65
FASHION RETAILING.....	65
FILM AND LITERATURE	65
FINANCE	66
FRENCH.....	66
GEOGRAPHIC INFORMATION SYSTEMS	66
GEOSCIENCE	66
GERMAN.....	66
GLOBAL STUDIES	67
HEALTH PROMOTION.....	67
HISTORIC PRESERVATION.....	67
HISTORY.....	68
HORTICULTURE	69
HOSPITALITY MANAGEMENT	69
HUMAN RESOURCE MANAGEMENT	69
INFORMATION SYSTEMS.....	69
INTERACTIVE DESIGN TECHNOLOGY.....	70
INTERIOR DESIGN	70
INTERNATIONAL BUSINESS	70
JAZZ STUDIES.....	70
LATIN AMERICAN STUDIES.....	70
LITERATURE	71
MANAGEMENT.....	71
MARKETING: INTEGRATED MARKETING COMMUNICATIONS.....	71

MARKETING: MARKETING MANAGEMENT	72
MARKETING: PROFESSIONAL SELLING	72
MASS COMMUNICATION	72
MATHEMATICS	72
MUSIC.....	73
NUTRITION	73
PHILOSOPHY	73
PHYSICS	74
POLITICAL SCIENCE.....	74
PSYCHOLOGY: DEVELOPMENTAL.....	74
PSYCHOLOGY: GENERAL.....	74
RELIGION	75
SMALL PRESS PUBLISHING	75
SOCIAL WORK.....	75
SOCIOLOGY.....	76
SOILS.....	76
SPANISH.....	76
SPANISH FOR THE HEALTH PROFESSIONS.....	76
SPORT MANAGEMENT	76
SUSTAINABILITY.....	77
THEATRE.....	77
UNMANNED AIRCRAFT SYSTEMS.....	78
WRITING.....	78
CERTIFICATE PROGRAMS	78
AUTISM SPECTRUM DISORDER	78
FAMILY ENTERPRISE MANAGEMENT	78
LAW ENFORCEMENT ACADEMY.....	78
MEDIA FOR MANAGERS.....	79
WEB DEVELOPMENT	79

UNDERGRADUATE BULLETIN

2022-2023

Cape Girardeau

Phone (573) 651-2000

Volume 145 Number 1, August 1, 2022

FALL SEMESTER 2022

August 22 – December 16

Classes Begin (full semester and 1st 8-week session) – August 22

Labor Day - no classes – September 5

Fall Break – October 12 (close of classes) – October 17 (7 a.m.)

Second half of semester begins – October 17

Thanksgiving Recess - November 22 (close of classes) – November 28 (7 a.m.)

Final Exams - December 12-16

Commencement - December 17

SPRING SEMESTER 2023

Wintersession - December 19, 2022 – January 13, 2023

Martin Luther King, Jr. Birthday (no classes) - January 16

January 17 – May 12 (Regular Semester)

Classes Begin (full semester and 1st 8-week session) - January 17

Spring Break – March 10 (close of classes) - March 20 (7 a.m.)

Designated Holiday - April 6 (close of classes) – April 10 (7 a.m.)

Final Exams – May 8-12
Commencement - May 13

SUMMER SEMESTER 2023

First 4-Week Session – May 15 - June 8
First 6-Week Session – May 15 – June 22
12-Week Session – May 15 – August 3
8-Week Session – June 12 - August 3
Second 4-Week Session – June 12 – July 7
Second 6-Week Session – June 26 – August 3
Third 4-week Session – July 10 – August 3

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 Vice President for Equity, Access and Behavioral Health/Dean of Students, 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 Student Conduct, 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.

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
- NASD – NATIONAL ASSOCIATION OF SCHOOLS OF DANCE
- 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 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 Dance
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)

ACADEMIC POLICIES

ADMISSION

Admission decisions are made without regard to race, color, creed, gender, 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, 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 (not including general science; select from physical science, biology, chemistry, physics, botany, zoology, astronomy, environmental science, earth science or anatomy & physiology; one must be a laboratory course); 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 through the Step Up to Southeast admission program.

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 semester, excluding summer, 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 regionally accredited 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 in the 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 institution accredited by a United States Department of Education recognized regional accrediting agency 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 course descriptions. 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://semo.wufoo.com/forms/w155lss01_h4wylfl) (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 may be admitted as special students. Special students who later decide to pursue a degree program must do so through the procedure established for admission of regular students. Credits earned as a special student may be applied toward a degree only with the approval of the Registrar and the chairperson of the department in which the student majors. Special students are not eligible for financial aid.

ORIENTATION

First-Year Student Orientation:

First STEP (Southeast Testing 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, 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 overall 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 a minor or second major outside of Mass Communication.
5. Complete an assessment activity, MC 001 Exit Interview, in the final semester of coursework.

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 59 prerequisite hours or to be enrolled in any of the still remaining courses at the time of application. These 59 prerequisite hours and 3 hours of elective credit must be completed before beginning nursing coursework.

Students with extraordinary circumstances, who have not completed all of the general education requirements or nursing prerequisites other than science courses, may appeal to the Department of Nursing’s Student Affairs Committee for an exception to the above policy. Those students, however, must be able to complete “outstanding” courses in the summer semesters occurring within the timeframe of their curriculum (one summer for fall admissions, two summers for spring admissions). Students who have 59 prerequisite hours and 3 hours of elective credit or are enrolled in these courses will be more competitive during the admission process.

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

Completion of the nursing education program does not guarantee eligibility to write the NCLEX. (Section 335.066, Missouri Nursing Practice Act) The 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

Any student wishing to declare nursing as a major, whose native language is not English, is required to take the TOEFL. The TOEFL score cannot be more than two years old. Minimum scores for admission to the Department of Nursing at Southeast Missouri State University are 100 cumulative score, and no less than 20 on individual scores for speaking, writing, reading and listening. 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. All degree requirements including both nursing and non-nursing courses are offered online. Nursing courses that require a field experience may be completed in the students' geographical location where they hold an RN license and have an approved RN preceptor. Guidance is given by the course instructor by communicating online with the RN student and preceptor. Qualified students who are licensed RNs and hold a GPA of 2.50 or better and have completed a criminal background check are admitted every fall and spring semester until the class is full. Once RN-BSN students are enrolled in their final semester of the program, an additional 37 hours of baccalaureate nursing credit will be added to their transcripts. Both nursing and non-nursing courses completed at a prior college or university are included in the total number of credits earned.

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 Kinesiology, Nutrition and Recreation any time after they have been admitted to the University and have begun attending classes. Students wishing to be formally admitted into the DPD Track on must meet the following admission criteria:

1. Completion of 45 semester hours with a minimum grade point average (GPA) of 3.0 overall including the following course work (or equivalent) with a minimum grade of “C”: BS 113; CH 181; EN 140; FN 235; MA 115/MA 116.
2. Completion of all developmental courses (if applicable).

Admission Procedures:

1. Each student will complete a declaration of major form. When eligibility requirements have been met, an application for admission must be completed and submitted to the departmental office by February 28. The director of the Dietetics Program will determine if all admission criteria are met. The program director will send a letter of acceptance by April 1 with a copy of the admission policy to successful applicants. Those individuals who do not meet the admission criteria will be notified in writing and may reapply one additional time the following year by February 28.
2. Each semester, grades will be reviewed by the DPD director. Any student failing to meet retention requirements will be notified by mail within ten days of final grade postings. Students must complete an application for reinstatement if they wish to re-take coursework that failed to meet retention requirements.

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

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

Graduation Requirements: In order to receive a verification statement for completion of the required didactic curriculum, accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics, students must meet all requirements put forth for both admission and retention and be approved for graduation by the Registrar at Southeast Missouri State University. The student who completes this degree must additionally complete supervised practice hours of pre-professional experience accredited/approved by The Accreditation Council for Education in Nutrition and Dietetics and successfully complete the registration examination for dietitians.

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

ADMISSION TO RESPIRATORY THERAPY MAJOR

Students interested in the professions in respiratory therapy may contact the Department of Kinesiology, Nutrition, and Recreation 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 within the department.

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.

* 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 Kinesiology, Nutrition, and Recreation website (semo.edu/knr), or by contacting the department chairperson, Dr. Jason Wagganer at jwagganer@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': PY 101; SW 110*; SW 201*; SW 205; SW 207*; SW 221*; SW 222*; SW 242*.
3. Completion of Economic Systems, Living Systems, Political Systems, Written Expression.
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: SW 307, SW 308, SW 310, SW 321, SW 322, SW 323, SW 342, SW 449, SW 450.

*SW 110, SW 201, SW 205, SW 207, SW 221, SW 222 and SW 242 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 Kinesiology, Nutrition, and Recreation to declare the pre-major in 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.

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

1. Present an overall minimum grade point average (GPA) of 2.50 on a 4.0 scale.
2. Complete a minimum 30 semester degree credit hours.
3. Complete the following courses with a grade of "C" or better: MA 115 or MA 116 or MA 123, SC 105, EN 140 and SM 220.

The Sport Management Director will send a letter of acceptance with copy of admission policy to successful applicants via email. Those individuals who do not meet the admission criteria will be notified in writing.

Students denied acceptance are permitted to re-apply for admission after they have met the admission criteria.

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

1. Maintain a minimum overall 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 overall 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, Business minor, and 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 Kinesiology, Nutrition, and Recreation.
4. Completion of the exit survey at the end of SM 470.
5. Submission of a digital portfolio in the final semester of course work.

Accreditation: Information pertaining to student learning and achievement in the sport management programs accredited by COSMA can be obtained by visiting the Department of Kinesiology, Nutrition, and Recreation 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. One of the following:
 - a. Composite/Superscore of 20 or higher on the ACT exam
 - b. Passing score on the Missouri General Education Assessment (MoGEA)#
 - c. Have a previous 4-year degree from an accredited college/university
3. 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.
4. 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

#Students already admitted to the University should take the MoGEA instead of re-taking the Act.

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 www.semo.edu/education-health/edu-prep/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 in the College of Education 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 overall 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. An overall 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 overall GPA of 2.50.
 2. Present a minimum major GPA of 3.00.

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 2.75% (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	50%
All days after the 50% period	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 (portal.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.

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 University 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 academic honesty policy. 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 and ITV 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 S0 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 S0 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 ITV or 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. Undeclared first year students are advised by the Center for 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
Holland College of Arts & Media
Exploratory/Undecided majors

Academic Advising – Polytechnic Building 301
College of Science, Technology, Engineering & Mathematics
Harrison College of Business & Computing

Southeast Online Programs
Kent Library, room 309
(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 regionally accredited college or university subject to the limitations noted below. Students may not be enrolled in the University and take correspondence courses without the permission of the Registrar, nor may they take a correspondence course if the same course is offered on campus. University Studies Interdisciplinary courses (UI/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 regionally accredited 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 earned fewer than 90 semester hours and have at no point been enrolled in the course for which they desire credit. Students should not enroll in any course for which they plan to attempt credit by examination. For mathematics exams, students may not have been enrolled in any courses from the Mathematics Department prior to attempting credit by examination. For more information, 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	Institutional Course Satisfied	Credit Hours
Art 2-D or 3-D	AR 198 Art Elective	3
Art History	AH 198 Art History Elective	3
Art, Studio: Drawing	AR 198 Art Elective	3
Biology	BS 108 Biology for Living	3
Calculus AB	MA 140 Analytical Geom & Calc I	5
Calculus BC	MA 140, MA 145 Analytical Geom & Calculus I & II*	9
Chemistry	CH 185 General Chemistry I**	5-8
Computer Science A	CS 155 Computer Science I**	4
Economics, Macro	EC 225 Prin Macroeconomics	3
Economics, Micro	EC 215 Prin Microeconomics	3
English Language & Comp	EN 100 English Comp I	3
English Literature & Comp	LI 256 Variety of Lit	3
Environmental Science	BS 105 Environmental Biology	3
French Language	FR 100, FR 120 French Language & Culture I & II**	3-6
Geography, Human	GG 180 Cultural Geography	3
German Language	GN 100, GN 120 German Lang & Culture I & II**	3-6
Govt/Politics, U.S.	PS 103 US Political Systems***	3
Govt/Politics, Comparative	PS 104 Comp Political Systems***	3
History, United States	US 105, US 107 Am Hist I & II**	3-6
History, European	EH 101, EH 103 Early Euro Civ/Modern Euro Civ**	3-6
History, World	WH 198 World Civilization	3
Latin: Veril	LT 198 Latin Elective	3
Music Aural****	MM 105 Aural Skills I	1
Music Theory	MM 101 Theories-Music & Cult	3
Physics I	PH 120 Intro Physics I	5
Physics II	PH 121 Intro Physics I	5
Psychology	PY 101 Psych Perspective/Hum Behr	3
Spanish Language	SN 100, SN 120 Spanish Lang & Culture I & II**	3-6
Spanish Literature	SN 220 Hispanic Literature	3
Statistics	MA 155 Statistical Reasoning**	3
	OR	
	MA 223 Elementary Probability & Stats**	3
	OR	
	QM 257 Business Statistics**	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
AC 221	Financial Accounting	3
BL 255	Business Law, Introductory	3
BS 108	Biology	3
CH 180	Chemistry	3
EC 215	Microeconomics, Principles of	3
EC 225	Macroeconomics, Principles of	3
EH 101	Western Civilization I	3
EH 103	Western Civilization II	3
EN 100	College Composition	3***
FR 100/120/200	French, Language Level 1 & 2	3-6*
GN 100/120/200	German, Language Level 1 & 2	3-6*
MA 116	Algebra, College	3
MA 137	Precalculus	5
MA 139	Calculus	3
MG 301	Management, Principles of	3
MK 301	Marketing, Principles of	3
PS 103	American Government	3**
PY 101	Psychology, Introductory	3
PY 220	Human Growth & Development	3
SN 100/120/200	Spanish, Language Level 1 & 2	3-6*
SO 102	Sociology, Introductory	3
US 105	History of the U.S. I	3
US 107	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
BS 105	Environment & Humanity	3
CJ 100	Criminal Justice	3
CJ 110	Introduction to Law Enforcement	3
EC 335	Money and Banking	3
FI 260	Personal Finance	3
FI 361	Principles of Finance	3
GG 180	Human/Cultural Geography	3
GO 110	Physical Geology	3
HL 120	Here's to Your Health	3
PH 106	Principles of Physical Science I	3
PH 109	Astronomy	3
SC 200	Principles of Public Speaking	3
SN 220	Spanish Literature	3
SO/SW 242/QM 257	Principles of Statistics	3
US 225	History of the Vietnam War	3
US 354	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
MI 101	Computer Applications	3*
PS 220	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
AR 112	Visual Arts	3
BS 108	Biology (HL)	3
CH 180 or CH185	Chemistry (HL)	3-5*
CS 120	Computer Science (HL)	3
EC 101	Economics (HL)	3
LI 256	English, Language A1 (HL)	3
FR 100/120	French, Language B (HL)	3-6*
FR 200/220	French, Language A2 (HL)	3-6*
GG 180	Geography (HL)	3
GK 101	Greek, Classical Language (HL)	3
WH 125	Islamic History (HL)	3
LT 198	Latin, Classical Language (HL)	3
MA 135	Mathematics (HL)	5
MM 101/105	Music (HL)	4
PH 120	Physics (HL)	5
PY 101	Psychology (HL)	3
AN 101	Social & Cultural Anthropology (HL)	3
SN 200/220	Spanish, Language A2 (HL)	3-6*
SN 100/120	Spanish, Language B (HL)	3-6*
TH 100	Theatre Arts (HL)	3
WH 100	History of Africa (HL)	3
WH 130	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 minimum of 750 minutes of lecture or 1200 minutes of workshop or 1500 minutes of laboratory is required for each semester hour of credit.

DEAN'S HONOR LIST (See Honors)

DECLARATION OF MAJOR

Students declare their majors by completing a Declaration of major form in the appropriate 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. 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: All of the following Bachelor of Science in Business Administration degrees should be declared at Academic Advising in Seabaugh Polytechnic Building 301 if 24 hours are not completed: Accounting, Business Administration, Economics, Finance, Healthcare Administration, International Business, Management, Marketing and Pre-Business. If 60 hours have been completed, majors may be declared in the appropriate department office. Students with fewer than 24 hours wishing to declare the following majors should declare at Academic Advising in Seabaugh Polytechnic Building room 301: Economics, Healthcare Management, and Hospitality Management. If 24 hours or more are completed, these majors may be declared in the major department office. Computer Science majors are declared in the major department.

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 Academic Hall 057.

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 138 and 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, www.semo.edu/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.

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

Special Examinations. Departments which require special examinations must list them on the Registrar's website, schedule of classes section. No student may be required to miss another scheduled class in order to take a special examination. In case of a time conflict between a scheduled class and a special examination, the department giving the special examination will provide an alternate time to the student who has the conflict.

FINAL EXAMINATIONS

(See Examinations)

FOREIGN LANGUAGE PLACEMENT AND RETROACTIVE CREDIT

Students with prior experience in a foreign language may receive retroactive credit. 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 submit additional, required graduation candidate information by published deadlines.

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 overall cumulative GPA and must have at least a 3.25 cumulative GPA in courses taken in the department of the major, as verified by the Office of the Registrar.

To graduate with this honor, students must initiate a scholarly paper or project 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/MINOR DEFINITIONS

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., minors and areas of specialization, may ordinarily also be used in the major without reducing the minimum number of hours required for a degree. However, no student may declare a major and a minor in the same discipline or field of study.

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

Track (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.

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 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 Military Residency tuition rate, which is equal to the Missouri tuition rate, to any student who is serving or has served in the U.S. Armed Forces, as well as their eligible dependents, if the student veteran did not receive a dishonorable discharge. To receive in-state tuition, a spouse or dependent must remain continuously enrolled at Southeast, once documentation has been verified to qualify them for fee-paying purposes. Dependents who are receiving in-state tuition continue to receive that tuition as long as they remain continuously enrolled, until graduating, or until leaving Southeast for a full fall or spring semester. If the student returns and completes any type of admission form, his/her documentation must be verified again, and he/she will not receive in-state tuition, unless they meet the qualifying criteria at readmission.

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 by 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.

Additionally, Southeast provides the in-state rate to all eligible military-affiliated students, to include veterans, service members, spouses, and dependents, complying with 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. For more information about Southeast's military residency, please visit <https://semo.edu/student-support/veterans/in-state-tuition.html>.

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: Students who need to withdraw due to military obligations should contact the OMVS for assistance with this process.

**Attendance and Withdrawal information is currently pending while under review by Faculty Senate.

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 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)

ADDITIONAL INFORMATION

BACCALAUREATE DEGREES

The following statements pertain to all baccalaureate degrees:

- A minimum of 120 hours of undergraduate degree credit (courses numbered 100-599) is required.
- The General Education Program, consisting of 42 hours and a Missouri Civics examination, is required.
- A passing score on the Missouri Civics Examination is required.
- A minimum of 30 hours must be completed in residence at Southeast.
- A minimum of 39 hours of senior college courses (300-599) must be completed after completion of 45 hours.
- 30 of the last 60 credits earned for a bachelor's degree that the institution awards must be earned at Southeast.
- The student's last term must be completed at Southeast, except that, in the case where six or fewer hours are needed to meet the total number of hours required for graduation, they may be taken at another accredited college or university, or by extension or correspondence subject to the rules governing extension courses and transfer of credit.
- No more than one-half of the junior college and one-half of the senior college work on a major or minor may be taken by correspondence and/or extension.
- A minimum cumulative GPA of 2.0 is required for graduation, except for the B.S. in Education, the B.S. in Family and Consumer Sciences Education, and the Bachelor of Music Education which require A2.75 GPA, the major in Communication Disorders, the major in Interdisciplinary Studies, Bachelor of Science in Business Administration which requires a 2.25 GPA for graduation, the major in Sport Management which requires A2.5 GPA for graduation, the major in Health Sciences which requires A3.0 GPA for graduation, and the majors in Social Work and Health Management which require A2.25 GPA for graduation.
- A minimum 2.0 GPA for all 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 the Mass Communication major and Business Administration majors which require A2.25 GPA, majors on the Secondary Education degree, the Health Management major, the Sport Management major, the Communication Disorders major which requires A3.00 GPA, and the 2-Dimensional and 3-Dimensional Art majors, BFA-Theatre major, all Music majors, and the Nutrition major which require A3.0 GPA. For all students in an education program, a GPA of 3.0 or higher is required in both the professional education coursework and in the specific content area for which certification is sought.
- A minimum 2.0 GPA must be earned in those courses completed at Southeast that are counted on the major.
- When applicable, a course may be counted toward more than one requirement, e.g., General Education, major and minor.
- The student must pass any required developmental courses or score at the appropriate levels on placement tests to have the courses waived.

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

ASSOCIATE DEGREES

The following statements pertain to all associate degrees:

- A minimum of 20 hours must be completed in residence at Southeast.
- 15 of the final 30 credits earned for an associate's degree that the institution awards must be earned at Southeast.
- The student's last term must be completed in residence at Southeast, except that, in the case where six or fewer hours are needed to meet the total number of hours required for graduation, they may be taken from another accredited college or university, or by correspondence or extension, subject to the rules governing extension courses and transfer of credit.
- A minimum cumulative GPA of 2.0 is required for graduation.

- A minimum 2.0 GPA for all degree credit attempted at Southeast is required in the major and overall.
- The student must pass any required developmental courses or score at the appropriate levels on placement tests to have the courses waived.

Additionally, the following statements pertain to all associate of arts degrees:

- A minimum of 64 hours of degree credit (courses numbered 100-599) is required for graduation.
- The General Education Program, consisting of at least 21 hours, is required.

PRE-PROFESSIONAL PROGRAMS

Pre-professional programs available at the University include pre-architecture, pre-chiropractic, pre-dental, pre-engineering, pre-law, pre-medical, pre-optometry, pre-pharmaceutical, and pre-veterinary.

Pre-Architecture Curriculum

The purpose of the one-year pre-professional program is to provide preparatory educational experiences for those seeking to transfer to another university for the completion of a professionally accredited degree in architecture, interior architecture or landscape architecture. The coursework provides an important opportunity for students to explore their interests and level of commitment before applying to an architecture school. The courses are meant as a foundation for students interested in an architecture program. Students will need to work closely with the school in which they plan to transfer to ensure optimal transferability of coursework. (Students who decide not to transfer could apply some courses from the pre-architecture curriculum to the Technology Management: Construction Management and Design option.)

Pre-Chiropractic Curriculum

It is possible to gain preparation for chiropractic school while pursuing any academic major in the university. The Biology: Biomedical Sciences option is designed for students who want to become chiropractors. However, students in other majors may choose pre-chiropractic as a second major, with the understanding this does not lead to A4 year degree. The pre-chiropractic curriculum contains a preponderance of biology and chemistry coursework required by chiropractic schools. Students should see the pre-chiropractic advisor during their first semester at Southeast. There are a limited number of chiropractic schools in the United States and students should obtain the admission requirements from the schools to which they plan to apply. This information will be used to plan the student's academic program in consultation with the pre-chiropractic advisor in the Department of Biology.

Southeast Missouri State University has entered into an agreement with Logan College of Chiropractic. It is A3+3 program in which a student completes three years of coursework at Southeast, and then begins coursework at Logan. After the first year at Logan a bachelor's degree is awarded by Southeast and upon completion of the three years at Logan a Doctor of Chiropractic Medicine is awarded.

Pre-Dental Curriculum

It is possible to gain preparation for dental school while pursuing any academic major in the university. The Biology: Biomedical Sciences option is designed for students who want to become dentists. However, students in other majors may choose pre-dental as a second major, with the understanding this does not lead to A4 year degree. The pre-dental curriculum contains a preponderance of biology and chemistry coursework required by dental schools and preparation for the DAT. Students should see the pre-dental advisor during their first semester at Southeast. There are more than 50 dental schools in United States and the entrance requirements are quite similar, however there are slight variations. Planning for the variety of requirements is done in consultation with the pre-dental advisor in the Department of Biology.

Pre-Engineering Curriculum

The two-year pre-engineering curriculum is designed so that students can receive a degree from an engineering school after an additional two years of study. The curriculum is closely articulated with programs at Missouri University of Science & Technology in Rolla, MO. Transfer brochures have been prepared in cooperation with the university and are available to students. Students planning to attend another engineering school should consult the catalog from that institution and arrange their programs with a pre-engineering advisor.

Students expecting to enroll in the pre-engineering program should have a mathematics background in high school of at least one year of geometry, two years of algebra, and one year of pre-calculus mathematics which includes trigonometry. If these requirements are not met it will be necessary to correct any deficiencies upon entering the University which may delay graduation.

Students should complete from 64 to 68 credit hours prior to transferring if they expect to complete an engineering degree in four years. This includes not only required courses in mathematics, physics, and engineering, but also courses in the humanities and the social sciences. Students who maintain a high academic standing will be eligible for transfer scholarships. An advisor in the Department of Engineering and Technology should be consulted for details regarding the pre-engineering program.

Pre-Law Curriculum

Students interested in attending law school after graduation should understand that there is no single pre-law curriculum. Rigidly structured “pre-law majors” are in fact strongly discouraged by schools of law. A wide variety of undergraduate majors are suitable as law school preparation, provided that they have a strong academic content. Courses that develop a student’s ability to think logically and to express thoughts lucidly in written form are strongly suggested.

While there is no specific “pre-law major”, the Department of Political Science, Philosophy, and Religion provides pre-law advising to those students, regardless of actual major, who are considering a career in law. Such advising includes recommending to students various schools of law which may be most appropriate for them, assisting students with the law school application process (including the Law School Admission Test), and recommending undergraduate preparation for the subsequent law school experience.

Pre-Medicine Curriculum

It is possible to gain preparation for medical school while pursuing any academic major in the university. The Biology: Biomedical Sciences option is designed for students who want to become physicians. However, students in other majors may choose pre-medicine as a second major, with the understanding this does not lead to A4 year degree. The pre-medicine curriculum contains a preponderance of biology and chemistry coursework required by medical schools and preparation for the MCAT. Students should see the premedical advisor during their first semester at Southeast. There are at least 120 M.D. schools and 20 D.O. schools in United States and the entrance requirements are quite similar, however there are slight variations. Planning for the variety of requirements is done in consultation with a pre-medicine advisor in the Department of Biology.

Pre-Optometry Curriculum

It is possible to gain preparation for optometry school while pursuing any academic major in the university. The Biology: Biomedical Sciences option is designed for students who want to become optometrists. However, students in other majors may choose pre-optometry as a second major, with the understanding this does not lead to A4 year degree. The pre-optometry curriculum contains a preponderance of biology and chemistry coursework required by medical schools and preparation for the OAT. Students should see the pre-optometry advisor during their first semester at Southeast. There are only 17 optometry schools in United States and the entrance requirements are quite similar, however there are slight variations. Planning for the

variety of requirements is done in consultation with the pre-optometry advisor in the Department of Biology.

Pre-Pharmacy Curriculum

Since there are more than 70 schools of pharmacy in the United States, pre-pharmacy should be advised according to the bulletin(s) of the school(s) to which the student is considering transfer. While each program is unique, most programs are either one or two years in length, and usually require chemistry, biology, physics, mathematics, and English, in addition to certain specified courses in other fields. Students interested in pre-pharmacy should contact Dr. Philip Crawford, the chairperson of the Department of Chemistry, as early as possible in the enrollment process.

Pre-Veterinary Curriculum

Students preparing for application to a professional Veterinary Medicine Program for completion of a Doctor of Veterinary Medicine (D.V.M.) degree must enroll in a pre-professional program. The minimum requirements for admission to most professional programs include 64 hours of coursework (the pre-professional program), completion of the GRE and acceptance by the College of Veterinary Medicine to which the student makes application.

Specific subjects required in the pre-professional program include English, college algebra, biology, chemistry (inorganic, organic and biochemistry), physics, and certain General Education courses. Courses in animal science are also required, dependent on school attending. Students should consult the current catalog of the College of Veterinary Medicine they plan to attend and develop their program in conference with the Pre-Veterinary Medicine advisor.

Students enrolled in the pre-professional program should plan a four-year degree program along with the Pre-Veterinary Medicine program. Students enrolling at Southeast Missouri State University will find majors in Agriculture or Chemistry, particularly complementary to the D.V.M. program. For more information, contact the Department of Agriculture.

BACHELOR'S DEGREES

BACHELOR OF APPLIED SCIENCE DEGREE

Primarily designed to qualify students to advance into technical management roles.

The Applied Technology major is specifically designed for students who have earned a technically oriented, accredited Associate of Applied Science (AAS) degree. From the earned AAS degree, students are awarded a minimum of 42 credit hours towards the major and additional courses could transfer in depending on the program completed. To complete the BAS degree, students must complete the General Education requirements and the Applied Technology major requirements. In addition, with the help of an advisor, students are required to select 18 credit hours of upper-level technical electives to build upon the skills gained through the AAS degree or background.

The area from which a major is to be chosen:
Applied Technology

BACHELOR OF ARTS DEGREE

Primarily for students who major in the arts, language, or literature, history, and certain social sciences; often selected as a pre-professional degree by those who wish a broad education.

The areas from which majors must be chosen are:

Art
Communication
Dance

English
Global Cultures & Languages
Options: Anthropology
Foreign Language
Global Studies

History
Music
Philosophy
Political Science
Psychology
Social Science
Theatre
Writing

BACHELOR OF FINE ARTS DEGREE

The Bachelor of Fine Arts degree is offered in the areas of Art, Interior Design (Department of Art & Design), Dance (The Conservatory of Theatre and Dance) and Theatre (The Conservatory of Theatre and Dance). Music Performance is offered under the Bachelor of Music degree (Department of Music).

The areas from which majors must be chosen are:

Art
Interior Design
Theatre
Options: Acting
Design/Technology
Musical Theatre

BACHELOR OF GENERAL STUDIES DEGREE

Allows individual structuring of a degree program without requiring major or minor fields; General Education requirements must be completed. In addition to completing this program through traditional face-to-face courses, the Bachelor of General Studies degree may also be completed through the Southeast regional campuses or Southeast Online.

BACHELOR OF SCIENCE DEGREE

Primarily for students entering various scientific fields. The areas from which majors must be chosen are:

Agribusiness
Options: Agriculture Communications
Agriculture Industry
Agriculture Systems Management
Animal Science
Horticulture & Cannabis
Plant & Soil Science
Biology
Options: Biomedical Sciences
Marine Biology
Microbiology, Cellular & Molecular Biology & Biotechnology
Organismal, Ecological, & Evolutionary Biology
Pre-Physician Assistant

Wildlife and Conservation Biology

Chemistry
 Options: Biochemistry
 Comprehensive Chemistry
 Forensic Chemistry

Child & Family Studies
 Options: Child Development
 Family Studies

Communication Disorders

Computer Information Systems

Computer Science

Corporate Communication

Criminal Justice

Cybersecurity

Economics

Emergency Preparedness

Engineering Physics
 Options: Electrical Applications
 Mechanical Applications

Engineering Technology
 Options: Electrical & Automations Systems Applications
 Mechanical & Manufacturing Systems

Environmental Science

Geographic Information Science

Health Management: Exercise Science

Health Sciences

Healthcare Management
 Options: Healthcare Informatics
 Healthcare Quality

Historic Preservation

Hospitality Management

Industrial & Systems Engineering

Interdisciplinary Studies

Mass Communication
 Options: Advertising
 Media Management
 Multimedia Journalism
 Public Relations
 Television & Film

Mathematics:
 Options: Actuarial Science
 Mathematics & Statistics

Medical Laboratory Science

Nutrition

Physics

Political Science

Professional Pilot

Psychology

Public Health

Respiratory Therapy

Social Work

Sport Management

Technology Management
 Options: Computer Networking Systems Administration
 Construction Management and Design
 Industrial & Safety Management

Technology Management
Unmanned Aircraft Systems

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE

For students planning careers in business. The areas from which majors must be chosen are:

Accounting

Business Administration

Economics

Options: Business Economics

Financial Economics

Entrepreneurship & Corporate Innovation

Finance

Healthcare Administration

International Business

Management

Options: Applied Management

Human Resource Management

Management

Marketing

Options: Fashion Marketing

Digital & Integrated Marketing Communications

Marketing Management

Professional Selling

BACHELOR OF SCIENCE IN EDUCATION DEGREE

For students planning to teach children from birth through 12th grade, six programs are offered:

- Early Childhood Education (birth-grade 3) with add-on certification in Elementary Education (grades 1-6)
- Elementary Education (grades 1-6) with the option of adding on Middle School certification (grades 5-9)
- Exceptional Child Education (birth-grade 3 or K-12) with add-on certification in Elementary Education (grades 1-6)
- Middle School Education (grades 5-9)
- Secondary Education (grades 9-12)
- K-12 Education (Physical Education, Music, FACS)

All majors in education must meet requirements determined by the Missouri Department of Elementary and Secondary Education. 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.

All teacher education candidates must complete an MSHP/FBI background check prior to the first field experience in teacher education. A valid MSHP/FBI background check is required for all subsequent field experiences.

The areas from which majors must be chosen are:

Early Childhood Education with Add-On Elementary Education Certification

Elementary Education

Elementary Education with Add-On Middle School Education Certification

Exceptional Child Education: Early Childhood Special Education with Add-On Elementary Education Certification

Exceptional Child Education: Mild Moderate Cross Categorical with Add-On Elementary Education Certification

Middle School Education - Students in Middle School Education (grades five through nine) choose one area of concentration.

- Language Arts:
- Mathematics
- Science
- Social Studies

Secondary Education is divided into grades 9-12 or K-12.

Students in Secondary Education (grades 9 through 12) choose a major from one of the following areas of study:

Agricultural Education

Biology Education

Chemistry Education

English Education

Mathematics Education

Physics Education

Social Studies Education

K-12 EDUCATION

Students in K-12 Education choose a major from the following areas of study:

Family & Consumer Sciences (Birth-12)

Music Education

Physical Education

BACHELOR OF SCIENCE IN FAMILY AND CONSUMER SCIENCES EDUCATION DEGREE

For students planning to teach family and consumer sciences or financial literacy in junior high or secondary schools.

The area from which a major is to be chosen:

Family and Consumer Sciences Education

BACHELOR OF MUSIC EDUCATION DEGREE

For students planning to teach elementary or secondary school music.

The area from which a major is to be chosen:

Music Education

Options: Instrumental

Vocal

BACHELOR OF MUSIC DEGREE

Designed for students with an interest in professional careers in music.

The area from which a major is to be chosen:

Music

Options: Instrumental Performance

Vocal Performance

BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing (BSN) degree may be taken as a (1) professional program in nursing that prepares graduates to meet all requirements for making application to the Missouri State (or other state) Board of Nursing to write the national examination for licensure as a registered nurse (RN) and (2) baccalaureate completion (RN-BSN) online program in nursing after registered nurse licensure is received in the United States.

The area from which a major is to be chosen:
Nursing

ASSOCIATE DEGREES

ASSOCIATE OF ARTS IN CHILD CARE AND GUIDANCE

Granted upon completion of a two-year program in human environmental studies and related disciplines.

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER TECHNOLOGY

The purpose of the program is to prepare individuals for entry-level positions in industry.

MINORS

Departments may require a minor for majors under the Bachelor of Arts, Bachelor of Science and Bachelor of Science in Education (Secondary). The areas in which minors are offered are:

- Accounting
- Aerospace Studies
- Agriculture
- Agriculture/Horticulture Entrepreneurship
- Anthropology
- Archaeology
- Architectural Design
- Art/Art History
- Autism Studies
- Biology
- Business
- Business Analytics
- Business Law
- Chemistry
- Child Development
- Child Development- Childhood Trauma and Outcomes
- Coaching
- Commercial Photography
- Communication Disorders
- Communication Studies
- Companion Animals
- Computer Networking
- Computer Science
- Criminal Justice
- Criminology
- Cybersecurity
- Dance
- Data Science
- Economics
- Entrepreneurship and Corporate Innovation
- Environmental Science
- Exercise Science
- Family Studies
- Fashion Entrepreneurship
- Fashion Retailing
- Film and Literature

- Finance
- French
- Geographic Information Systems
- Geoscience
- German
- Global Studies
- Health Promotion
- Historic Preservation
- History
- Horticulture
- Hospitality Management
- Human Resource Management
- Information Systems
- Interactive Design Technology
- Interior Design
- International Business
- Jazz Studies
- Latin American Studies
- Literature
- Management
- Marketing: Integrated Marketing Communications
- Marketing: Marketing Management
- Marketing: Professional Selling
- Mass Communication
- Mathematics
- Military Science
- Music
- Nutrition
- Philosophy
- Physics
- Political Science
- Psychology: Developmental
- Psychology: General
- Religion
- Small Press Publishing
- Social Work
- Sociology
- Soils
- Spanish
- Spanish for the Health Professions
- Sport Management
- Sustainability
- Theatre
- Unmanned Aircraft Systems
- Writing

ACCOUNTING

15 Hours Required

Required Courses:

AC221 Principles of Accounting I (3)

AC222 Principles of Accounting II (3)

Choose 9 Hours AC courses (300-500 level) except AC573

AEROSPACE STUDIES

16 Hours Required

Required Courses:

AS100 Heritage & Values I (1)*

AS101 Heritage & Values II (1)*

AS200 Evolution of USAir/Space Power I (1)*

AS201 Evolution of USAir/Space Power II (1)*

AS300 Leading People & Effective Communication I (3)

AS301 Leading People & Effective Communication II (3)

AS400 National Security & Preparation for Active Duty I (3)

AS401 National Security & Preparation for Active Duty II (3)

*AS203 AFROTC Field Training (4) may be substituted with permission of department.

AGRICULTURE

17 Hours Required

Required Courses:

AO120 Plant Science (3)

AO125 Plant Science Lab (1)

AY101 Animal Science (3)

AY105 Animal Science Experiences (1)

HO110 Intro to Horticulture (3)

Choose 6 Hours AG, AO, AY, HO courses (300-400 level)

AGRICULTURE/HORTICULTURE ENTREPRENEURSHIP

15 Hours Required

Required Courses:

ER361 Principles of Entrepreneurship (3)

ER551 Managing/Growing a New Venture (3)

ER561 Business Planning for New Ventures (3)

Choose 6 Hours approved AG/ HO courses

ANTHROPOLOGY

18 Hours Required

Required Courses:

AN181 Introduction to Cultural Anthropology (3)

AN317 Ethnographic Field Methods (3)

Choose 12 Hours (6 hours must be 300 level or above):

AN100 Foundations of Human Behavior (3)

AN101 Observing Cultures (3)

AN180 Introductory Anthropology: Physical Anthropology and Archaeology (3)

AN333 Applied Anthropology (3)

AN341 Introduction to Linguistic Anthropology (3)

AN355 Special Topics in Anthropology (3)

AN360 Meso-American Civilizations (3)

AN375 Anthropology of Religion (3)

AN493 Anthropology Theory Seminar: Cultural Anthropology and Linguistics (3)

UI339 North American Indians (3)

ARCHAEOLOGY

18 Hours Required

Required Courses:

AN182 Introduction to Archaeology (3)

AN382 Archaeology: Method and Theory (3)

Choose 3 hours:

AI493 Anthropology Internship (3)

AN313 Archaeological Fieldwork (3)

AN319 Archaeological Laboratory (3)

AN551 Historic Archaeology Fieldwork (3)

Choose 9 Hours (6 hours must be 300 level or above):

AI493 Anthropology Internship (3)

AN100 Foundations of Human Behavior (3)

AN101 Observing Cultures (3)

AN181 Cultural Anthropology (3)

AN250 World Archaeology (3)

AN313 Archaeological Fieldwork (3)

AN319 Archaeological Laboratory (3)

AN355 Special Topics in Anthropology (3)

AN360 Meso-American Civilizations (3)

AN381 North American Archaeology (3)

AN341 Introduction to Linguistic Anthropology (3)

AN415 Forensic Anthropology (3)

AN493 Anthropology Theory Seminar: Cultural Anthropology and Linguistics (3)

AN551 Historic Archaeology Fieldwork (3)

UI339 North American Indians (3)

ARCHITECTURAL DESIGN

15 Hours Required

Required Courses:

CM126 Computer Aided Architectural Drafting (3)

CM226 Residential Architectural Drafting and Design (3)

CM322 Commercial Architectural Drafting and Design (3)

Choose two courses: (Only one IU/UI class can be selected)

AH337 Issues in Modern Architecture (3)

CM143 Construction Methods and Materials I (3)

CM310 Building Codes and Compliance (3)

CM315 Construction Contracts and Legal Issues (3)

DS340 Housing Perspectives

HO330 Strategic Landscape Design (3)

HP585 History of American Architecture (3)

IU306 Perspectives on Urban Design (3)

ART/ART HISTORY

18 Hours Required

Required Course:

AH110 Art History Survey I (3)

OR

AR112 Perspectives in Art (3)

Choose 6 Hours from:

AH210 Art History Survey II (3)

AR100 Drawing I (3)

AR104 2D Design (3)

AR106 3D Design (3)

AR201 Color Composition (3)
AR202 Drawing II (3)
Choose 9 Hours of Upper Division AR or AH
prefix courses (Related courses are encouraged.)

AUTISM STUDIES

18 Hours Required

Required Courses:

EX555 Introduction to Autism Spectrum Disorder (3)

EX556 Communication Interventions and Strategies for Individuals with Autism Spectrum Disorder (3)

EX557 Behavior Management and Interventions for Individuals with Autism Spectrum Disorder (3)

Choose 3 Hours:

CF/PY120 The Child (3)

CF220 Young and Middle Adulthood (3)

PY222 Development of the Adolescent (3)

Choose 3 Hours:

CD110 Lang and Culture of the Deaf (3)

CD340 Normal Speech and Language Development (3)

CE370 Language Acquisition of the Young Child (3)

EX302 Language Development of the Child with Exceptionalities (3)

Choose 3 Hours:

CF280 Learning Theory and Application: Preschool (3)

CF285 Learning Theory and Application: Infants and Toddlers (3)

CF330 Middle Childhood Development and Youth Issues (3)

EX558 Research in Autism Spectrum Disorder (3)

PE305 Motor Development and Learning (3)

PY444 Childhood Psychopathology (3)

BIOLOGY

21 Hours Required:

BI163 Evolution and Ecology (4)

BI173 Cell and Organismal Biology (4)

BI283 Genetics (4)

Choose 9 Hours from:

BI, BO, BT, ZO prefix courses at the 300-599 level

BUSINESS

18 Hours

(For non-Business majors only)

Required Courses:

AC221 Principles of Accounting I (3)

BL255 Business Law (3)

EC215 Principles of Microeconomics (3)

FI361 Financial Management (3)

MG301 Principles of Management (3)

MK301 Principles of Marketing (3)

*All courses require minimum grade of 'C'.

BUSINESS ANALYTICS

18 Hours Required

CS101 Introduction to Computer Programming (3)

QM352 Quantitative Decision Making (3)

MOS Excel Certification required*

Choose 3 hours:

CS440 Database (3)

MI375 Management Information Systems (3)

Choose 9 hours:

AC330 Accounting Analytics & Information Systems (3)

CS433 Data Analytics (3)

CS453 Machine Learning (3)

CS505 Data Mining (3)

EC351 Applied Economics Models (3)

EC490 Business Forecasting (3)

ER561 Business Planning for New Ventures (3)

HA540 Healthcare Informatics (3)

HA545 Healthcare Database Systems (3)

IS465 Management Support Systems (3)

MG436 Compensating Talent (3)

MG416 Acquiring Talent (3)

MK345 Introduction to Business Research (3)

QM358 Operations Management (3)

QM558 Principles of Supply Chain Management (3)

*Required of the most current or most recent version of Microsoft Excel.

BUSINESS LAW

15 Hours Required

BL255 Business Law (3)

BL455 Contracts (3)

BL563 Advanced Business Law (3)

Choose 6 hours:

BL425 Topics in Business Law (3)

BL493 Independent Study in Business Law (3)

BL560 International Business Law (3)

BL573 Internship in Business Law (3)

CJ220 Criminal Law (3)

CJ370 Juvenile Justice (3)

CJ422 Criminal Procedure (3)

CM315 Construction Contracts and Legal Issues (3)

MC401 Communication Law (3)

PL120 Symbolic Logic I (3)

PS390 The American Judicial System (3)

PS425 Administrative Law and Procedure (3)

PS490 Constitutional Law (3)

PS387-389 Independent Study in Political Science (1-3)

PY359 Psychology and the Law (3)

SC314 Argumentation (3)

SM540 Legal Aspects of Sport and Physical Activity (3)

UI305 Judicial Reasoning (3)

CHEMISTRY

18 Hours Required

Required Courses:

CH184 General Chemistry Lab (1)

CH185 General Chemistry (3)

CH186 General Chemistry II (3)

CH187 General Chemistry II Lab (1)

Choose two of the following:

CH271 Foundations of Analytical Chemistry (5)
CH306 Inorganic Chemistry (3)
CH311 Foundations of Physical Chemistry (4)
CH341 Foundations of Organic Chemistry (4)
CH531/UI331 Foundations of Biochemistry (3)
Choose one CH3xx-5xx level course to total 18 hours. Must
Include a minimum of 3 hours of lab beyond CH187

CHILD DEVELOPMENT

18 Hours Required

Required Courses:

CF120 The Child: Development from Conception Through Adolescence (3)
CF124 Children's Health, Nutrition and Safety (3)
CF200 Constructive Guidance and Discipline (3)
CF215 Observation: Perception and Process (3)
CF330 Middle Childhood Development and Youth Issues (3)
CF410 Culture and Ethnicity and the Child (3)

CHILD DEVELOPMENT-CHILDHOOD TRAUMA and OUTCOMES

18 Hours Required

Choose 18 hours from:

CF120 The Child: Development from Conception Through Adolescence (3)
ED535 The Trauma Informed Professional (3)
HS301 Foundations of Child Maltreatment and Child Advocacy (3)
HS401 Child Advocacy II - Professional and System Responses (3)
HS402 Child Advocacy III - Responding to the Survivor of Child Abuse (3)
PY444 Childhood Psychopathology (3)
SW205 Introduction to Social Welfare Policy (3)

COACHING

18-19 Hours Required

Required Courses:

CG400 Coaching Administration (3)
CG470 Practicum in Coaching (3)
PE235 Psychology of Coaching and Human Performance (3)
PE261 Concepts of Injury Management (3)
PE263 Concepts of Injury Management lab (1)
Choose one course:
PE216 Theory & Practice of Team Sports (3)
PE217 Theory & Practice of Lifetime Activities (3)
Choose one course:
FN235 Nutrition for Health (3)
PE220 First Aid (2)
PE341 Physiology of Conditioning (3)
SM540 Legal Aspects of Sport and Physical Activity (3)

COMMERCIAL PHOTOGRAPHY

18 Hours Required

AR284 Perspective and Image Making (3)
AR328 Photography Fundamentals (3)
AR384 Lighting Theory (3)
GM200 Vector and Bitmapped Graphics for Industry (3)
AR484 Visual Literacy: The Culture of Images (3)
Choose 3 hours:

PG325 Practicum in Commercial Photography (3)
PG385 HD Video for Multimedia (3)

COMMUNICATION DISORDERS

16 Hours Required

CD211 Anatomy and Physiology of the Speech Mechanism (4)
CD225 Phonetics (3)
CD230 Introduction to Communication Disorders (3)
CD340 Normal Speech and Language Development (3)
CD371 Anatomy and Physiology of the Hearing Mechanism (3)

COMMUNICATION STUDIES

15 Hours Required

SC320 Group Communication and Decision-Making (3)
SC355 Relational Communication Strategies (3)
SC425 Persuasion (3)
Choose 6 Hours from:
SC200 Introduction to Communication Research (3)
SC215 Intercultural Communication (3)
SC310 Speech Writing (3)
SC314 Argumentation and Problem Solving (3)
SC330 Corporate and Professional Communication (3)
SC335 Interviewing: Principles and Practices (3)
SC345 Nonverbal Communication (3)
SC360 Experiential Communication Projects (1-3)
SC406 Communication Principles of Negotiation and Conflict Management (3)
SC423 Political Communication (3)
SC482 Special Topics in Communication Studies (3)
SC510 Leadership and Team Building (3)
SC560 Organizational Communication (3)
UI301 Managerial Communication Processes (3)
UI320 Modern Presidency (3)
UI504 Leaders of Social Change (3)

COMPANION ANIMALS

16 Hours Required

AY101 Animal Science (3)
AY105 Animal Science Experiences (1)
AY200 Companion Animals (3)
AY205 Horse Science (3)
Choose two of the following:
AY300 Domestic Animal Anatomy and Physiology I (3)
AY304 Principles of Animal Nutrition (3)
AY305 Advanced Horse Science (3)
AY306 Companion Animal Disease (3)
AY310 Animal Anatomy and Physiology II (3)
AY350 Animal Reproduction (3)

COMPUTER NETWORKING

15 Hours Required

TN255 Microcomputer Maintenance and Troubleshooting (3)
TN275 Introduction to Networks (3)
TN375 Routing and Switching Essentials (3)
TN475 Scaling Networks (3)

TN563 Connecting Networks (3)

COMPUTER SCIENCE

17 Hours Required

Required Courses:

CS101 Introduction to Computer Science (3)

CS155 Computer Science I (4)

CS265 Computer Science II (4)

Choose 6 Hours CS prefix courses at the 300-500 level

CRIMINAL JUSTICE

18 Hours Required

CJ100 Introduction to Criminal Justice (3)

CJ110 Introduction to Law Enforcement (3)

CJ115 Introduction to Criminal Courts (3)

CJ125 Introduction to Corrections (3)

Choose 6 hours:

CJ3xx-5xx Criminal Justice upper division course(s) (3)

SO300 Organized and White-Collar Crime (3)

SO305 Intersections of Crime (3)

SO385 Family Violence (3)

SO444 Deviant Social Behavior (3)

CRIMINOLOGY

18 Hours Required

Required Courses:

CJ100 Introduction to Criminal Justice (3)

CJ110 Introduction to Law Enforcement (3)

SO360 Theories of Crime (3)

Choose 3 hours:

CJ375 Victimology (3)

SO305 Intersections of Crime (3)

Choose 6 Hours from:

CJ220 Criminal Law (3)

CJ222 Gangs in America (3)

CJ235 Police Operations (3)

CJ303 Correctional Institutions (3)

CJ330 Criminal Investigations (3)

CJ350 Criminalistics (3)

CJ400 Crisis Management (3)

CJ422 Criminal Procedures (3)

CJ435 Seminar in Criminal Justice (3)

SO201 Social Problems in Contemporary Society (3)

SO202 Racial & Ethnic Relations (3)

SO300 Organized & White-Collar Crim (3)

SO385 Family Violence (3)

SO444 Deviant Social Behavior (3)

SW201 Social & Economic Justice (3)

SW207 Understanding Cultural and Social Diversity (3)

UI300 Drugs and Behavior (3)

UI309 Crime & Human Behavior (3)

CYBERSECURITY

19 Hours Required

Required Courses:

CS101 Introduction to Computer Science (3)

CS155 Computer Science I (4)

CY201 Introduction to Cybersecurity (3)

CY320 Information Security in Systems Administration (3)

IS299 Security in Data Protocols (3)

MA464 Mathematical Cryptography (3)

DANCE

18 Hours Required

Required Courses:

DA205 Rehearsal and Production I (1)

DA282 Movement Improvisation (3)

DA305 Rehearsal and Production II (1)

DA490 Dance History (3)

Choose 10 Hours (minimum of 2 hours must be upper division):

Hours must include courses from at least two different genres of dance.

DA230 Ballroom Dance I (2)

DA131 Introduction to Aerial Arts (1)

DA140 Conditioning for Dance (1)

DA211 Ballet I (1)

DA216 Pointe Technique I (2)

DA221 Modern Dance I (1)

DA226 Jazz Dance I (1)

DA227 World Dance I (2)

DA228 Hip Hop Dance I (2)

DA231 Aerial Arts I (1)

DA236 Tap Dance I (1)

DA280 Movement Analysis (3)

DA290 Dance in World Cultures (3)

DA316 Pointe II (2)

DA331 Aerial Arts II (2)

DA311 Ballet II (2)

DA316 Pointe Technique II (2)

DA321 Modern Dance II (2)

DA326 Jazz Dance II (2)

DA327 World Dance II (2)

DA328 Hip Hop Dance II (2)

DA336 Tap Dance II (2)

DA380 Choreography I (3)

DA411 Ballet III (2)

DA421 Modern Dance III (2)

DA426 Jazz Dance III (2)

DA436 Tap Dance III (2)

DA485 Choreography II (3)

DA495 Dance Ensemble (1)

DATA SCIENCE

15 Hours Required

Required Courses:

MA323 Statistical Methods (3)

MA475 Multivariate Methods (3)

MA530 Statistical Learning (3)
Choose 6 hours:
BI443 Epidemiology (3)
BI458 Analytical Bioinformatics (3)
CS453 Machine Learning (3)
CS433 Data Analytics (3)
HA300 Introduction to Healthcare Management (3)
HA540 Healthcare Informatics (3)
HA545 Healthcare Database Systems (3)
MG575 Information Technology Management (3)
MI375 Management Information Systems (3)

ECONOMICS

15 Hours Required

Required Courses:

EC215 Principles of Microeconomics (3)

EC225 Principles of Macroeconomics (3)

Choose 3 hours from:

EC350 Development of Economic Thought (3)

EC410 Macroeconomic Theory (3)

EC420 Microeconomic Theory (3)

Choose 6 Hours from:

EC xxx Any EC course (300-500 level) (3)

UI322 International Political Economy (3)

UI349 Comparative Economic Systems (3)

UI366 Law and Economics (3)

UI371 Government and Business (3)

ENTREPRENEURSHIP AND CORPORATE INNOVATION

15 Hours Required

Required Courses:

ER361 Principles of Entrepreneurship (3)

ER531 Creative Problem Solving in Business (3)

ER551 Managing Family and Small Businesses (3)

ER562 New Product Development & Innovation Management (3)

Choose 3 hours:

ER521 Topics in Entrepreneurship (3)

MG354 Business Negotiation: Concepts & Practice (3)

MG356 Foundations of Human Resource Management (3)

MG470 Leadership in Management (3)

MG550 Improving Team Performance (3)

MK342 Professional Selling (3)

ENVIRONMENTAL SCIENCE

21-23 Hours Required

(For non-science majors; 6 hours must be at 300-400 level)

Required Courses:

BS105 Environmental Biology (3)

CH180 Chemistry in Our World (3)

OR

CH181 Basic Principles of Chemistry (5)

GO110 Physical Geology (3)

UI429 Environmental Ethics (3)

Choose 6 Hours from:

AO120 Plant Science (3)
AO215 Soils (3)
BS108 Biology for Living (3)
CH234 Organic and Biological Chemistry (3)
GO305 Environmental Geoscience (3)
GO/EV365 Environmental Soil Science (3)
Choose 3 hours from:
AG201 World Food and Society (3)
UI319 Science, Technology and Society (3)
UI360 Recycling and Waste Management (3)
UI387 Environmental Law and Public Policy (3)

EXERCISE SCIENCE

16 Hours Required

Required Courses:

HL231 Fitness Conditioning (3)
HL331/031 Exercise Physiology (4)
Choose 9 Hours from:
FN235 Nutrition for Health (3)
FN401 Sports Nutrition (3)
HL261 Exercise Science Practicum (3)
HL324 Group Exercise Instruction (3)
HL332 Lifestyle Disease Risk Reduction (3)
HL345 Resistance Training Principles and Practices (3)*
HL346 Weight Management Principles and Practices (3)
HL350 Issues & Trends in Motor Learning (3)
HL431 Fitness Assessment (3)
HL460 Exercise Leadership (3)
HL550 Exercise Programs for Special Populations (3)
PE464 Kinesiology (3)

Additional Requirements: 13-15 Hours

BS113/013 Anatomy and Physiology I (4)

BS114/014 Anatomy and Physiology II (4)

CH180 Chemistry in Our World (3)

OR

CH181 Basic Principles of Chem (5)

OR

CH184 General Chemistry I Lab (1)

AND

CH185 General Chemistry (3)

MA116 PreCalculus A (3)

OR

MA123 Mathematical Reasoning & Modeling (3)

FAMILY STUDIES

15 Hours Required

Required Courses:

CF102 Relationships in the 21st Century (3)

CF209 Introduction to Family Theories (3)

CF402 Relationships of Commitment (3)

CF430 Parent-Child Interactions (3)

Choose 3 hours:

CF120 The Child: Development from Conception to Adolescence (3)

CF206 Introduction to Gerontology (3)

CF220 Young and Middle Adulthood (3)

FASHION ENTREPRENEURSHIP

15 Hours Required

Required Courses:

ER361 Principles of Entrepreneurship (3)

Choose 6 hours from:

ER461 New Product Development & Innovation Management (3)

ER551 Managing/Growing a New Venture (3)

ER561 Business Planning for New Ventures (3)

Choose 3 hours from:

FA104 Beyond Project Runway (3)

FA114 Visual Merchandising (3)

Choose 3 hours from:

FA310 Fashion Forecasting (3)

FA450 Global Fashion Marketing (3)

MK349 Retail Marketing (3)

FASHION RETAILING

15 Hours Required

Required Courses:

FA104 Beyond Project Runway (3)

FA114 Visual Merchandising (3)

MK301 Principles of Marketing (3)

MK349 Retail Marketing (3)

Choose 3 hours from:

FAxxx Upper division FA prefix course (300-599), except FA530 (3)

UI355 Consumer and the Market (3)

UI480 Social Psychological Aspects of Dress (3)

FILM AND LITERATURE

18 Hours Required

Required Courses:

LI205 The Art of Film (3)

LI215 Film, Literature and Adaptation (3)

Choose 6 Hours from:

LI305 Film Studies: Theories/Genres/Periods (3)

LI307 Studies in TV and Pop Culture (3)

LI317 Multicultural Visions (3)

Choose 6 Hours from:

AR323 Introduction to Photography & New Media (3)

AR324 Time Based Media (3)

AR423 Visual Narratives (3)

FR375 French Cinema (3)

MC251 TV and Film in America (3)

MC253 Film History (3)

MC354 Screenwriting (3)

MC382 Media History (3)

PG284 Photography Fundamentals (3)

TH181 Script Analysis (3)

TH218 Acting I (3)

TH223 Movement for the Actor I (3)

TH228 Acting II (3)

TH319 Acting for Film and TV (3)

TH350 Stage Lighting I (3)

TH385 Directing I (3)

TH386 Sound Design (3)
TH491 Musical Theatre History (3)
UI306 Film and History (3)
UI375 European Film (3)
UI462 Stalin's Hunger Games (3)

FINANCE

15 Hours Required
Required Courses:
FI361 Financial Management (3)
FI364 Modern Financial Institution (3)
FI368 Investments (3)
Choose 6 Hours FI courses (300-500 level)
OR
AC375 Financial Statement Analysis (3)
AND
FIxxx (300-500 level) (3)

FRENCH

18 Hours Required
Required Courses:
FR100 French Language and Culture I (3)
FR120 French Language and Culture II (3)
FR200 French Language and Culture III (3)
FR220 French Literature (3)
Choose 6 Hours FR courses (300-500 level)

GEOGRAPHIC INFORMATION SYSTEMS

15 Hours Required
Required Courses:
AG444 Spatial Analysis (3)
GO340/540 Remote Sensing (3)
GO445 Geographic Info Systems (3)
IU314/GO514 GeoInfo Science Today (3)
Choose 3 hours from:
AG440 Precision Agriculture (3)
CJ430 Policing in an Information Age (3)
GO520 GIS Application (3)

GEOSCIENCE

15 Hours Required
Required Courses:
GO110 Physical Geology (3)
UI373 Earth/Life Thru Time (3)
Choose 6 hours GO courses (200-500 level)
Choose 3 hours GO courses (400-500 level)

GERMAN

18 Hours Required
Required Courses:
GN100 German Language and Culture I (3)
GN120 German Language and Culture II (3)
GN200 German Language and Culture III (3)

GN220 German Literature (3)
Choose 6 Hours GN courses (300-400 level)

GLOBAL STUDIES

18 Hours Required

Choose 6 Hours from:

AN181 Introduction to Cultural Anthropology (3)

EC225 Principles of Macroeconomics (3)

EH103 Modern European Civilization (3)

OR

WH110 Chinese Civilization (3)

OR

WH130 Latin American Civilization (3)

GG180 Cultural Geography (3)

OS200 Introduction to Social Studies (3)

PS104 Comparative Political Systems (3)

OR

PS280 Introduction to Global Issues (3)

UI308 Cultural and Physical Landscapes of the World: A Geographical Analysis (3)

OR

GG150 People and Places of the World (3)

Choose 3 hours foreign language elective:

CN100 Chinese Language and Culture I (3)

FR100 French Language and Culture I (3)

GN100 German Language and Culture I (3)

JN101 Japanese I (3)

SN100 Spanish Language and Culture I (3)

Choose 6 hours of upper division electives from an approved list*; must be from two prefixes (unless UI prefix) (6)

Choose 3 hours of upper-level study abroad credit (3)

*See Dept of History and Anthropology for approved list of electives

HEALTH PROMOTION

15-16 Hours Required

Required Courses:

HL111 Introduction to Health Management (3)

HL120 Health Perspectives (3)

HL332 Lifestyle Disease Risk Reduction (3)

Choose 6-7 hours:

FN235 Nutrition for Health (3)

OR

FN255 Nutrition I (3)

HL320 Community Health (3)

HL331/031 Exercise Physiology (4)

HL432 Health Promotion Programs (3)

HL490 Health Promotion Planning & Evaluation (3)

UI354 Lifestyle Enhancement (3)

OR

PY555 Health Psychology (3)

UI412 American Health Care (3)

HISTORIC PRESERVATION

21 Hours Required

Required Courses:

HP100 Introduction to Historic Preservation (3)
HP200 Introduction to the Techniques of Local History (3)
HP585 History of Amer Architecture (3)
US105 American History I (3)
US107 American History II (3)
Choose 6 Hours from:
(3 Hours must be HP prefix)
GH550 Heritage Outreach (3)
HP405 Archives and Special Collections Management (3)
HP410 Museum Studies (3)
HP420 Historic Site Admin (3)
HP450 Problems in Historic Preservation (3)
HP540 Topics in Historic Preservation (3)
HP575 Collections Management (3)
HP580 History of American Building Materials and Techniques (3)
HP588 Legal and Economic Principles of Historic Preservation (3)
HP589 Historic Preservation Based Economic Revitalization (3)
UI446 Civil Rights Movement (3)
UI508 African Americans during Segregation & Jim crow (3)
US360 Women in American History (3)
US420 African Americans during Slavery (3)
US524 American Rural History (3)
US525 American Urban History (3)
US530 The African-American Experience (3)

HISTORY

21 Hours Required

EH300-599 (3)

US300-599 (3)

WH300-599 (3)

EH/GH/HP/US/WH300-599 (6)

Choose an additional 6 Hours of EH, GH, US,

WH prefix courses – any level

HORTICULTURE

17 Hours Required

Required Courses:

HO110 Introduction to Horticulture (3)

HO225 Identification and Use of Deciduous Plants (2)

HO235 Identification and Use of Evergreen Plants (2)

HO245 Identification and Use of Interior/Tropical Plants (2)

HO255 Identification and Use of Annual/Perennial Plants (2)

Choose 6 hours from:

HO310 Alternative Agriculture (3)

HO320 Nursery Administration and Culture (3)

HO321 Advanced Plant Propagation (3)

HO330 Strategic Landscape Design (3)

HO342 Production of Horticultural Crops (3)

HO350 Advanced Greenhouse Management (4)

HO355 Interior Plantscaping (3)

HO430 Advanced Turfgrass Management (3)

HO431 Landscape Installation and Maintenance (3)

HO445 Composting and Utilization in Horticultural Systems (3)

HO450 Vineyard Operations (3)

HO464 Hydroponics and Horticulture Technologies (3)

HO470 Regenerative Urban Agriculture (3)

HOSPITALITY MANAGEMENT

15 Hours Required

Required Course:

HM150 Introduction to Hospitality Management (3)

Choose 12 hours from:*

HM205 Foundations of Culinary Practices (3)

HM250 Introduction to Beverage Management (3)

HM260 Meeting and Event Management (3)

HM270 Lodging Operations (3)

HM304 Hospitality Cost Control (3)

HM350 Advanced Culinary Practices (3)

HM390 Hospitality Sales and Marketing (3)

*At least 6 credit hours must be upper division (300 or above)

HUMAN RESOURCE MANAGEMENT

15 Hours Required

Required Courses:

MG301 Principles of Management (3)

MG356 Foundations of Human Resource Management (3)

MG566 Legal and Union Issues in Human Resources (3)

Choose 6 Hours from:

MG416 Acquiring Talent (3)

MG426 Managing and Developing Talent (3)

MG436 Compensating Talent (3)

MG456 Topics in Human Resource Management (3)

INFORMATION SYSTEMS

15 Hours Required

Required Courses:

IS145 Introduction to Web Development (3)

IS175 Computer Information Systems I (3)
IS275 Computer Information Systems II (3)
IS340 Information Technology (3)
IS448 IS/IT Project Management (3)

INTERACTIVE DESIGN TECHNOLOGY

15 Hours Required

Required Courses:

AR180 Introduction to Design Software (3)
AR327 Web Design (3)
AR337 Interactive Design (3)
AR381 UI/UX Design (3)
AR480 3D Production for Interactive Media (3)

INTERIOR DESIGN

15 hours required

Required Courses:

DS104 Exploring Interior Design (3)
DS207 Interior Systems (3)

Choose hours from:

DS205 History of Interiors I (3)
DS206 History of Interiors II (3)

Choose 6 hours from:

DS330 Lighting & Electrical Systems (3)
DS332 Materials for Interior Environments (3)
DS340 Housing Perspectives (3)
DS401 American Cultural Landscapes (3)

INTERNATIONAL BUSINESS

18 Hours Required

EC580 International Economics (3)
FI540 International Finance (3)
MG560 International Management (3)
MK 560 International Marketing (3)
UI343 Transcultural Experience (3)
Choose 3 hours from:
AC540 International Perspectives in Accounting (3)
MK478 Global Logistics (3)
UI322 International Political Economy (3)
UI349 Comparative Economics Systems (3)

JAZZ STUDIES

20 Hours Required

MH310 Popular Music in America and Beyond (3)
MH327 Jazz History (3)
MM324 Jazz Harmony (3)
MU251 Jazz Improvisation I (3)
MU320 Jazz Improvisation II (3)
MU329 Jazz Combo (1+1)
MU387 Jazz Band (1+1+1)

LATIN AMERICAN STUDIES

18 Hours Required

Required Courses:

SN xxx Spanish Language (6)

Choose 3 hours from:

SN300 Spanish American Culture (3)

WH130 Latin American Civilization (3)

Choose 9 hours from:

AN360 Mesoamerica (3)

EH520 History of Spain and Portugal (3)

SN306 Civilization of Spain (3)

WH306 Latin American Film & History (3)

WH520 Latin American Colonial History (3)

WH524 History of Mexico (3)

WH525 Cold War in Latin America (3)

XX 300-500 Latin American Literature Course (3)

LITERATURE

15 Hours Required

Required Courses:

EN201 Writing About Literature (3)

Choose two Survey courses:

LI260 English Literature I (3)

LI261 English Literature II (3)

LI270 American Literature I (3)

LI271 American Literature II (3)

Choose 6 hours:

LI300-599 Literature upper division course (3)

MANAGEMENT

15 Hours Required

Required Courses:

MG301 Principles of Management (3)

MG550 Improving Team Performance (3)

MG562 Organization Theory and Design (3)

Choose 6 Hours from*:

ER361 Principles of Entrepreneurship (3)

ER 531 Creative Problem Solving in Business (3)

IM411 Total Quality Assurance (3)

MG354 Business Negotiation: Concepts and Practice (3)

MG356 Foundations of Human Resource Management (3)

MG457 Organizational Behavior (3)

MG470 Leadership in Management (3)

MG560 International Management (3)

*Cannot double count electives in other Management minors

MARKETING: INTEGRATED MARKETING COMMUNICATIONS

15 Hours Required

Required Courses:

MK301 Principles of Marketing (3)

MK341 Public Relations (3)

MK342 Professional Selling (3)

MK343 Integrated Marketing Communication (3)

MK443 Digital & Integrated Marketing Communications Practicum (3)

MARKETING: MARKETING MANAGEMENT

15 Hours Required

Required Courses:

MK301 Principles of Marketing (3)

MK343 Integrated Marketing Communication (3)

MK346 Distribution Management (3)

MK348 Brand Marketing (3)

Choose any MK course except MK473 (3)*

*Cannot double count electives in other Marketing minors

MARKETING: PROFESSIONAL SELLING

15 Hours Required

Required Courses:

MK301 Principles of Marketing (3)

MK342 Professional Selling (3)

MK442 Advanced Selling (3)

MK 547 Sales Management (3)

Choose any MK course except MK473 (3)*

*Cannot double count electives in other Marketing minors

MASS COMMUNICATION

18 Hours Required

(A grade of 'C' or higher is required for each course within the minor.)

Required Courses:

MC101 Media and Society (3)

MC401 Media Law (3)

Choose 12 Hours of MC Courses. (All prerequisites must be met for these electives.)

NOTE: Students taking classes within the Department of Mass Media that are at the 300-level and above will be required to have a MacBook laptop computer for use in the classroom during class time.

MATHEMATICS

15 Hours Required

Required Course:

MA 140 Analytic Geometry and Calculus I (5)

10 hours in mathematics (consisting of MA 138, MA 145, or courses numbered MA 223 and above with the exception of MA 228) including six hours at the 300-500 level.

MILITARY SCIENCE

15 Hours Required

Required Courses:

NG101 Introduction to Military Science (3)

OR

NG103 Army War Leader Course (3)

NG301 Adaptive Leadership I (3)

NG302 Adaptive Army Leadership II (3)

Choose 6 Hours from:

NG201 Introduction to Army Team Leadership I (3)

NG202 Team Leadership II (3)

NG401 Application of Army Leadership Skills (3)

NG402 Preparing for First Duty Assignment (3)

MUSIC

18 Hours Required

Required Courses:

MM100 Music Fundamentals (3)

MM105 Aural Skills (1)

MU110 Recitals/Concerts (2 semesters) (0)

MU3xx Music Ensembles (2)

Choose 12 Hours:

3 hours must be MH181 or MU182.

Minimum of 4 hours at the senior division level (300 and above).

MH181 The World of Music (3)

MH251 History & Literature of Music to 1800 (3)

MH252 Evolution of Musical Style Since 1800 (3)

MH310 Popular Music in America and Beyond (3)

MH327 Jazz History (3)

MH340 Music & Gender (3)

MH402 Music in World Cultures (3)

MM102 Intermediate Harmony & Form (3)

MM106 Aural Skills II (1)

MM325 Song Writing (2)

MP xxx Applied Music (2-4)* (a maximum of 4 hours of applied music may be applied)

MU151 Functional Piano I (or equivalent) (1)

OR

MU152 Functional Piano II (or equivalent) (1)

MU182 Music: An Artistic Expression (3)

MU184 "Who Are You?" From Rhythm and Blues to Woodstock, Led Zeppelin and Beyond: A History of Rock (3)

MU190 Jazz Appreciation (3)

MU251 Jazz Improvisation I (3)

MU3xx Music Ensembles (2) (2 additional hours may be applied beyond those required)

*audition may be required

NUTRITION

15 Hours Required

Required Courses:

FN235 Nutrition for Health (3)

FN255 Nutrition I (3)

FN355 Lifespan Nutrition (3)

Choose 6 Hours from:

FN240 Introduction to Food Science (3)

FN310 Food & Culture (3)

FN320 Essentials of Food Science (4)

FN401 Sports Nutrition (3)

FN502 Nutrition II (3)

FN510 Nutrition & Health Education (3)

FN520 Nutrition and Aging (3)

PHILOSOPHY

18 Hours Required

Required Courses:

PL120 Symbolic Logic I (3)

PL300 Ancient Philosophy (3)

PL390 Contemporary Philosophy (3)

Choose 3 hours from:

PL110 Readings in Philosophy (3)
PL203 Aesthetics and the Arts (3)
PL204 Ethical Theory (3)
PL245 Social and Political Philosophy (3)
RS101 World Religions (3)
Choose 6 Hours PL courses (300-400 level) or any departmentally approved courses with a UI prefix.

PHYSICS

15 Hours Required
Required Courses:
Choose 10 hours from PH120/121 or PH230/231:
PH120/020 Introductory Physics I (5)
AND
PH121/021 Introductory Physics II (5)
PH230/030 General Physics I (5)
AND
PH231/031 General Physics II (5)
Choose 5 Hours EP or PH electives (300-500 level)

POLITICAL SCIENCE

15 Hours Required
Required Courses:
PS103 U.S. Political Systems (3)
OR
PS104 Comparative Political Systems (3)
PS240 Introduction to Political Science (3)
PS471 Senior Seminar in Political Science (3)
Choose 6 Hours PS courses (At least 2 hours must be 300-500 level)

PSYCHOLOGY: DEVELOPMENTAL

15 Hours Required
Required Courses:
PY101 Psychological Perspectives on Human Behavior (3)
PY120 The Child (3)
OR
PY222 Development of the Adolescent (3)
PY220 Psychological Development Across the Life Span (3)
Choose 6 Hours from:
PY325 Psychological Development of the Family (3)
PY329/529 Psychology of Death and Dying (3)
PY444 Childhood Psychopathology (3)
PY525 Maturity and Aging (3)

PSYCHOLOGY: GENERAL

18 Hours Required
Required Courses:
PY101 Psychological Perspectives on Human Behavior (3)
Choose 3 hours from:
PY362 Learning and Memory (3)
PY366 Introduction to Sensation and Perception (3)
PY466 Introduction to Physiological Psychology (3)
Choose 3 hours from:
PY353 Social Cognition (3)

PY460 Cognitive Processes (3)
Choose 3 hours from:
PY120 The Child (3)
PY220 Psychological Development Across the Lifespan (3)
PY222 Development of the Adolescent (3)
PY325 Psychological Development of the Family (3)
PY525 Maturity and Aging (3)
Choose 3 hours from:
PY432 Introduction to Personality (3)
PY440 Abnormal Psychology (3)
PY441 Introduction to Clinical Psychology (3)
Choose 3 hours from:
PY250 Applied Psychology (3)
PY251 Industrial/Organizational Psychology (3)
PY358 Social Psychology (3)

RELIGION

18 Hours Required
Required Courses:
PL499 Independent Study in Philosophy (3)
RS101 World Religions (3)
UI336 Religion in America (3)
Choose 3 hours from:
LI222 Mythic Dimensions of Literature (3)
RS201 New Testament Literature (3)
RS202 Old Testament Literature (3)
Choose 6 Hours from:
AN375 Anthropology of Religion (3)
PL340 Philosophy of Religion (3)
RS350 Religious Topics and Issues (3)
UI415 Science and Religion (3)

SMALL PRESS PUBLISHING

18 Hours Required
Required Courses:
AR180 Introduction to Design Software (3)
EN275 Introduction to Creative Writing (3)
EN302 Small-Press Publishing (3)
EN311 Literary Manuscript Editing Practicum (3)
Choose 6 hours from:
AR319 Introduction to Graphic Design (3)
AR322 Typography (3)
EN435 Internship in English (3)
ER361 Principles of Entrepreneurship (3)
MC101 Mass Communication & Society (3)
MC310 Advertising Analysis & Strategy (3)
MK301 Principles of Marketing (3)

SOCIAL WORK

15 Hours Required
Required Courses:
SW110 Introduction to Social Work (3)
SW205 Introduction to Social Welfare Policy (3)
SW207 Understanding Cultural and Social Diversity (3)

SW3xx-5xx Social Work electives (6)

SOCIOLOGY

18 Hours Required

Required Courses:

Choose 3 hours:

SO101 Introduction to Sociology (3)

SO201 Social Problems in Contemporary Society (3)

Choose 3 hours:

SO202 Racial & Ethnic Relations (3)

SO315 Social Stratification and Inequalities (3)

Choose 12 Hours SO prefix courses (At least 9 Hours must be 300-500 level)

SOILS

16 Hours Required

Required Courses:

AG551 Water Management (3)

AO120 Plant Science (3)

AO125 Plant Science Lab (1)

AO215 Soils (3)

AO427 Soil Fertility and Plant Nutrition (3)

AO555 Soil Classification and Resource Management (3)

SPANISH

18 Hours Required

Required Courses:

SN100 Spanish Language and Culture I (3)

SN120 Spanish Language and Culture II (3)

SN200 Spanish Language and Culture III (3)

SN220 Hispanic Literature (3)

Choose 6 Hours SN courses (300-500 level)

SPANISH FOR THE HEALTH PROFESSIONS

18 Hours Required

Required Courses:

FL849 Intensive Course/Foreign Language and Culture (3)

SN020 Language Proficiency Exam: Exit (0)

SN105 Spanish for the Health Professions I (3)

SN110 Spanish for the Health Professions II (3)

SN215 Spanish for the Health Professions III (3)

SN220 Hispanic Literature (3)

SN3xx Any Spanish course at the 300-500 level (3)

SPORT MANAGEMENT

15 Hours Required

Required Courses:

PE201 Sport and Society (3)

SM220 Introduction to Sport Management (3)

SM360 Sporting Event Management (3)

SM540 Legal Aspects of Sport and Physical Activity (3)

Select one course from the following:

MC204 Strategic Sport Communication (3)

SM250 Governance of Sport Organizations (3)

SM340 Sport Ethics (3)
SM455 Sport-Related Venue Design/Operation (3)
SM460 Fundamentals of Sport Delivery Systems (3)
SM570 Management and Leadership in Sport Organizations (3)

SUSTAINABILITY

21 Hours Required

Required courses:

AG201 World Food and Society (3)

OR

EC101 Economic Problems and Policies (3)

OR

EC215 Principles of Microeconomics (3)

OR

MN220 Engineering Economic Analysis (3)

BS105 Environmental Biology (3)

UI429 Environmental Ethics (3)

Choose 6 hours from:

AG433 Agriculture and Food Policy (3)

AO327 Sustainable Agriculture (3)

BI435 Conservation Biology (3)

BI440 Ecology and Management of Wetlands (3)

DS104 Exploring Interior Design (3)

EC/EV344 Environmental Economics (3)

HO355 Interior Landscaping (3)

Choose 6 hours from:

UI344 Plants and Humanity (3)

UI347 Living in a Global Society (3)

UI360 Recycling and Waste Management (3)

UI386 Environmental Health (3)

UI387 Environ Law and Public Policy (3)

UI436 Agricultural Ethics (3)

THEATRE

23 Hours Required

Required Courses:

TH101 Acting for Non-Majors (3)

TH105 Rehearsal and Production I (1)

TH1xx Introduction to Theatre Design & Technology (3)

TH305 Rehearsal and Production II (1)

Choose 9 hours from:

TH150 Makeup for Actors (3)

TH155 Makeup (3)

TH181 Script Analysis (3)

TH218 Acting I (3)

TH223 Movement for the Actor I (3)

TH231 Stagecraft (3)

TH251 Draping and Patterning for Theatre (3)

TH265 Drawing for the Theatre I (3)

TH275 Stage Management (3)

TH291 Properties Construction (3)

TH2xx Costume Crafts (3)

TH350 Stage Lighting I (3)

TH351 Costume Design I (3)

TH361 Scene Painting (3)

TH371 Scenic Design I (3)
TH385 Directing I (3)
TH386 Sound Design (3)
TH 800 Summer Theatre & Dance Workshop (3)
Choose 6 Hours from:
TH387 Playwriting (3)
TH395 Period and Style (3)
TH490 Theatre History I (3)
TH491 Musical Theatre History (3)
TH495 Theatre History II (3)

UNMANNED AIRCRAFT SYSTEMS

17 Hours Required
PH120 Introductory Physics (5)
ET381 Fundamentals of Aviation in UAS (3)
ET382 UAS Fundamentals (3)
ET384 UAS Law, Policy & Safety (3)
ET385 UAS Mission Planning & Applications (3)

WRITING

18 Hours Required
Required Courses:
EN275 Introduction to Creative Writing (3)
EN376 Advanced Composition (3)
Choose 12 hours from:
EN300-599 English upper division course (3)

CERTIFICATE PROGRAMS

Short-term curricula are provided for students not planning to complete a four-year degree. Earned credit may be applicable toward later completion of a degree.

AUTISM SPECTRUM DISORDER

12 Hours Required
EX 555 Introduction to Autism Spectrum Disorder (3)
EX 556 Communication Interventions and Strategies for Individuals with Autism Spectrum Disorder (3)
EX 557 Behavior Management and Interventions for Individuals with Autism Spectrum Disorder (3)
EX 558 Research Autism Spectrum Disorder (3)

FAMILY ENTERPRISE MANAGEMENT

12 Hours Required
ER316 Principles of Entrepreneurship (3)
ER521 Topics in Entrepreneurship (3)
ER551 Managing Family & Small Business (3)
FI363 Entrepreneurial Finance (3)

LAW ENFORCEMENT ACADEMY

18 hours required
LE199 Law Enforcement Academy I (3)

LE299 Law Enforcement Academy II (5)
LE399 Law Enforcement Academy III (5)
LE499 Law Enforcement Academy IV (5)

MEDIA FOR MANAGERS

15 Hours Required

MC231 Social Media Content Creation (3)
MC301 Media Analytics (3)
MC304 Media Diversity (3)
MC316 Advertising Media (3)
MC367 Converging Media (3)

WEB DEVELOPMENT

12 Hours

Required Courses:

CS101 Introduction to Computer Programming (3)
IS145 Introduction to Web Development (3)
IS245 Web Development and Security (3)
IS440 Web Design for Electronic Commerce (3)