

UNDERGRADUATE  
BULLETIN  
2018-2019



## ADMISSION

Admission decisions are made without regard to race, color, creed, gender, disability or national origin. Applicants for admission must complete an admission application and return it with a \$30 non-refundable application fee. Applicants must also request that their high school counselor and the registrar of each college attended send complete official transcripts to the Office of Admissions. No student is officially admitted until all high school and college transcripts are reviewed and the Office of Admissions evaluates the official results of the student's college entrance exam(s) (ACT or SAT), if applicable.

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 college discipline. The Office of Admissions and the Office of the Dean of Students 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 of the 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 ACT/SAT assessment standards (if taken) as well as high school grade point average. Additionally, applicants must complete the required high school core curriculum in effect at the time of admission.

Applicants must complete at least 17 units of preparation in high school including four units of English (two 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.

Applicants who are classified as non-traditional are not required to take any testing for admission. High school transcripts with proof of graduation or high school equivalency (GED, HiSET) must be submitted. For additional information, contact the Office of Admissions.

Students who do not meet admission requirements may appeal to the Director of Admissions. The Director of Admissions and/or the University 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, 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 University Studies 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 University Studies (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 University Studies requirements at Southeast, with the exception of the Missouri Constitution Requirement.

While AA and AAT degree holders are considered as having met the University Studies requirements, students are required to complete University Studies 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 FIRST YEAR INTERNATIONAL STUDENTS

Applicants who are not citizens or permanent residents of the United States must apply through the Office of International Education and Services. The application process includes: (1) Completing an online or paper application form for international students. (2) Pay a non-refundable \$40 application fee. (3) Submit proof of English proficiency. 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). Students from certain English-speaking countries and educational institutions may be exempt from demonstrating English language proficiency (4) Submit official transcripts or mark sheets and official graduation certificate or diploma from all high schools and colleges attended. These official documents must be submitted in sealed envelopes directly from the institution. Certified/attested copies by a notary or school official are acceptable in place of original documents. If the documents are not in English, certified English translations must also be included. Students are responsible for obtaining the required translations of the degree and transcripts. For First Year Students, official external credential evaluations are acceptable in lieu of official transcripts and graduation diploma from current members of NACES or AICE, if the report clearly states the evaluation was based on official documents. (5) Submit

evidence of financial resources necessary to cover estimated costs of attendance for at least one year of study.

#### Admission of International Transfer Students

International students with transferable hours from another college or university are considered transfer students. Transfer students must meet all admission criteria as international first year students (see above) as well as submit official 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.

**Foreign Language Credit:** Non-native speakers of English who are pursuing a degree that requires a study of a foreign language may request their native language satisfy their requirement. Students should contact the Department of Communication Studies and Modern Languages for information and to obtain a waiver of the requirement.

#### 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) Completing the application provided to the student by the program coordinator at the partner institution (2) Application fee where applicable (3) Verification of English proficiency in accordance with the exchange agreement that governs the student's participation. (4) Submit any additional transcripts in accordance with the exchange agreement that governs the student's participation. (5) Submit evidence of financial resources necessary to cover the estimated cost of attendance for the duration of the exchange. The estimated cost of attendance will be in accordance with the exchange agreement that governs the student's participation.

#### Admission of Visiting Students (not from Partner Institutions)

In rare circumstances, 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 serves the needs of international students who want additional English language study before undertaking, or to complement, their academic studies at the university. Undergraduate applicants who lack the required English Proficiency may be given conditional admission, whereby they must complete the IEP or submit the required official test score prior to beginning undergraduate study. IEP students who successfully complete one or more advanced level courses may be eligible to bridge to undergraduate courses while completing the remaining IEP courses.

### 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 & 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 one-day program held the semester before a student begins his or her academic career 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. A \$100 non-refundable orientation fee, which covers all Southeast orientation events, will be charged to the student's account after attendance at First

STEP. 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. A \$50 non-refundable orientation fee, which covers all Southeast orientation events, is charged to a student's account after attending Transfer Orientation.

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 Moodle, 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 advising, cultural advising, safety and security, classroom expectations, academic advising and placement testing, enrollment in classes, financial and billing information, campus tours and student ID cards. A one-time \$150 non-refundable orientation fee, which covers all orientation events for international students, will be charged to the student's account after International Student Orientation.

#### ADMISSION TO ATHLETIC TRAINING EDUCATION PROGRAM

Admission to the Athletic Training Education Program (ATEP) is competitive and selective. Completion of the application standards does not guarantee admission into the ATEP. Final admission into the program rests with the decision of the ATEP Selection Committee. Enrollment in the ATEP is typically limited to 20 students per academic year. The ATEP does institute a Conditional Acceptance Policy. This policy allows a candidate to be considered for entry into the ATEP despite not meeting all requirements because of unusual and/or extenuating circumstances which may have potentially affected their application process. Successful completion of the ATEP is necessary for the completion of the Athletic Training major.

Students interested in entry into the ATEP are considered Pre-Athletic Training majors and must:

1. Complete the following courses with a grade "C" or better by the end of the semester of application: HL 251, HL 280, MA 116 or higher, EN 140, PY 101, BS 113, and BS 114. HL 251 and 280 must be taken through Southeast Missouri State University. HL 280 includes observation hours (non-patient care) completed under the direct supervision of a preceptor. Students will be evaluated throughout the observation hours.
2. Provide verification of a minimum cumulative grade point average (GPA) of 2.50 by the end of the semester of application.
3. Provide proof of current First Aid, CPR, and AED certification.
4. Demonstrate the ability to meet the technical standards for admission including a signed technical standards form and a current physical examination (see ATEP website for more information).
5. Provide proof of tuberculosis screening and vaccination of MMR, tetanus, Hepatitis B (or HBV declination).
6. Completion of Bloodborne Pathogen Training.
7. Demonstrate compliance with all the ATEP's policies and procedures (see ATEP website for more information).
8. Complete a formal interview with members of the ATEP Selection Committee to assess the psychosocial development of the candidate.
9. Complete an entrance written examination.
10. Submission of three letters of recommendation utilizing the form within the ATEP application.
11. Submission of the completed ATEP application.

The ATEP application is DUE on or before **April 1<sup>st</sup>** by noon to the ATEP Director's office located in Parker Hall 215F. Following admission into the ATEP, completion of the program requires a minimum of five consecutive semesters.

ATEP Admissions Grievance Policy. Students will be notified in writing by the ATEP Director regarding the admission decision. Communication regarding the decision of the Selection Committee can only occur directly with the student in question unless he/she has provided written permission to discuss the content with a third party. Students are given the opportunity to discuss the rationale of the Selection Committee with the ATEP Director. If a student is not satisfied with the explanation of the decision, he/she may request a review of the objective selection criteria by the Chair of the Department of Health, Human

Performance and Recreation. An official request for review must be received in writing by the Department Chair within ten business days from the mailing date of the admission decision letter.

ATEP Policy on Retention. Matriculation clause: All ATEP courses must be completed in the original curriculum sequence. To advance in the course sequencing, students must earn a "C" or better in all required coursework within the major. A student failing to earn a "C" or better within the major will not matriculate into more advanced coursework until the grade is improved.

Other Non-Academic Retention Criteria:

1. Maintaining First-Aid, CPR, and AED certification.
2. Obtain annual physical examination.
3. Demonstrating compliance with the ATEP policies and procedures, the NATA code of Ethics, and the University's academic policies and procedures and student code of conduct.
4. Obtaining annual TB vaccinations.
5. Completing annual Bloodborne Pathogen training.
6. Continuing to meet the ATEP Technical Standards for Admission.
7. Other criteria as deemed necessary of students by the Commission on Accreditation for Athletic Training Education (CAATE).

Additional requirements and fees: Refer to the ATEP website for current information.

ADMISSION TO DIETETICS OPTION (Human Environmental Studies Major: Dietetics Option):

The Declaration of Major does not constitute admission to the program. Students may complete the Declaration of Major form and be assigned an advisor in the department of Health, Human Performance, 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 Dietetics Option 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 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, 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 a minimum of 1200 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 Human Environmental Studies. An official request for review must be received by the Department Chair in writing within 10 business days from the mailing date of the denial letter.

## ADMISSION TO MASS COMMUNICATION PROGRAM OPTIONS

ny 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 2.50 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 cumulative and major GPA of 2.50 on a 4.0 scale. Students must have 2.75 major GPA to qualify for an off-campus internship.
3. Maintain a minimum GPA of 2.50 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 2.50 on a 4.0 scale. Present a minimum departmental GPA of 2.50 on a 4.0 scale.
3. Complete 78 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 University Studies (US) 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 58 prerequisite hours or to be enrolled in any of the still remaining courses at the time of application. These 58 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 University Studies 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 58 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 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 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 RN's and hold a GPA of 2.80 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 34 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 <http://www.semo.edu/nursing/rn/index.htm> for more information.



## 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. Once 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 Health, Human Performance and Recreation to declare the pre-major in Sport Management anytime after being admitted to the University. Upon completion of the declaration of major form, each student will be assigned an advisor within the department.

The declaration of major form does not constitute 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 116, MI 101, SC 105, EN 140 and SM 220.
4. 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.
5. 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:

3. Maintain a minimum overall GPA of 2.50.
4. Maintain a minimum major GPA of 2.50 with a "C" or higher in every course in the Sport Management major and Business Administration minor as outlined in the degree requirements in the Undergraduate BULLETIN. Courses may be repeated to raise grades below "C."
5. 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 and Business Administration minor 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 Health, Human Performance 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](http://semo.edu/health/sport_management.html) or by contacting the Department chair, Dr. Joe Pujol at [jpujol@semo.edu](mailto:jpujol@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 [www.semo.edu/education/edu\\_prep/program\\_requirements.html](http://www.semo.edu/education/edu_prep/program_requirements.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 scores on all sections of 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. A 2.75 cumulative GPA.
5. International Students must also meet the following requirements:
  - a. C1 (CEFR) level
  - b. IELTS minimum score of 7.0 or TOEFL minimum score of 95
  - c. Note: This policy is for non-United States citizens who are not native English speakers. Students from the United Kingdom, Canada, Australia, and New Zealand are exempt from English proficiency verification

\*As of January 1, 2019 – English/Lang Arts 202, Writing 193, Math 200, Science/Social Studies 201.

#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 TEP:

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](http://www.semo.edu/education-health/edu_prep/admission.html)

#### 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 2.75 cumulative GPA
2. A final 3.0 GPA in both pedagogy and content coursework;
3. A passing score on the appropriate licensure exam(s) as required by the Missouri Department of Elementary and Secondary Education;
4. A passing score on the Teacher Candidate Instrument of the Missouri Educator Evaluation System;

5. 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 Office of the Associate Dean 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 Performing Arts or the Bachelor of Arts in Theatre and Dance programs must first declare a major in Theatre and 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 either the BFA in Theatre or Dance, the declaration of major form does not constitute full admission into the program; rather, students will first be declared as "pre-theatre and dance BFA" majors.

For continuance in the BA degree program, each BA candidate must:

1. earn a "C" or better in all Theatre and Dance courses.
2. earn a "C" or better in all TH/DA 105/305 Rehearsal and Production classes.
3. maintain a minimum 2.50 GPA within the Theatre and Dance major and a minimum overall 2.0 GPA.

Dismissal from the BA degree program:

1. Any BA candidate who does not meet the requirements for continuance in the BA degree program will be placed on probation for one calendar year. If in that time, the candidate does not improve his or her grades to meet minimum BA requirements, the student will be dismissed from the BA program.
2. Following dismissal from the BA program, the student may petition to be readmitted into the program the following academic year, assuming grades have been raised to meet minimum requirements.

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

1. have earned a minimum 3.0 high school, junior college or university GPA.
2. 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 [http://www.semo.edu/theatreanddance/prospective/thd\\_scholarship.html](http://www.semo.edu/theatreanddance/prospective/thd_scholarship.html)

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. Earn a grade of C or better in all courses that are major requirements.
4. Earn a grade of B or better in all DA105 and DA305 courses.
5. Maintain a GPA of 3.0 or higher within the BFA program and a minimum overall University 2.5 GPA.
6. Maintain requisite academic grades and 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:

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

Graduation Requirements:

1. An overall cumulative GPA of 2.25.

2. A GPA of 2.25 in upper division (300 level and above) courses in the major.
  3. A grade of 'C' or better in upper division core courses: MG 301, MK 301, FI 361, MI 375, QM 352, BA 490 and the international business course.
- Fifty percent of an individual's business degree program (60 hours) must be comprised of non-business courses.
- Fifty percent of the business hours counted toward a business degree must be taken at Southeast Missouri State University.

#### 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 anytime after being admitted to the University. Upon completion of the declaration of major form, each student will be assigned an advisor within the department.

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

1. A minimum GPA of 2.75 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 2.75 will be placed on probation within the major for the next semester of enrollment. If a major GPA of 2.75 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 2.75.

#### 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](http://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 applications 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](http://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).

Monthly statements are mailed when a balance is due. However, when time does not allow for USPS mailing, an email notification of a balance due (eBill) is issued. Payments must be received by the end of business on the due date. 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 (Visa, MasterCard, Discover). Note: All debit/credit card payments are subject to a service fee of 2.5%, up to a maximum of \$50 per transaction.

Installment Payment Plan. Southeast offers several Installment Payment Plan (IPP) options.

Payment Option	Non-Refundable Fee
2 Payments	\$15.00/semester
3 Payments	\$20.00/semester
4 Payments	\$25.00/semester

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 \$25 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.

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 [www.semo.edu/pdf/FinAdm\\_02-18\\_Policy.pdf](http://www.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](http://www.semo.edu/sfs/balances.html).

Online Account Access. Using the online Account Summary (portal.semo.edu), students can choose to enroll in direct deposit for refunds, view account history, make payments, or grant/edit authorized user access, or view the 'Online Schedule Bill' for a printable statement. Authorized user access can be given to any person(s) the student approves (i.e. parent, spouse, guardian, etc.).

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

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

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

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

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

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

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

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

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

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

Protocol for Adjudicating Alleged Violations of Academic Honesty. Faculty members who discover evidence of academic dishonesty should contact the student within five business days of discovering the alleged dishonesty to arrange to meet and discuss the allegation. Prior to this meeting the faculty member may consult with the Department Chairperson, the appropriate Dean, and the Office of Judicial Affairs. The following sections describe the procedures to be adhered to in each of the listed instances: the student acknowledges the violation, the student denies the violation, and the appeals process. If the faculty member is the Department Chairperson, a departmental designee will assume the Department Chairperson's role in this protocol and references to the Department Chairperson should be read as departmental designee. The procedures below should be followed with online, ITV or face-to-face classes.

#### Informal Resolution When Student Acknowledges the Violation

1. The faculty member will meet with the student suspected of engaging in academic dishonesty. Faculty for online courses will contact students via email with copies of the assignment under review attached.
2. If the student acknowledges the act of academic dishonesty, the faculty member will resolve the issue informally or move to the first step of the Procedure for Formal Resolution. Students enrolled in ITV or online courses who fail to respond to electronic correspondence from the faculty within five (5) business days will either receive academic sanctions or be referred for a formal hearing.
3. The faculty member has the discretion to determine the course of action after conferring with the student and may either excuse the student based on the facts or impose an appropriate sanction. If the faculty member considers the student's actions not to be an egregious violation of the academic honesty policy or his or her action resolves the matter, then the matter is resolved.
4. In imposing a sanction or sanctions, faculty members must adhere to the grade sanction policy, if any, as described in the faculty member's course syllabus. A faculty member's grade sanction policy may not include permanent removal of the student from the course or suspension or expulsion from the University.
5. If a faculty member's course syllabus does not include a grade sanction policy, a faculty member may impose one or more of the following sanctions: require the student to redo the work, fail the student on the work, or require the student to receive additional instruction as provided by the University Library, Writing Center, or other University resources.

#### Informal Resolution When Student Does Not Acknowledge the Violation or Does Not Accept Faculty's Sanctions

1. If the student does not acknowledge the violation or believes the faculty's sanctions are excessive, he/she can request a formal hearing.
2. Upon requesting formal hearing the student will follow Procedure for Formal Resolution.

#### Formal Resolution When Student Acknowledges the Violation and Faculty Refers for Judicial Action:

1. Faculty member determines whether the violation warrants referral to the department chairperson for judicial action.

2. If the faculty member believes that the violation warrants judicial action, notification should be provided to the student and the faculty member's chairperson within five (5) business days following the initial faculty-student discussion.
3. The Department Chairperson shall submit written notification (utilizing the approved form) to the appropriate dean and the Judicial Coordinator, with a copy to the student, within five (5) business days of receiving the faculty notification.
4. Within five (5) business days after receiving notification from the Department Chairperson, the Judicial Coordinator will schedule a judicial conference to address the charge (assign sanctions) of academic dishonesty. The Judicial Coordinator will immediately initiate written contact with the student enrolled in online or ITV courses per electronic correspondence.
5. In addition to being required to complete the sanction or sanctions imposed by the faculty member in accordance with the guidelines in the Procedure for Informal Resolution When Student Acknowledges the Violation, the student will be placed on Disciplinary Probation at least through the next semester in which the student is enrolled at Southeast Missouri State University. If the student is not in good disciplinary standing, the Judicial Coordinator will follow the Code of Student Conduct to determine the appropriate disciplinary sanction.
6. In addition to the original faculty sanctions, the Chair can impose additional sanctions in accordance with the guidelines in the Procedure for Informal Resolution When Student Acknowledges the Violation.
7. The Department Chair may recommend failing the course, suspension or expulsion if he/she believes the incident warrants more severe action than Disciplinary Probation. These recommendations, along with supporting documentation, will be shared in writing with the appropriate Dean and Judicial Coordinator (with a copy to the Dean of Students).
8. The Judicial Coordinator will review documentation, meet with the student, and impose sanctions as warranted.

#### Formal Resolution When the Student Denies the Violation

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

1. The faculty member will forward a written summary within five (5) business days of the initial discussion with the student to the department Chairperson. This summary must contain copies of all relevant materials and the names of any witnesses. Student access to information about the alleged incident will be determined in accordance with the guidelines published in the "Code of Student Conduct" found in the Student Handbook.
2. Within five (5) business days after receiving the written summary of the incident from the faculty member, the Department Chairperson will contact the faculty member and the student to arrange a formal hearing. The formal hearing will be conducted within two weeks of notification. The Department Chairperson will also notify the Judicial Coordinator of the formal hearing as soon as it is scheduled.
3. For online or ITV courses, the Department Chairperson will notify the student of the formal hearing via email. The student will be given five (5) business days to respond to the Department Chairperson's notification.
4. The Judicial Coordinator will immediately initiate written contact with the student to review the student's rights in the judicial process, the allegations against the student, and the hearing procedures. The Judicial Coordinator will inform the student that he or she may select a person of the student's choosing to accompany him or her to the formal hearing. Such a person may act only in an advisory capacity during the formal hearing. Students in online or ITV courses may have this advisory person review the evidence and the student's response.
5. The Department Chairperson shall consult with the Judicial Coordinator or the Dean of Students regarding the student's due process rights before proceeding with the formal hearing.
6. The hearing will be conducted by the Department Chairperson in accordance with the standards provided in the University's "Code of Student Conduct" found in the Student Handbook. For students enrolled in online or ITV courses, the Department Chair will send the evidence to the student electronically. The student will be given five (5) business days to respond to the email. The Department Chair will review the evidence presented by the faculty and the student's response.
7. After the hearing (or review of evidence and online student response), the Department Chairperson will submit written notification of the result of the formal hearing to the appropriate Dean and the Judicial Coordinator with a copy to the student within five (5) business days.
8. If the student is found not in violation of the academic honesty policy, then the case will be dismissed.
9. If the student is found in violation of the academic honesty policy, then the student will be required to complete the sanction or sanctions imposed by the faculty member in accordance with the guidelines in the Procedure for Informal Resolution When Student Acknowledges the Violation.



10. The Department Chair will refer the student to the Judicial Coordinator who will place the student on disciplinary probation at least through the next semester in which the student is enrolled at Southeast Missouri State University. If the student is not in good disciplinary standing, the Judicial Coordinator will follow the Code of Student Conduct to determine the appropriate disciplinary sanction.
11. In addition to the original faculty sanctions, the Chair can impose additional sanctions in accordance with the guidelines in the Procedure for Informal Resolution When Student Acknowledges the Violation.
12. The Department Chair may recommend failing the course, suspension, dismissal or expulsion if he or she believes the incident warrants more severe action than disciplinary probation. These recommendations, along with supporting documentation, will be shared in writing with the appropriate Dean and Judicial Coordinator (with a copy to Dean of Students).
13. The Judicial Coordinator will review documentation, meet with the student, and impose sanctions as warranted.

#### Appeals:

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

1. An appeal must be made within five (5) 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 All University Judicial Board is the first level and 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. \*
2. The discovery of significant new information relevant to the case.
3. Procedural error regarding the student's rights involving error in the administration of judicial procedures by the faculty, Department Chair or Judicial Coordinator.

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 not consistent with past practice.
2. A new hearing being granted based on new information.
3. A new hearing being granted because the Protocol for Adjudicating Alleged Violations of Academic Honesty was not applied appropriately.

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

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

Full text of the policy and accompanying procedures can be found at <http://www.semo.edu/facultysenate/handbook/index.html>

#### 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-South. 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 – Polytechnic Building  
College of Science, Technology, Engineering & Mathematics  
Harrison College of Business & Computing

Academic Advising – Academic Hall  
College of Education, Health & Human Studies  
College of Humanities & Social Sciences  
Holland College of Arts & Media  
Exploratory/Undecided majors

Southeast Online Programs  
Kent Library, room 317  
(573) 651-2766

#### BULLETIN REQUIREMENTS/STUDENT RESPONSIBILITY

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

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

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

#### CANCELLATION OF ENROLLMENT

(See Enrollment)

#### CANDIDATES FOR TWO DEGREES

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

#### CHANGE OF GRADE (See Grades)

#### CHANGE OF MAJOR

(see Declaration of Major)

#### CHANGE OF SCHEDULE

(See Enrollment)

#### CLASSIFICATION OF STUDENTS

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

**Freshman.** Students who have completed fewer than 30 semester hours are classified as freshmen.

Students with fewer than 15 semester hours completed may enroll in courses numbered 000-199.

Students with 15-29 semester hours completed may take courses numbered 000-299.

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

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

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

**Visiting Student.** Students in good standing at other accredited colleges or universities may be enrolled for one academic period as a visiting 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 Political Systems requirement of the University Studies program. Transfer students who have had a course in American government that did not include a study of the Missouri constitution must complete PS 220 Missouri Government, a one-hour course.

#### CORRESPONDENCE COURSES

Correspondence courses are not offered by the University. Such work, if applicable to degree requirements, is accepted by transfer from a regionally accredited college or university subject to the limitations noted below. Students may not be enrolled in the University and take correspondence courses without the permission of the Registrar, nor may they take a correspondence course if the same course is offered on campus. University Studies Interdisciplinary courses (UI/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 University Studies, major, minor or elective requirements. A maximum of 30 semester hours of combined credit by examination may be counted toward a single degree.

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

Students may qualify for credit by examination as long as they have earned fewer than 90 semester hours and have at no point been enrolled in the course for which they desire credit. Students should not enroll in any course for which they plan to attempt credit by examination. For mathematics exams, students may not have been enrolled in any courses from the Mathematics Department prior to attempting credit by examination. For more information, visit [www.semo.edu/testing](http://www.semo.edu/testing) or contact Testing Services at (573)651-2836.

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

Advanced Placement (AP): Credit for Advanced Placement Examinations will be granted for each examination receiving a score of 3 or above (4 or above on History exams). 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 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	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.

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	French, Language Level 1 & 2	3-6*
GN 100/120	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	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 or above will receive credit for 6 hours.

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

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

Certified Administrative Professional. Credit for the courses listed below is granted upon successful completion of the CAP rating and 12 hours in residence. Please email [testingservices@semo.edu](mailto:testingservices@semo.edu) with your name, student ID number and a list of courses for which you desire credit. CAP courses and equivalent Southeast credits are listed below:

Course	Course Title	Credit Hours
AD 331	Word Processing Applications II	3

AD 337	Office Systems Mgt Internship	3
AD 341	Information Systems Procedures	3
EC 101	Economic Problems & Policies	3

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
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:

<u>Course</u>	<u>Course Title</u>	<u>Credit Hours</u>
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

\* Credit awarded based on score; 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 Dual Credit 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. All education majors should confer with an education advisor at Academic Advising in Academic Hall 057 prior to enrollment in Block II.

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 60 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 University Studies and electives. For more 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 University Studies, a minimum of 12 credit hours of electives, and a maximum of 64 credit hours of the combination of major and its attendant studies for a minimum of 120 credit hours. The curricular structure allows for a certain amount of overlap between University Studies and other parts of a program: a maximum of 6 credit hours of University Studies courses at the 100-200 level may be taken in one department. Within the structure, the content of programs determines the type of bachelor's degree. For example, Bachelor of Arts degree programs usually are aimed at liberal learning; they tend to teach qualitative methods of scholarship that focus on matters of priority and choice; and they ordinarily have a small major, which makes the degree flexible. Bachelor of Science programs generally are oriented toward professional preparation; they tend to teach quantitative methods of scholarship for purposes of prediction; and they usually have a large major, which limits the flexibility of the degree. Like these traditional degrees, professional 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 engender its coherence. University Studies and electives provide the intellectual milieu in which a particular branch of learning is applied. The development of proficiency in a branch of learning extends the student's knowledge of one or more of the human perspectives first encountered in University Studies.

#### DEGREE AUDIT REPORT (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 PLACEMENT

EN 099 Introduction to Composition. Beginning freshmen and transfer students who have not completed EN100 English Composition and have an ACT English subscore of 17 or below are required to take an English Placement Exam. The results of this test are used to determine placement in the appropriate level of English Composition.

#### 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 ESSAY

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

- Students with an ACT English subscore of 22 or above will be automatically placed into EN100;
- All other students are required to take WP001, the English Writing Placement Essay, which is administered by Testing Services and scored by the Center for Writing Excellence. Students are eligible to sit for only one administration of WP001.

Students whose ACT English subscore is 25 or above are eligible to take the EN100 Equivalency Exam the semester they enter the University system. Students who achieve the required score on the Equivalency Exam will be granted three hours of credit for EN100.

#### 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](http://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](http://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](http://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](http://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](http://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, 1<sup>st</sup> 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)

## 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 two hours to complete a final examination.

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

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

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

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

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

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

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

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

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

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

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

Grade Appeal Process. Situations may arise in which a student believes that a grade received in a particular course is incorrect. The student should first approach the instructor of the course in a timely manner in an attempt to resolve the matter. If the matter is unresolved, the student should consult with the chairperson of the department in which the course is taught. If the matter remains unresolved, the student should follow the grade appeals process as outlined on the 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 commencement website (<http://www.semo.edu/commencement>), and may be submitted through the portal, or by visiting the commencement 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 the responsibility of 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 who is completing requirements in the summer may opt to participate in the preceding spring commencement or the following fall commencement, provided s/he meets deadlines published on the commencement 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 an already 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 candidates fails to complete required information in a timely fashion.

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

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 ([www.semo.edu/facultysenate/handbook/](http://www.semo.edu/facultysenate/handbook/)). All projects must be initiated and approved prior to the first day of the graduation semester. Students interested in this program should contact the chairperson of their department for additional information.

Graduation with Honors. Students with a qualifying cumulative GPA of at least 3.5 may be eligible to graduate with honors. To compute the qualifying cumulative GPA, a student's 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)339-4636 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 3.5 on a 4.0 scale (or its equivalent) and an ACT composite score of at least 27 (or its equivalent). Students who do 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.

## LATE ENROLLMENT

(See Enrollment/Withdrawal)

## MAJOR

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

The number of credit hours in a major and its organizational structure will vary, depending on whether it aims at disciplinary or professional preparation. A disciplinary major consists of thirty to forty-two credit hours. Due to the demands of accrediting agencies, certification requirements, and professional competence, a professional major normally ranges from thirty to fifty-five credit hours. In both cases, a major includes a logically ordered core of required courses, which provides general direction for students' study, and a series of electives, which gives a degree of flexibility to the program. A minimum of 15 hours in the major must be at the upper level (300 or above).

Departments have the responsibility for administering all majors within their unit and for approving particular programs of study and appropriate course substitutions for students. Those departments involved with interdisciplinary majors perform the same functions as individual departments. Courses taken to fulfill other academic requirements, e.g., 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, Concentrations, Areas of Specialization or Tracks.

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

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

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

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

## 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.

## 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 by correspondence subject to the rules governing transfer of credit.

## STUDENT OUTCOMES ASSESSMENT

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

All students are required to fulfill the 75-Hour Writing Proficiency requirement except (a) those who are pursuing a second college degree at the bachelor's level or beyond, and (b) those who have completed 90 credit hours toward their degree upon enrolling at Southeast for the first time. Students who are required to fulfill this requirement must enroll in WP 003, the 75-Hour Writing Proficiency Test, after they have completed 75 semester hours of credit. In addition, students must have EN140 or equivalent credit before taking WP 003. A passing score on WP 003 is a requirement for graduation on all baccalaureate degrees. The test is administered by Testing Services and scored by the personnel in the Center for Writing Excellence. Students must present two photo IDs for admission to the testing site.

## 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)



UNDERGRADUATE BULLETIN  
2018-2019  
Cape Girardeau  
Phone (573) 651-2000  
Volume 142, Number 1, August 1, 2018

FALL SEMESTER 2018  
August 20-December 14  
Classes Begin - August 20  
Labor Day - no classes September 3  
Thanksgiving Recess - November 16 (close of classes)-November 26 (7 a.m.)  
Final Exams - December 10-14  
Commencement - December 15

SPRING SEMESTER 2019  
December 17-January 11 (Wintersession)  
Martin Luther King, Jr. Birthday (no classes) - January 21  
January 14 – May 10 (Regular Semester)  
Classes Begin - January 14  
Spring Break – March 8 (close of classes) - March 18 (7 a.m.)  
Easter Recess – April 18 (close of classes) – April 22 (7 a.m.)  
Final Exams – May 6-10  
Commencement - May 11

SUMMER SEMESTER 2019  
First 4-Week Session: May 14-June 7  
Regular 8-Week Session: June 11 - August 2

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 insure 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 Disability Support 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 Finance & Administration, Room 139, Academic Hall, One University Plaza, Cape Girardeau, MO 63701, (573) 651-2570.

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, the Department of Public Safety or the University's Title IX Coordinator/Director for Institutional Equity and Diversity.

## 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, engagement, research, 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:

- NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
Phone: (312) 263-0456; (800) 621-7440  
FAX: (312) 263-7462
- Higher Learning Commission Academic Quality Improvement Program (AQIP)

The University holds specific program accreditations from:

- AACSB INTERNATIONAL – THE ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS
- 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
- 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
- NASAD - National Association of Schools of Art and Design
- NASM - NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
- NAST – NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE
- NAEYC – NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
- NASD – NATIONAL ASSOCIATION OF SCHOOLS OF DANCE
- NCFR/CFLE – NATIONAL COUNCIL ON FAMILY RELATIONS/CERTIFIED FAMILY LIFE EDUCATOR
- NIBS – NETWORK OF INTERNATIONAL BUSINESS SCHOOLS
- NKBA – NATIONAL KITCHEN AND BATH ASSOCIATION
- NRPA/COAPRT - NATIONAL RECREATION AND PARK ASSOCIATION/COUNCIL ON ACCREDITATION OF PARKS, RECREATION, TOURISM, AND RELATED PROFESSIONS

The institution is a member of:

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 Hispanics in Higher Education

American Association of State Colleges and Universities

American College Dance Association

American College Personnel Association

American Historical Association

American Kinesiology Association

American Political Science Association

American Speech-Language-Hearing Association

American Society for Engineering Education

Associated Collegiate Press

Association of American Colleges and Universities

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 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 for the Advancement of Sustainability in Higher Education  
Association to Advance Collegiate Schools of Business International  
Broadcast Education Association  
Campus Parking & Transportation Association  
Coalition of Higher Education Association Organizations  
College Board  
College Media Association  
College and University Professional Association for Human Resources  
Commission on Collegiate Nursing Education  
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 of Colleges of Arts and Sciences  
Council of Graduate Schools in the United States  
Council on Social Work Education  
EDUCAUSE Learning Initiative  
Fulbright Association  
Grants Resource Center  
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  
International Association of Campus Law Enforcement Administrators  
Kennedy Center American College Theatre Festival  
Media Communications Association – International  
Midwest Independent Conference  
Midwestern Higher Education Compact  
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 Broadcast Educators Association  
Missouri Charter Public School Association  
Missouri College Media Association  
Missouri Federation of Music Clubs  
Missouri Languages Consortium  
Missouri League for Nursing  
Missouri Public Transit Association  
Missouri Thespian Conference  
National Association for Campus Activities  
National Association for College Admission Counseling  
National Association of Black Journalists  
National Association of College Admission Counseling  
National Association of College and University Food Services  
National Association of College Auxiliary Services  
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 Association of Student Personnel Administrators  
National College Access Network  
National Collegiate Athletic Association  
National Collegiate Honors Council  
National Communication Association  
National Council for Preservation Education  
National Council for Social Studies  
National Council of Teachers of English  
Network of International Business Schools  
North American College Teachers of Agriculture (NACTA)  
Ohio Valley Conference  
    Organization of American Historians  
Public Relations Student Society of America  
Quality Matters in Online Learning  
Society for Human Resources Management – Southeast Missouri Chapter  
Society of Professional Journalists  
Southeastern Theatre Conference  
St. Louis Regional Chamber  
Teacher Education Council of State Colleges and Universities  
The American Council on Education  
United States Distance Learning Association

## 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  
Biological and Medical Sciences Entrepreneurship  
Biology  
Business Administration  
Business Law  
Chemistry  
Child Development  
Child Development- Childhood Trauma and Outcomes  
Coaching  
Commercial Photography  
Communication Disorders  
Communication for Health Professionals  
Communication for Legal Professionals  
Communication Studies  
Companion Animals  
Computer Networking  
Computer Science  
Construction Management  
Criminal Justice  
Criminology  
Cybersecurity  
Cybersecurity for Business Systems  
Dance  
Data Science  
Economics  
Electronics Technology  
Engineering Physics  
Entrepreneurship  
Environmental Science  
Equine Science  
Exercise Science  
Family Studies  
Fashion Entrepreneurship  
Fashion Merchandising  
Film and Literature  
Finance  
Fine Arts Entrepreneurship  
French  
Geographic Information Systems  
Geoscience  
German  
Gerontology  
Global Studies  
Graphic Communications Technology  
Health Management Entrepreneurship



Health Promotion  
Historic Preservation  
History  
Horticulture  
Hospitality Management  
Human Resource Management  
Industrial and Engineering Technology Entrepreneurship  
Industrial Management  
Information Systems  
Interior Design  
International Business  
Latin American Studies  
Literature  
Management  
Marketing: Integrated Marketing Communications  
Marketing: Marketing Management  
Marketing: Retail Management  
Marketing: Sales Management  
Mass Communication  
Mathematics  
Military Science  
Music  
Nutrition  
Outdoor Adventure Leadership  
Philosophy  
Physics  
Political Science  
Psychology: Applied  
Psychology: Developmental  
Psychology: General  
Psychology: Psychological Services  
Public Administration  
Recreation  
Religion  
Small Press Publishing  
Social Work  
Sociology  
Soils  
Spanish  
Sport Management  
Substance Abuse Prevention  
Supply Chain Management  
Sustainability  
Theatre: Acting  
Theatre: General  
Theatre: Technical  
Writing

# **1. Accounting**

**15 Hours Required**

**Required Courses:**

AC 221 Princ of Accounting I (3)

AC 222 Princ of Accounting II (3)

Choose 9 Hours AC courses (300-500 level) except AC 573

# **2. Aerospace Studies**

**16 Hours Required**

**Required Courses:**

AS 100 Foundation of USAF I (1)\*

AS 101 Foundation of USAF II (1)\*

AS 200 Evol of USAir/Space Power I (1)\*

AS 201 Evol of USAir/Space Power II (1)\*

AS 300 AF Leadership Studies I (3)

AS 301 AF Leadership Studies II (3)

AS 400 National Security Affairs (3)

AS 401 Preparation for Active Duty (3)

\*AS 203 AFROTC Field Training (4) may be substituted with permission of department.

# **3. Agriculture**

**18 Hours Required**

**Required Courses:**

AO 120 Plant Science (3)

AO 125 Plant Science Lab (1)

AY 101 Animal Science (3)

AY 105 Animal Science Experience (2)

HO 110 Intro to Horticulture (3)

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

# **4. Agriculture/Horticulture Entrepreneurship**

**15 Hours Required**

**Required Courses:**

ER 361 Prin of Entrepreneurship (3)

ER 551 Managing/Growing a New Venture (3)  
ER 561 Bus Planning for New Ventures (3)  
Choose 6 Hours approved AG/ HO courses

## 5. Anthropology

### 18 Hours Required

#### Required Courses:

AN 181 Intro Cultural Anthropology (3)  
AN 317 Ethnographic Field Methods (3)  
Choose 12 Hours (6 hours must be 300 level or above):  
AN 100 Foundations of Human Behvr (3)  
AN 101 Observing Cultures (3)  
AN 180 Intro/Phys Anthro & Archaeology (3)  
AN 333 Applied Anthropology (3)  
AN 341 Intro Linguistic Anthropology (3)  
AN 355 Special Topics in Anthropology (3)  
AN 360 Meso-American Civilizations (3)  
AN 375 Anthropology of Religion (3)  
AN 493 Anthropology Theory Sem:Cult Anthr/Linguistics (3)  
UI 339 North American Indians (3)

## 6. Archaeology

### 18 Hours Required

#### Required Courses:

AN 180 Intro/Phys Anthro & Archaeology (3)  
AN 382 Archaeology: Method & Theory (3)  
Choose 12 Hours (6 hours must be 300 level or above):  
AN 100 Foundations of Human Behvr (3)  
AN 101 Observing Cultures (3)  
AN 181 Intro Cultural Anthropology (3)  
AN 250 World Archaeology (3)  
AN 313 Archaeological Fieldwork (3)  
AN 319 Archaeological Laboratory (3)  
AN 355 Special Topics in Anthropology (3)  
AN 360 Meso-American Civilizations (3)  
AN 381 North American Archaeology (3)  
AN 415 Forensic Anthropology (3)  
AN 493 Anthropology Theory Sem:Cult Anthr/Linguistics (3)  
AN 551 Historic Archaeology Fieldwork (3)  
UI 339 North American Indians (3)

# 7. Architectural Design

**15 Hours Required**

**Required Courses:**

CM 126 Computer Aided Arch Drafting (3)  
CM 226 Residential Arch Drft & Design (3)  
CM 322 Commercial Arch Drft and Design (3)  
Choose two courses: (Only one UI class can be selected)  
CM 143 Constr. Methods and Materials I (3)  
CM 310 Constr Codes & Compliances (3)  
CM 315 Constr Contracts/Legal Iss (3)  
HO 330 Strategic Landscape Design (3)  
UI 337 Issues in Modern Architecture (3)  
UI 340 Housing Perspectives

# 8. Art/Art History

**18 Hours Required**

**Required Course:**

AH 110 Art History Survey I (3)  
OR  
AR 112 Perspectives in Art (3)

**Choose 6 Hours From:**

AH 210 Art History Survey II (3)  
AR 100 Drawing I (3)  
AR 104 2D Design (3)  
AR 106 3D Design (3)  
AR 201 Color Composition (3)  
AR 202 Drawing II (3)  
Choose 9 Hours of Upper Division AR or AH  
prefix courses (Related courses are encouraged.)

# 9. Autism Spectrum Disorder Certificate

**15 Hours Required**

**Required Courses:**

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)  
EX 559 Clinical Practicum (3)

## **10. Autism Studies**

### **21 Hours Required**

#### **Required Courses:**

CF/PY 120 The Child (3)

OR

CF 220 Young & Middle Adulthood (3)

EX 555 Intro to Autism Spectrum Disorder (3)

EX 556 Comm Interv/Strat for Indiv w/ Autism Spec Dis (3)

EX 559 Clinical Practicum (3)

#### **Choose One 9 Hour Track**

**TRACK I** - Applied Behavioral Analysis (ABA) Focus

AB 531 Basic Prin of Appl Behvrl Analysis (3)

AB 532 Mthds for Studying Behvr of Indiv (3)

AB 533 ABA1: Assessment & Skill Acquisition (3)

NOTE: Track 1 is restricted to students accepted into  
The Accelerated ABA program

**TRACK II** - Non-Applied Behavioral Analysis Focus

Choose 3 Hours:

CD 110 Lang/Culture of the Deaf (3)

CD 340 Normal Spch/Lang Dev (3)

CE 370 Lang Dev of the Young Child (3)

Choose 3 Hours:

CE 330 Classroom Management (3)

EX 304 Behavior Management (3)

EX 557 Behavior Mgmt/Interventions (3)

Choose 3 Hours:

CF 280 Lrng Theory/Application: Preschool (3)

CF 285 Lrng Theory/Apl: Infants/Toddlers (3)

EX 558 Research in Autism Spectrum Disorder (3)

# 11. Biological and Medical Sciences Entrepreneurship

**18 Hours Required**

**Required Courses:**

ER 361 Prin of Entrepreneurship (3)  
ER 551 Managing/Growing a New Venture (3)  
ER 561 Bus Planning for New Ventures (3)  
Choose 9 Hours approved BI/BO/BT/ZO courses

# 12. Biology

**21 Hours Required:**

**Required Courses:**

BI 163 Evolution & Ecology (4)  
BI 173 Cell & Organismal Biology (4)  
BI 283 Genetics (4)  
Choose 9 Hours From:  
BI, BO, BT, ZO prefix courses at the 300-599 level

# 13. Business Administration

**30 Hours Required\***

(For non-Business majors only)

**Required Courses:**

AC 221 Princ of Accounting I (3)  
AC 222 Princ of Accounting II (3)  
AD 101 Intro/Computer Appl (3)  
EC 225 Princ of Macroeconomics (3)  
FI 361 Financial Management (3)  
MG 301 Principles of Management (3)  
MI 375 Management Info Systems (3)  
MK 301 Principles of Marketing (3)  
QM 257 Business Statistics I (3)  
QM 258 Business Statistics II (3)

\*All courses require minimum grade of 'C'.

# 14. Business Analytics

## 18 Hours Required

### Required Courses:

CS 101 Introduction to Computer Programming (3)  
QM 352 Quantitative Analysis (3)  
MOS Excel Certification required\*

### Choose 3 hours:

CS 440 Database (3)  
MI 375 Management Information Systems (3)

### Choose 9 hours:

AC 330 Accounting Analytics (3)  
CS 433 Data Analytics (3)  
CS 453 Machine Learning (3)  
CS 505 Data Mining (3)  
EC 351 Applied Economics Models (3)  
EC 490 Business Forecasting (3)  
ER 561 Business Planning for New Ventures (3)  
HA 540 Healthcare Informatics (3)  
HA 545 Healthcare Database Systems (3)  
IS 465 Management Support Systems (3)  
MG 436 Compensating Talent (3)  
MG 416 Acquiring Talent (3)  
MK 345 Introduction to Business Research (3)  
QM 358 Operations Management (3)  
QM 558 Principles of Supply Chain Management (3)

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

# 15. Business Law

## 15 Hours Required

### Required Courses:

BL 255 Legal Environ of Business (3)  
UI 366 Law & Economics (3)  
UI 316 Contemporary Legal Studies (3)

### Choose 6 hours – 3 hours must be BL prefix:

BL 563 Legal/Ethical Issues in Acctg (3)  
BL 455 Contracts (3)

BL 573 Internship in Business Law (3)  
CJ 320 Criminal Law (3)  
CJ 370 Juvenile Justice (3)  
CJ 422 Criminal Procedure (3)  
CM 315 Construction Contracts & Legal Issues (3)  
MC 401 Communication Law (3)  
SM 540 Legal Aspects/Phys Activity/Sport (3)  
PS 387-389 Indep Study in Poli Sci (1-3)  
PL 120 Symbolic Logic I (3)  
PS 390 The American Judicial System (3)  
PS 425 Administrative Law & Procedure (3)  
PS 490 Constitutional Law (3)  
PY 359 Psychology and the Law (3)  
SC 314 Argumentation (3)  
UI 305 Judicial Reasoning (3)

## 16. Chemistry

### 20 Hours Required

#### Required Courses:

CH 185 General Chemistry (5)  
CH 186 Found of Inorganic Chem (3)  
CH 187 Inorg Chem & Qual Analysis (2)  
Choose two of the following:  
CH 271 Found of Analytical Chem (5)  
CH 311 Found of Physical Chem (4)  
CH 341 Found of Organic Chem (4)  
CH 531/UI 331 Found of Biochem (3)  
Choose one CH3xx-5xx level course to total 20 hours. Must  
Include a minimum of 3 hours of lab beyond CH 187

## 17. Child Development

### 18 Hours Required

#### Required Courses:

CF 120 The Child (3)  
CF 124 Hlth/Nutr/Safety Child (3)  
CF 200 Constructive Guidance & Discipline (3)  
CF 215 Observ: Percep & Process (3)  
CF 330 Middle Childhd & Youth Issues (3)  
CF 410 Culture & Ethnicity of the Child (3)



# 18. Child Development - Childhood Trauma & Outcomes

**18 Hours Required**

**Required Courses:**

CF 120 The Child (3)  
HS 301 Found Chld Maltrtmnt/Chld Advoc (3)  
HS 401 Child Advocacy II (3)  
HS 402 Child Advocacy III (3)  
PY 444 Childhood Psychopathology (3)  
SW 205 Intro to Social Welfare Policy (3)

# 19. Coaching

**21-22 Hours Required**

**Required Courses:**

CG 400 Coaching Administration (3)  
CG 470 Practicum in Coaching (3)  
PE 220 First Aid (2)  
PE 235 Psych/Coaching & Hum Perfrm (3)  
PE 341 Physiology of Conditioning (3)  
SM 540 Leg Aspects/Sport & Phys Activity (3)  
Choose 4-5 Hours From:  
CG 205 Coaching of Baseball (2)  
CG 210 Coaching of Basketball (2)  
CG 215 Coaching of Football (2)  
CG 220 Coaching of Softball/Volleyball (3)  
CG 225 Coaching of Track & Field (2)  
CG 235 Coaching of Soccer (2)

# 20. Commercial Photography

**18 Hours Required**

**Required Courses:**

GM 200 Vector & Bitmapped Graphics for Ind (3)  
  
GM 385 HD Video for Multimedia (3)  
OR  
PG 325 Pract in Comm Photography (3)

PG 284 Photography Fundamentals (3)  
PG 285 Commercial Photography Lighting (3)  
PG 286 Commercial Studio Photography (3)  
PG 384 Commercial Photography I (3)

## **21. Communication Disorders**

**17 Hours Required**

**Required Courses:**

CD 211 Anat/Phys of Spch Mech (4)  
CD 225 Phonetics (3)  
CD 230 Intro to Comm Disorders (4)  
CD 340 Normal Spch & Lang Develop (3)  
CD 371 Anat/Phys of Hearing Mech (3)

## **22. Communication for Health Professionals**

**18 Hours Required**

**Required Courses:**

SC 215 Intercultural Communication (3)  
SC 301 Found of Health Communication (3)  
SC 355 Relational Communication (3)  
UI 345 Nonverbal Communication (3)

**Choose 6 Hours From:**

SC 314 Argumentation & Problem Solving (3)  
SC 335 Interviewing (3)  
SC 360 Experiential Comm Projects (1-3)  
SC 406 Negotiation/Conflict Mgmt (3)  
SC 510 Leadership & Team Building (3)  
UI 425 Persuasion (3)

## **23. Communication for Legal Professionals**

**15 Hours Required**

**Required Courses:**

SC 200 Advanced Public Speaking (3)  
SC 314 Argumentation & Problem Solving (3)  
UI 425 Persuasion (3)

**Choose 6 Hours From:**

- SC 310 Speech Writing (3)
- SC 335 Interviewing (3)
- SC 360 Experiential Comm Proj (1-3)
- SC 406 Negotiation & Conflict Mgmt (3)
- UI 320 Modern Presidency (3)
- UI 345 Nonverbal Communication (3)
- UI 423 Political Communication (3)
- UI 504 Leaders of Social Change (3)

## **24. Communication Studies**

**15 Hours Required**

**Required Courses:**

- SC 320 Group Comm & Decision Making (3)
- SC 355 Relational Comm Strategies (3)
- UI 425 Persuasion (3)

**Choose 6 Hours From:**

- SC 200 Advanced Public Speaking (3)
- SC 215 Intercultural Comm (3)
- SC 310 Speech Writing (3)
- SC 314 Argumentation & Problem Solving (3)
- SC 330 Corporate & Professional Comm (3)
- SC 335 Interviewing: Princ & Practices (3)
- SC 360 Experiential Comm Proj (1-3)
- SC 406 Negotiation & Conflict Mgmt (3)
- SC 482 Special Problems in Comm Studies (3)
- SC 510 Leadership & Team Building (3)
- SC 560 Organizational Communication (3)
- UI 301 Managerial Communication Processes (3)
- UI 320 Modern Presidency (3)
- UI 345 Nonverbal Communication (3)
- UI 423 Political Communication (3)
- UI 504 Leaders of Social Change (3)

## **25. Companion Animals**

**17 Hours Required**

**Required Courses:**

- AY 101 Animal Science (3)
- AY 105 Animal Science Experience (2)

AY 200 Companion Animals (3)  
AY 205 Horse Science (3)

**Choose two of the following:**

AY 300 Domestic Animal A&P I (3)  
AY 304 Principles of Animal Nutrition (3)  
AY 305 Advanced Horse Science (3)  
AY 306 Companion Animal Disease (3)  
AY 310 Animal Anat & Phys II (3)  
AY 350 Animal Reproduction (3)

## 26. Computer Networking

**15 Hours Required**

**Required Courses:**

TN 255 Microcomputer Maint & Trblshtng (3)  
TN 275 Intro to Networks (3)  
TN 375 Routing/Switching Essentials (3)  
TN 475 Scaling Networks (3)  
TN 563 Connecting Networks (3)

## 27. Computer Science

**15 Hours Required**

**Required Courses:**

CS 155 Computer Science I (4)  
CS 265 Computer Science II (4)  
Choose 7 Hours CS courses including 6 hours at the 300-500 level

## 28. Construction Management

**15 Hours Required**

**Required Courses:**

CM 126 Computer Aided Arch Drafting (3)  
CM 143 Construction Methods and Matls I (3)  
CM 320 Construction Cost Estimating (3)  
CM 330 Construction Planning & Scheduling (3)  
CM 2xx-5xx (3)

# 29. Criminal Justice

## 15 Hours Required

### Required Courses:

CJ 100 Intro to Criminal Justice (3)

CJ 110 Intro to Law Enforcement (3)

OR

CJ 125 Intro to Corrections (3)

Choose 9 Hours CJ courses at 300-500 level

# 30. Criminology

## 18 Hours Required

### Required Courses:

CJ 375 Victimology (3)

SO 305 Intersections of Crime (3)

SO 360 Theories of Crime (3)

### Choose 9 Hours From:

CJ/SO 3xx Drugs & Society (3)

SO 300 Organized/White Collar Crime (3)

SO 385 Family Violence (3)

SO 444 Deviant Social Behavior (3)

SO 5xx Crime & Popular Behavior (3)

UI 300 Drugs & Behavior (3)

# 31. Cybersecurity

## 26 Hours Required

### Required Courses:

CS 155 Computer Science I (4)

CS 265 Computer Science II (4)

CY 201 Intro to Cybersecurity (3)

CY 310 Info Security & Assurance (3)

CY 320 Info Security in Syst Admin (3)

MA 464 Mathematical Cryptography (3)

TN 275 Intro to Networks (3)

**Choose 3 Hours From:**

CS 280 Computer Systems (3)  
EP 305 Digital & Analog System Design (3)  
ET 245 Logic Circuits (3)

## **32. Cybersecurity for Business Systems**

**16 Hours Required**

**Required Courses:**

CS 155 Computer Science I (4)  
CY 201 Intro to Cybersecurity (3)  
TN 275 Intro to Networks (3)  
UI 3xx/CY 3xx Digital Forensics (3)

**Choose 3 hours from:**

AC 330 Accounting Analytics (3)  
AC 550 Fraud Exam/Forensic Acctg (3)  
CY 320 Info Security in Syst Admin (3)  
MA 464 Mathematical Cryptography (3)  
MI 375 Mgmt Information Systems (3)

## **33. Dance**

**23 Hours Required**

**Required Courses:**

DA/TH 105 Rehearsal & Production I (1)  
DA/TH 305 Rehearsal & Production II (1)  
DA 280 Movement Analysis I (3)  
DA 490 Dance History (3)

**Choose 15 Hours (9 Hours must be upper division):**

DA 211 Ballet I (1)  
DA 216 Pointe I (2)  
DA 221 Modern Dance I (1)  
DA 226 Jazz Dance I (1)  
DA 227 World Dance I (2)  
DA 228 Hip Hop Dance I (2)  
DA 236 Tap Dance I (1)  
DA 310 Dance Musicianship (3)  
DA 311 Ballet II (2)  
DA 316 Pointe II (2)  
DA 321 Modern Dance II (2)

DA 326 Jazz Dance II (2)  
DA 327 World Dance II (2)  
DA 328 Hip Hop Dance II (2)  
DA 336 Tap Dance II (2)  
DA 380 Choreography I (3)  
DA 391 Topics in Dance (3)  
DA 396 Movement Analysis II (3)  
DA 411 Ballet III (2)  
DA 421 Modern Dance III (2)  
DA 426 Jazz Dance III (2)  
DA 430 Princ of Teaching Dance (3)  
DA 485 Choreography II (3)  
DA 497 Choreography III (3)

## 34. Data Science

### 15 Hours Required

#### Required Courses:

MA 323 Statistical Methods (3)  
MA 475 Multivariate Methods (3)  
MA 530 Statistical Learning (3)

#### Choose 6 hours:

BI 443 Epidemiology (3)  
BI 458 Analytical Bioinformatics (3)  
CS 453 Machine Learning (3)  
CS 433 Data Analytics (3)  
HA 300 Introduction to Healthcare Management (3)  
HA 540 Healthcare Informatics (3)  
HA 545 Healthcare Database Systems (3)  
IS 375 Database and Information Systems (3)  
MG 575 Information Technology Management (3)  
MI 375 Management Information Systems (3)  
PH 342 Visual Analytics (3)

## 35. Economics

### 15 Hours Required

#### Required Courses:

EC 215 Principles of Microeconomics (3)  
EC 225 Principles of Macroeconomics (3)

**Choose 3 Hours From:**

EC 350 Devel of Economic Thought (3)  
EC 410 Macroeconomic Theory (3)  
EC 420 Microeconomic Theory (3)

**Choose 6 Hours From:**

EC xxx Any EC course (300-500 level) (3)  
UI 322 International Political Economy (3)  
UI 349 Comparative Economic Systems (3)  
UI 366 Law & Economics (3)  
UI 371 Government & Business (3)

## **36. Electronics Technology**

**18 Hours Required**

**Required Courses:**

ET 160 Basic Electric Circuits (3)  
ET 245 Logic Circuits (3)  
ET 304 Fund Prog Logic Contl (3)  
ET 366 Microcontrollers (3)  
MN 356 Robotic Fundamentals (3)

MN 412 Advanced Manufacturing Systems (3)  
OR  
MN 383 Fluid Power (3)

## **37. Engineering Physics**

**19 Hours Required**

**Required Courses:**

PH 230/030 General Physics I (5)  
PH 231/031 General Physics II (5)  
Choose 9 Hours EP or PH electives, including UI 330  
(Except those courses indicated in the BULLETIN that do not apply on a minor)

## **38. Entrepreneurship**

**15 Hours Required**

**Required Courses:**

ER 361 Prin of Entrepreneurship (3)



ER 531 Innovation (3)  
ER 551 Manag & Grow New Ventures(3)  
ER 581 Entrepreneur Pract: Venture Creation (3)

**Choose 3 hours:**

ER 521 Topics in Entrepreneurship (3)  
ER 561 Bus Planning for New Ventures (3)

## 39. Environmental Science

**21-23 Hours Required**

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

**Required Courses:**

BS 105 Environmental Biology (3)

CH 180 Chemistry in Our World (3)

OR

CH 181 Basic Principles of Chemistry (5)

GO 110 Physical Geology (3)

UI 429 Environmental Ethics (3)

**Choose 6 Hours From:**

AO 120 Plant Science (3)

AO 215 Soils (3)

BS 108 Biology for Living (3)

CH 234 Organic & Biological Chemistry (3)

GO 305 Environmental Geoscience (3)

GO/EV 365 Environmental Soil Science (3)

**Choose 3 Hours From:**

AG 201 World Food & Society (3)

UI 319 Science, Technology & Society (3)

UI 360 Recycling & Waste Management (3)

UI 387 Environmental Law & Public Policy (3)

## 40. Equine Science

**15 Hours Required**

**Required Courses:**

AY 101 Intro to Animal Science (3)

AY 205 Horse Science (3)  
AY 305 Advanced Horse Science (3)

**Choose 6 hours from the following:**

AY 350 Animal Reproduction (3)  
AND  
AY 375 Animal Breed Improvement (3)

OR

AY 304 Prin of Animal Nutr & Feeds (3)  
AND  
AY 425 Feed of Nonruminant Animals (3)

## 41. Exercise Science

### 20 Hours Required

**Required Courses:**

HL 231 Fitness Conditioning (3)  
HL 331/031 Exercise Physiology (4)  
HL 431 Fitness Assmt & Exercise Prog (4)  
HL 460 Exercise Leadership (3)

**Choose 6 Hours From:**

FN 235 Nutrition for Health (3)  
OR  
FN 255 Nutrition I (3)

HL 332 Lifestyle Disease Risk Reduct (3)  
HL 345 Resistance Trng Prin & Prac (3)  
HL 346 Weight Mgmt Prin & Prac (3)  
HL 510 Health Concerns of Aging (3)  
PE 464 Kinesiology (3)

**Additional Requirements: 14-16 Hours**

BS 113/013 Anatomy & Phys I (4)  
BS 114/014 Anatomy & Phys II (4)

CH 180 Chem in Our World (3)

OR

CH 181 Basic Princ of Chem (5)

OR

CH 185 General Chemistry (5)

MA 116 PreCalculus A (3)

## **42. Family Studies**

**18 Hours Required**

**Required Courses:**

CF 102 Relationships in 21st Cent (3)  
CF 209 Intro to Fam Process & Systems (3)  
CF 220 Young & Middle Adulthood (3)  
CF 340 Family Law, Advoc & Policy (3)  
CF 385 Stress, Violence, Trauma & Families (3)  
CF 402 Relationships of Commitment (3)

## **43. Fashion Entrepreneurship**

**15 Hours Required**

**Required Courses:**

ER 361 Prin of Entrepreneurship (3)  
ER 551 Managing/Growing a New Venture (3)  
ER 561 Bus Planning for New Ventures (3)  
Choose 6 Hours approved FA courses

## **44. Fashion Merchandising**

**18 Hours Required**

**Required Courses:**

FA 110 Intro to Fashion Merchandising (3)  
FA 114 Visual Merchandising (3)  
FA 207 Textiles (3)  
FA 350 Apparel Aesthetics (3)

**Choose 6 Hours From:**

FA 300 Prof Image & Behavior (2)  
FA 450 Global Fashion Economics (3)  
UI 480 Soc Psych Aspects of Dress (3)

## **45. Film and Literature**

**18 Hours Required**

**Required Courses:**

LI 205 The Art of Film (3)

LI 215 Film, Literature & Adaptation (3)

Choose 6 Hours From:

LI 305 Film Studies: Theories/Genres/Periods (3)

LI 307 Studies in TV & Pop Culture (3)

LI 317 Multicultural Visions (3)

**Choose 6 Hours From:**

AR 323 Art & New Technology (3)

AR 324 Digital Art Photography/Video (3)

AR 423 Art Motion Graphics (3)

FR 375 French Cinema (3)

MC 251 TV & Film in America (3)

MC 253 Film History (3)

MC 354 Screenwriting (3)

PG 284 Photography Fundamentals (3)

TH 181 Script Analysis (3)

TH 218 Acting I (3)

TH 223 Movement for the Actor I (3)

TH 316 Acting II (3)

TH 319 Acting for Film & TV (3)

TH 350 Stage Lighting I (3)

TH 385 Directing I (3)

TH 386 Sound Design (3)

UI 306 Film & History (3)

UI 375 European Film (3)

UI 382 History/Phil of Am Mass Media (3)

UI 384 History of the Musical (3)

UI 462 Stalin's Hunger Games (3)

## 46. Finance

**15 Hours Required****Required Courses:**

FI 361 Financial Management (3)

FI 364 Modern Financial Institution (3)

FI 368 Investments (3)

Choose 6 Hours FI courses (300-500 level)

OR

AC 375 Financial Statement Analysis (3)

AND

FI xxx (300-500 level) (3)

# 47. Fine Arts Entrepreneurship

**15 hours required**

**Required Courses:**

AR/DA/MU/TH 245 Creating and Managing an Arts Career (3)  
ER 361 Prin of Entrepreneurship (3)  
ER 551 Managing/Growing a New Venture (3)  
ER 561 Bus Planning for New Ventures (3)

**Choose 3 Hours from:**

AR 352 Gallery and Museum Internship (3)  
AR 399 Professional Practices in Visual Art (3)  
MU/TH 375 Performing Arts Mgmt (3)

# 48. French

**18 Hours Required**

**Required Courses:**

FR 100 French Language & Culture I (3)  
FR 120 French Language & Culture II (3)  
FR 200 French Language & Culture III (3)  
FR 220 French Literature (3)  
Choose 6 Hours FR courses (300-500 level)

# 49. Geographic Information Systems

**15 Hours Required**

**Required Courses:**

AG 444 Spatial Analysis (3)  
GO 340/540 Remote Sensing (3)  
GO 445 Geographic Info Systems (3)  
IU 314/GO 514 GeoInfo Science Today (3)

**Choose 3 Hours From:**

AG 440 Precision Agriculture (3)  
CJ 430 Policing in an Information Age (3)  
GO 520 GIS Application (3)

# 50. Geoscience

**15 Hours Required**

**Required Courses:**

GO 110 Physical Geology (3)

UI 373 Earth/Life Thru Time (3)

Choose 6 hours GO courses (200-500 level)

Choose 3 hours GO courses (400-500 level)

# 51. German

**18 Hours Required**

**Required Courses:**

GN 100 German Language & Culture I (3)

GN 120 German Language & Culture II (3)

GN 200 German Language & Culture III (3)

GN 220 German Literature (3)

Choose 6 Hours GN courses (300-400 level)

# 52. Gerontology

**18 Hours Required**

**Required Courses:**

CF 206 Intro to Gerontology (3)

CF 207 Gerontology Practicum I (3)

CF 518 Gerontology Practicum (3)

PY 329 Psychology of Death & Dying (3)

PY 525 Maturity & Aging (3)

UI 430 Aging Successfully (3)

# 53. Global Studies

**18 Hours Required**

**Required Course:**

UI 450 Capstone Experience (3)

**Choose 6 Hours From:**

AN 181 Intro to Cultural Anthropology (3)

GG 180 Cultural Geography (3)  
PS 104 Comp Political Systems (3)  
PS 280 Intro to Global Issues (3)  
UI 308 Cult & Phys Landscapes (3)

EH 103 Modern Eur Civ (3)  
OR  
WH 110 Chinese Civilization (3)  
OR  
WH 130 Latin American Civ (3)

**Choose 3 hours of upper division electives from an approved list**

(See Dept of Modern Languages, Anthropology & Geography for Approved List of Electives)

**Choose 3 hours of Study Abroad/internship to correspond with foreign language elective below**

Choose 3 hours foreign language elective:  
CN 100 Chinese Language & Culture I (3)  
CN 102 Chinese II (3)  
FR 100 French Language & Culture I (3)  
FR 120 French Language & Culture II (3)  
FR 200 French Language & Culture III (3)  
FR 220 French Literature (3)  
GN 100 German Language & Culture I (3)  
GN 120 German Language & Culture II (3)  
GN 200 German Language & Culture III (3)  
GN 220 German Literature (3)  
JN 101 Japanese I (3)  
JN 102 Japanese II (3)  
SN 100 Spanish Language & Culture I (3)  
SN 120 Spanish Language & Culture II (3)  
SN 200 Spanish Language & Culture III (3)  
SN 220 Hispanic Literature (3)

## **54. Graphic Communications Technology**

### **15 Hours Required**

#### **Required Courses:**

GM 180 Intro to Tech Graphics (3)  
GM 200 Vector & Bitmapped Graphics (3)  
GM 282 Vector Graphics (3)  
GM 380 3D Modeling & Animation Prod (3)

**Choose 3 hours:**

- GM 320 Graphic User Interface (3)
- GM 326 Interactive Multimedia (3)
- GM 386 Interactive Multimedia & Animation (3)

## **55. Health Management Entrepreneurship**

**15 Hours Required**

**Required Courses:**

- ER 361 Prin of Entrepreneurship (3)
- ER 551 Managing/Growing a New Venture (3)
- ER 561 Bus Planning for New Ventures (3)
- HL 111 Intro to Health Management (3)
- HL 471 Fitness Facility Administration (3)

## **56. Health Promotion**

**21 Hours Required**

**Required Courses:**

- HL 111 Intro to Health Management (3)
- HL 120 Health Perspectives (3)
- HL 260 Health Promotion Practicum (3)
- HL 332 Lifestyle Disease Risk Reduction (3)
- UI 354 Lifestyle Enhancement (3)

**Choose 6 Hours From:**

- FN 235 Nutrition for Health (3)
- HL 312 Sport and Exercise Pharmacology (3)
- HL 331 Exercise Physiology (3)

## **57. Historic Preservation**

**21 Hours Required**

**Required Courses:**

- HP 100 Intro to Historic Preservation (3)
- HP 200 Intro to Tech of Local History (3)
- HP 585 History of Amer Architecture (3)
- US 105 American History I (3)
- US 107 American History II (3)



**Choose 6 Hours From:**

(3 Hours must be HP prefix)

- GH 520 Techniques of Oral History (3)
- HP 405 Archives & Spec Collec Studies (3)
- HP 410 Museum Studies (3)
- HP 420 Historic Site Admin (3)
- HP 450 Problems in Hist Pres (3)
- HP 540 Topics in Hist Pres (3)
- HP 580 Hist of Am Bldg Matls (3)
- HP 588 Leg/Econ Princ of Historic Pres (3)
- HP 589 Hist Pres Based Econ Revit (3)
- UI 313 African American Experience (3)
- UI 446 Civil Rights Movement (3)
- US 360 Women in American History (3)
- US 525 American Urban History (3)

## 58. History

**21 Hours Required**

**Required Courses:**

- EH 300-599 (3)
  - US 300-599 (3)
  - WH 300-599 (3)
  - EH/GH/HP/US/WH 300-599 (6)
- Choose an additional 6 Hours of EH, GH, US,  
WH prefix courses – any level

## 59. Horticulture

**17 Hours Required**

**Required Courses:**

- HO 110 Intro to Horticulture (3)
- HO 225 Ident/Use of Deciduous Plants (2)
- HO 235 Ident/Use of Evergreen Plants (2)
- HO 245 Ident/Use of Interior/Tropical Plants (2)
- HO 255 Ident/Use of Annual/Perennial Plants (2)

**Choose 6 hours from:**

- HO 310 Alternative Agriculture (3)
- HO 320 Nursery Administration & Culture (3)
- HO 321 Advanced Plant Propagation (3)
- HO 330 Strategic Landscape Design (3)

HO 342 Prod of Horticultural Crops (3)  
HO 350 Adv Greenhouse Management (4)  
HO 355 Interior Plantscaping (3)  
HO 430 Adv Turfgrass Management (3)  
HO 431 Landscape Install & Maintenance (3)  
HO 445 Composting/Utiliz in Hort Systems (3)  
HO 450 Vineyard Operations (3)  
HO 464 Adv Horticulture Technologies (3)  
HO 470 Strategic Urban Hort (3)

## **60. Hospitality Management**

**15 Hours Required**

**Required Course:**

HM 150 Intro to Hospitality Mgmt (3)

**Choose 12 hours from:**

HM 205 Basic Culinary Techniques (3)  
HM 260 Meeting & Event Mgmt (3)  
HM 270 Hotel & Restaurant Operation (3)  
HM 304 Food, Bev & Labor Cost Cntrls (3)  
HM 350 Advanced Culinary Practices (3)  
HM 390 Hosp Sales & Marketing (3)

## **61. Human Resource Management**

**15 Hours Required**

**Required Courses:**

MG 301 Principles of Management (3)  
MG 356 Found of Human Resource Mgmt (3)  
MG 546 Acquiring & Compensating Talent (3)  
MG 566 Legal & Union Issues in HR (3)

**Choose 3 Hours From\*:**

MG 354 Bus Negotiation: Conc/Practice (3)  
MG 456 Topics in Human Resource Mgt (3)  
MG 470 Leadership in Management (3)  
MG 526 Manag & Develop Talent (3)  
MG 550 Improving Team Performance (3)

\*Cannot double count electives in other Management minors

# 62. Industrial and Engineering Technology Entrepreneurship

**15 Hours Required**

**Required Courses:**

ER 361 Prin of Entrepreneurship (3)

ER 551 Managing/Growing a New Venture (3)

ER 561 Bus Planning for New Ventures (3)

**Choose one six-hour option:**

*Computer and Multimedia Graphics*

GM 180 Intro to Technical Graphics (3)

GM 200 Vector/Bitmap Graphics for Ind (3)

*Construction Management and Design*

CM 315 Constr Contracts & Legal Iss (3)

CM 410 Construction Proj Admin (3)

*Electrical and Controls*

ET 245 Logic Circuits (3)

ET 366 Microcontrollers (3)

*Facilities Management and Sustainability*

FM 504 Facilities Management (3)

FM 564 Sustain Fac Plan & Design (3)

*Industrial and Safety Management*

IM 313 Facilities Planning (3)

IM 417 Manufact Resource Analysis (3)

*Mechanical and Manufacturing*

MN 221 Solid Model & Rapid Prototyp (3)

MN 304 Indus Matls & Processes II (3)

*Sustainability Energy Systems Management*

ET 426 Sustainable Energy Technology (3)

FM 565 Bldg Automation & Technology (3)

# 63. Industrial Management

**15 Hours Required**

**Required Courses:**

IM 301 Industrial Safety Supervision (3)

IM 311 Statistical Process Control (3)

IM 419 Industrial Supervision (3)

**Choose 6 Hours From:**

IM 313 Facilities Planning (3)

IM 315 Work Measurement (3)

IM 411 Total Quality Assurance (3)

IM 417 Manuf Resource Analysis (3)

## 64. Information Systems

**15 Hours Required****Required Course:**

IS 175 Computer Information Systems I (3)

**Choose 6 Hours From:**

IS 130 Application Development I (3)

IS 245 Web Devlpmnt & Security (3)

IS 275 Computer Information Systems II (3)

Choose 6 hours of IS prefix courses at the 300-500 level

## 65. Interior Design

**15 hours required****Required Courses:**

DS 104 Exploring Interior Design (3)

DS 205 History of Interiors I (3)

OR

DS 206 History of Interiors II (3)

DS 207 Interior Systems (3)

**Choose 6 Hours From:**

DS 330 Lighting & Elect Systems (3)

DS 332 Matls for Interior Environ (3)

UI 340 Housing Perspectives (3)

UI 401 American Cultural Landscapes (3)

## 66. International Business

**18 Hours Required**

**Required Courses:**

EC 580 International Economics (3)  
FI 540 International Finance (3)  
MG 560 International Management (3)  
MK 560 International Marketing (3)  
UI 343 Transcultural Experience (3)

**Choose 3 Hours From:**

AC 540 International Persp on Acct (3)  
MK 478 Global Logistics (3)  
UI 322 International Political Economy (3)  
UI 349 Comparative Economics Systems (3)

## 67. Latin American Studies

**18 Hours Required**

**Required Courses:**

SN xxx Spanish Language (6)

SN 300 Spanish Am Culture (3)

OR

WH 130 Latin American Civ (3)

**Choose 9 Hours From:**

AN 360 Mesoamerica (3)  
EH 520 Hist/Spain & Portugal (3)  
PS 375 Politics in Latin Am (3)  
SN 306 Civilization of Spain (3)  
WH 520 Colonial Latin Am (3)  
WH 522 History/South Am (3)  
WH 524 History of Mexico (3)  
XX 300-500 Latin American Literature Course (3)

## 68. Literature

**15 Hours Required**

**Required Courses:**

LI 2xx Any Lit Expr course/LI prefix (3)

LI 260 English Literature I (3)

OR

LI 261 English Literature II (3)

LI 270 American Literature I (3)

OR

LI 271 American Literature II (3)

Choose 6 Hours EN 435, LI courses (300-500 level), UI 332, UI 341, UI 431, UI 432, or UI 435 which represent more than one genre (i.e., not 2 novels courses)

## 69. Management

**15 Hours Required****Required Courses:**

MG 301 Principles of Management (3)

MG 550 Improving Team Performance (3)

MG 562 Organization Theory & Design (3)

**Choose 6 Hours From\*:**

ER 361 Princ of Entrepreneurship (3)

ER 531 Innovation (3)

IM 411 Total Quality Assurance (3)

MG 354 Bus Negotiation: Conc/Practice (3)

MG 356 Found of Human Resource Mgmt (3)

MG 457 Organizational Behavior (3)

MG 470 Leadership in Management (3)

MG 560 International Management (3)

\*Cannot double count electives in other Management minors

## 70. Marketing: Integrated Marketing Communications

**15 Hours Required****Required Courses:**

MK 301 Principles of Marketing (3)

MK 341 Public Relations (3)

MK 342 Professional Selling (3)

MK 343 Integ Marketing Comm (3)  
MK 443 Integrated Mktg Comm Practicum (3)

## **71. Marketing: Marketing Management**

**15 Hours Required**

**Required Courses:**

MK 301 Principles of Marketing (3)  
MK 343 Integ Marketing Communications (3)  
MK 346 Distribution Management (3)  
MK 348 Brand Marketing (3)  
Choose any MK course except MK 449 and MK 473 (3)\*  
\*Cannot double count electives in other Marketing minors

## **72. Marketing: Retail Management**

**15 Hours Required**

**Required Courses:**

MK 301 Principles of Marketing (3)  
MK 343 Integ Marketing Comm (3)  
MK 349 Retail Marketing (3)  
Choose 6 hours of MK courses except MK 449 and MK 473\*  
\*Cannot double count electives in other Marketing minors

## **73. Marketing: Sales Management**

**15 Hours Required**

**Required Courses:**

MK 301 Principles of Marketing (3)  
MK 342 Professional Selling (3)  
MK 344 Consumer Behavior (3)  
MK 547 Sales Management (3)  
Choose any MK course except MK 449 and MK 473 (3)\*  
\*Cannot double count electives in other Marketing minors

## **74. Mass Communication**

**18 Hours Required**

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

**Required Courses:**

MC 101 Mass Communication & Society (3)

MC 401 Communication Law (3)

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

## 75. Mathematics

**15 Hours Required****Required Course:**

MA 140 Analytic Geometry & Calc I (5)

10 hours in mathematics (consisting of MA 138, MA 145, or courses numbered MA 223 & above with the exception of MA 228) including 6 hours at the 300-500 level.

## 76. Military Science

**15 Hours Required****Required Courses:**

NG 101 Intro to Military Science (3)

OR

NG 103 Army War Leader Course (3)

NG 301 Adaptive Leadership I (3)

NG 302 Adaptive Army Leadership II (3)

**Choose 6 Hours From:**

NG 201 Intro Army Team Leadership I (3)

NG 202 Team Leadership II (3)

NG 401 Appl of Army Leadership Skills (3)

NG 402 Prep for First Duty Assignment (3)

## 77. Music

**19 Hours Required****Required Courses:**

MM 101 Theories of Music in Culture (3)

MM 105 Aural Skills (1)

MU 110 Recitals/Concerts (2 semesters) (0)

MU 182 Music: An Artistic Expression (3)

MU 3xx Music Ensembles (2)

UI 310 American Musical Experience (3)



**Choose 7 Hours From:**

ME 2xx Instrumental Techniques (1-2)

MH 251 Hist & Lit of Music to 1827 (3)

OR

MH 252 Evol/Musical Style Since 1827 (3)

MM 102 Basic Harmony & Form (3)

MM 106 Aural Skills II (1)

MP xxx Applied Music (2-5)

MU 151 Functional Piano I (or equiv) (1)

OR

MU 152 Functional Piano II (or equiv) (1)

MU 190 Jazz Appreciation (3)

MU 3xx Music Ensembles (2)

MU 430 Literature: Applied Area (2)

MU 432 Pedagogy: Applied Area (2)

UI 315 Electronics & Comptrs in Music (3)

UI 402 Music in World Cultures (3)

## **78. Nutrition**

**15 Hours Required**

**Required Courses:**

FN 235 Nutrition for Health (3)

FN 255 Nutrition I (3)

FN 355 Lifespan Nutrition (3)

**Choose 6 Hours From:**

FN 240 Intro to Food Science (3)

FN 320 Essent of Food Science (4)

FN 401 Sports Nutrition (3)

FN 502 Nutrition II (3)

FN 520 Nutrition & Aging (3)

HE 520 Tech Tchg Ntr & Health Ed (3)

## **79. Outdoor Adventure Leadership**

**18 Hours Required**

**Required Courses:**

RC 150 Outdoor Living Skills (3)  
RC 151 Outdoor Adventure Skills (3)  
RC 250 Found of Outdoor Recreation (3)  
RC 310 Outdoor Leadership (3)  
RC 450 Outdoor Adventure as Treatment (3)

**Choose 3 Hours From:**

RC 119 Outdoor Adventure Special Topics (1-3)  
RC 316 Special Topics in Health & Leisure (1-3)  
RC 812 Outdoor Adventure (3)

## 80. Philosophy

**18 Hours Required****Required Courses:**

PL 120 Symbolic Logic I (3)  
PL 300 Ancient Philosophy (3)  
PL 390 Contemporary Philosophy (3)

**Choose 3 Hours From:**

PL 110 Readings in Philosophy (3)  
PL 203 Aesthetics & the Arts (3)  
PL 204 Ethical Theory (3)  
PL 245 Social Philosophy (3)  
RS 101 World Religions (3)

Choose 6 Hours PL courses (300-400 level) or any departmentally approved courses with a UI prefix

## 81. Physics

**15 Hours Required****Required Courses:**

PH 120/020 Introductory Physics I (5)  
OR  
PH 230/030 General Physics I (5)

PH 121/021 Introductory Physics II (5)  
OR  
PH 231/031 General Physics II (5)

Choose 5 Hours EP or PH electives (300-500 level, including UI 330)

## **82. Political Science**

### **15 Hours Required**

#### **Required Courses:**

PS 103 U.S. Political Systems (3)

OR

PS 104 Comparative Political Systems (3)

PS 240 Intro to Political Science (3)

PS 470 Politics of the Developed World (3)

OR

PS 471 Sr Seminar in Poli Sci (3)

Choose 6 Hours PS courses (At least 2 hours must be 300-500 level)

## **83. Psychology: Applied**

### **18 Hours Required**

#### **Required Courses:**

PY 102 Introduction to Psychology (3)

PY 250 Applied Psychology (3)

PY 358 Social Psychology (3)

#### **Choose 9 Hours From:**

PY 251 Indus/Organiz Psychology (3)

PY 359 Psychology & the Law (3)

PY 531 Psychological Testing (3)

UI 354 Lifestyle Enhancement (3)

## **84. Psychology: Developmental**

### **15 Hours Required**

#### **Required Courses:**

PY 102 Introduction to Psychology (3)

PY 120 The Child (3)

OR

PY 222 Development of the Adolescent (3)

PY 220 Psych Devel Across Life Span (3)

**Choose 6 Hours From:**

PY 325 Psych Devel of the Family (3)

PY 329/529 Psychology of Death & Dying (3)

PY 444 Childhood Psychopathology (3)

PY 525 Maturity & Aging (3)

## 85. Psychology: General

### 18 Hours Required

**Required Course:**

PY 102 Intro to Psychology (3)

**Choose 3 Hours From:**

PY 362 Learning & Memory (3)

PY 366 Intro to Sensation & Perception (3)

PY 466 Intro to Physiological Psychology (3)

**Choose 3 Hours From:**

PY 353 Social Cognition (3)

PY 460 Cognitive Processes (3)

**Choose 3 Hours From:**

PY 120 The Child (3)

PY 220 Psychological Development Across the Lifespan (3)

PY 222 Development of the Adolescent (3)

PY 325 Psych Development of the Family (3)

PY 525 Maturity & Aging (3)

**Choose 3 Hours From:**

PY 432 Intro to Personality (3)

PY 440 Abnormal Psychology (3)

PY 441 Intro to Clinical Psychology (3)

**Choose 3 Hours From:**

PY 250 Applied Psychology (3)

PY 251 Industrial/Organizational Psychology (3)

PY 358 Social Psychology (3)

## **86. Psychology: Psychological Services**

### **18 Hours Required**

#### **Required Courses:**

PY 102 Introduction to Psychology (3)

PY 432 Intro to Personality (3)

PY 440 Abnormal Psychology (3)

#### **Choose 9 Hours From:**

PY 358 Social Psychology (3)

PY 359 Psychology & the Law (3)

PY 441 Intro to Clinical Psychology (3)

PY 442 Psychotherapy (3)

PY 444 Childhood Psychopathology (3)

PY 531 Psychological Testing (3)

## **87. Public Administration**

### **18 Hours Required**

#### **Required Courses:**

PS 230 American Public Policy (3)

PS 384 Political Science Internship (3)

PS 402 Fund of Public Administration (3)

PS 403 Public Personnel Administration (3)

PS 415 Government Budgeting Process (3)

#### **Choose 3 Hours From:**

EC 525 Public Policy Economics (3)

EC 561 Managerial Economics (3)

MG 301 Principles of Management (3)

PS 418 Public Policy Analysis (3)

PS 425 Admin Law & Procedure (3)

PY 450 Organizations as Open Systems (3)

## **88. Recreation**

### **15 Hours Required**

#### **Required Courses:**

RC 140 Intro to Recreation Services (3)

RC 288 Practicum in Rec Services (3)  
RC 380 Programming for Rec Svcs (3)

**Choose 3 Hours From:**

RC 210 Camp Leadership (3)  
RC 220 Leadership & Group Dynamics (3)  
RC 250 Found of Outdoor Recreation (3)  
RC 260 Intro to Therapeutic Recreation (3)  
RC 270 Commercial Recreation (3)

**Choose 3 Hours From:**

RC 360 Thrptic & Adapted Rec Srvcs (3)  
RC 385 Rec Facilities Planning & Mgmt (3)  
RC 405 Trends & Issues in Rec & Leisure (3)  
RC 420 Organ & Admin of Rec Services (3)

## 89. Religion

**18 Hours Required**

**Required Courses:**

PL 499 Independent Study in Philosophy (3)  
RS 101 World Religions (3)  
UI 336 Religion in America (3)

**Choose 3 Hours From:**

LI 222 Mythic Dimensions of Literature (3)  
RS 201 New Testament Literature (3)  
RS 202 Old Testament Literature (3)

**Choose 6 Hours From:**

AN 375 Anthropology of Religion (3)  
PL 340 Philosophy of Religion (3)  
RS 350 Religious Topics & Issues (3)  
UI 415 Science & Religion (3)

## 90. Small Press Publishing

**18 Hours Required**

**Required Courses:**

EN 302 Small-Press Publishing (3)  
EN 275 Intro to Creative Writing (3)  
EN 311 Literary Manuscript Editing Pract (3)

EN 435 Internship in English (3)  
GM 180 Intro to Indus Graphics (3)

**Choose 3 Hours From:**

AR 319 Intro to Graphic Design (3)  
AR 322 Typography (3)  
EN 470 Adv Creative Writ: Poetry (3)  
EN 478 Adv Creative Writ: Fiction (3)  
GM 282 Vector and Text Graphics (3)  
MC 310 Advertising Comm Strategies (3)  
MK 301 Principles of Marketing (3)

## **91. Social Work**

**15 Hours Required**

**Required Courses:**

SW 110 Intro to Social Work (3)  
SW 205 Intro to Social Welfare Policy (3)  
SW 207 Undrstndng Cultrl/Soc Diversity (3)  
SW 315 Social Work Intervention (3)  
SW 3xx-5xx Social Work elective (3)

## **92. Sociology**

**18 Hours Required**

**Required Courses:**

SO 102 Society, Culture & Social Behavior (3)

SO 320 Racial & Ethnic Relations (3)

OR

SO 3xx Social Stratification (3)

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

## **93. Soils**

**16 Hours Required**

**Required Courses:**

AG 551 Water Management (3)  
AO 120 Plant Science (3)

AO 125 Plant Science Lab (1)  
AO 215 Soils (3)  
AO 427 Soil Fertility & Plant Nutrition (3)  
AO 555 Soil Classification/Resource Mgt (3)

## **94. Spanish**

**18 Hours Required**

**Required Courses:**

SN 100 Spanish Language & Culture I (3)  
SN 120 Spanish Language & Culture II (3)  
SN 200 Spanish Language & Culture III (3)  
SN 220 Hispanic Literature (3)

Choose 6 Hours SN courses (300-500 level)

## **95. Spanish for the health professions**

**18 Hours Required**

**Required Courses:**

FL 849 Intensive Course/Foreign Language and Culture (3)  
SN 020 Language Proficiency Exam: Exit (0)  
SN 105 Spanish for the Health Professions I (3)  
SN 110 Spanish for the Health Professions II (3)  
SN 215 Spanish for the Health Professions III (3)  
SN 220 Hispanic Literature (3)  
SN 3xx Any Spanish course at the 300-500 level (3)

## **96. Sport Management**

**15 Hours Required**

**Required Courses:**

PE 201 Sport & Society (3)  
SM 220 Intro to Sport Management (3)  
SM 360 Sporting Event Management (3)  
SM 540 Legal Aspects of Sport & Phys Activity (3)

**Select one course from the following:**

SM 250 Governance of Sport Organizations (3)  
SM 340 Sport Ethics (3)



SM 455 Sport-Related Venue Dsgn/Operation (3)  
SM 460 Fund of Sport Delivery Systems (3)  
SM 570 Mgmt & Leadership in Sport Org (3)

## **97. Substance Abuse Prevention**

**15 Hours Required**

**Required Courses:**

HL 1xx Foundations of Prevention (3)  
HL 4xx Substance Abuse/Addct in Public Hlth (3)  
UI 300 Drugs & Behavior (3)

**Choose 3 hours:**

HL 312 Sport & Exercise Pharmacology (3)  
HL320 Community Health (3)  
HL526 Health Behavior Change (3)  
RC 288 Practicum (3)

**Choose 3 hours:**

PY 151 Social Decision Making (3)  
PY 222 Development of the Adolescent (3)  
RC 340 Mentoring Principles (3)  
SR 444 Treatment Strategies (3)

## **98. Supply Chain Management**

**15 Hours Required**

**Required Courses:**

MI 375 Management Info Systems (3)  
QM 352 Quantitative Analysis (3)  
QM 558 Prin of Supply Chain Mgmt (3)

**Choose 6 hours from:**

FI 362 Adv Financial Mgmt (3)  
FI 368 Investments (3)  
MG 354 Bus Negotiations: Conc/Pract (3)  
MG 470 Leadership in Mgmt (3)  
MK 346 Distribution Management (3)  
MK 478 Global Logistics (3)  
MK 560 International Mktg (3)  
QM 358 Operations Mgmt (3)

# 99. Sustainability

## 21 Hours Required

### Required courses:

AG 201 World Food & Society (3)

OR

EC 101 Econ Problems & Policies (3)

OR

EC 215 Prin of Microeconomics (3)

OR

MN 220 Engr Economic Analysis (3)

BS 105 Environmental Biology (3)

UI 429 Environmental Ethics (3)

### Choose 6 hours from:

AG 433 Agriculture & Food Policy (3)

AO 327 Sustainable Agriculture (3)

BI 435 Conservation Biology (3)

BI 440 Ecology & Mgmt of Wetlands (3)

DS 104 Intro to Interior Design (3)

EC/EV 344 Environmental Economics (3)

ET 426 Sustainable Energy Technologies (3)

FM 564 Sustainable Fac Planning/Design (3)

HO 355 Interior Plantscaping (3)

IM 555 Sustainable & Green Manufacturing (3)

### Choose 6 hours from:

IU 318 Sust Energy, Agric & Industry (3)

UI 344 Plants & Humanity (3)

UI 347 Living in a Global Society (3)

UI 360 Recycling & Waste Management (3)

UI 386 Environmental Health (3)

UI 387 Environ Law & Public Policy (3)

UI 436 Agricultural Ethics (3)

# 100. Teaching Assistant Preparation: Elementary/Special Education

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. Students completing a short-term program are awarded the appropriate certificate at that semester's graduation ceremony.

## **63 Hours Required**

### **Required Courses:**

BS 118 Introduction to Process Science for Elementary Teachers (1)  
BS 218 Biological Science: A Process Approach (3)  
CF 233 Economic Problems and Policies (3)  
ED 280 Intro to Education (3)\*  
EL 274 Diversity in America's Schools (3)  
EL 300 Assistive and Instructional Technology in a Universal Design for Learning Environment (3)  
EN 100 English Composition I (3)\*\*  
EN 140 Rhetoric and Critical Thinking (3) \*\*  
LI 243 Children's Literature (3)  
MA 128 Numbers and Operations for Educators (4)  
MA 228 Geometry and Measurement for Educators (4)  
PH 218 Physical Science: A Process Approach (3)  
PS 103 U.S. Political Systems (3)  
PY/CF 120 The Child (3) \*\*  
SC 105 Fundamentals of Oral Communication (3) \*\*  
UI 100 First Year Seminar (3)  
US 105 American History I (3)  
OR  
US 107 American History II (3)  
UI 308 Cultural and Physical Landscapes of the World: A Geographical Analysis (3)

6 hours approved electives from the following areas, with advice of advisor - Autism, Child and Family, English, Family Engagement, Fine Arts, Foreign Language, Inclusion, Math, Middle School certification, Psychology, Science, Social Science, TESOL

\*B or higher required

\*\*C or higher required

## **101. Theatre: Acting**

### **23 Hours Required**

#### **Required Courses:**

TH/DA 105 Rehearsal & Production I (1)  
TH 218 Acting I (6)  
TH/DA 305 Rehearsal & Production II (1)  
TH 316 Acting II (6)  
TH 321 Stage Combat I (3)  
TH 416 Acting Styles (3)

**Choose 3 Hours From:**

TH 317 Voice for the Actor I (3)  
TH 319 Acting for Film & TV (3)  
TH 431 Stage Combat II (3)

## 102. Theatre: General

**23 Hours Required**

**Required Courses:**

TH/DA 105 Rehearsal & Production I (1)  
TH 155 Makeup (3)  
TH 218 Acting I (3)  
TH 231 Stagecraft I (3)  
TH 251 Costume Construction (3)  
TH/DA 305 Rehearsal & Production II (1)

**Choose 3 hours from:**

TH 265 Drawing for the Theatre I (3)  
TH 316 Acting II (3)

**Choose 6 Hours From:**

TH 375 Performing Arts Mgmt (3)  
TH 385 Directing I (3)  
TH 395 Period & Style (3)  
TH 490 Theatre History I (3)  
TH 495 Theatre History II (3)

## 103. Theatre: Technical

**23 Hours Required**

**Required Courses:**

TH/DA 105 Rehearsal & Production I (1)  
TH 155 Makeup (3)  
TH 231 Stagecraft I (3)  
TH 251 Costume Construction (3)  
TH 275 Stage Management (3)  
TH 291 Properties & Crafts I (3)  
TH 265 Drawing for the Theatre I (3)  
TH/DA 305 Rehearsal & Production II (1)

**Choose 9 Hours From:**

TH 267 Drawing for the Theatre II (3)

TH 331 Stagecraft II (3)  
TH 350 Stage Lighting I (3)  
TH 351 Costume Design I (3)  
TH 361 Scene Painting I (3)  
TH 371 Scenic Design I (3)  
TH 375 Performing Arts Mgmt (3)  
TH 386 Sound Design I (3)  
TH 391 Properties & Crafts II (3)  
TH 395 Period & Style (3)  
TH 450 Stage Lighting II (3)  
TH 451 Costume Design II (3)  
TH 471 Scenic Design II (3)  
TH 481 Scene Painting II (3)  
TH 486 Sound Design II (3)

## **104. Writing**

### **15 Hours Required**

#### **Required Courses:**

EN 140 Rhetoric & Critical Thinking (3)  
EN 376 Advanced Composition (3)  
EN 550 Style in Writing (3)

#### **Choose 6 hours from the following:**

EN 201 Writing About Literature (3)  
EN 275 Intro to Creative Writing (3)  
EN 375 Intermediate Creative Writing (3)  
EN 470 Adv Creative Writing: Poetry (3)  
EN 478 Adv Creative Writing: Fiction (3)  
EN 572 Creative Nonfiction Essay (3)  
IU 309 Writing for Science & Tech (3)