

College of Arts & Sciences

Student and Academic Affairs

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Appendix: Forms Available in Arts and Sciences Dean=s Office:

- A. Petition for Academic Amnesty
- B. Petition for Academic Fresh Start
- C. Petition for Readmission after Suspension
- D. Petition for Retroactive Withdrawal
- E. Petition for Readmission after Dismissal
- F. Request for Overload By Policy Waiver
- G. Adding or Dropping a Course Form
- H. College or School Change Form
- I. Withdrawal from the University Form
- J. MSU, College of Arts and Sciences Checksheet
- K. Senior Checksheet
- L. Declaration of Intention of Graduate
- M. Request to Enroll in Off-Campus Course

I. University Degree Requirements

Requirements for the baccalaureate degree differ from one major to another. Certain requirements are established by the departments, others by the College or the University. It is the advisor's responsibility to provide advisees with current curriculum guides that list and explain both the University requirements and the major requirements.

A. University Requirements

- 1. Semester Hours:** For the B.A. degree, 128 semester hours are required; for the B.S. degree, 136 semester hours; for the B.S.W. degree, 132 semester hours; for the B.F.A. degree, 143 semester hours; and for the Med Tech degree, 144 semester hours. All degrees require the student to have a minimum MSU and cumulative grade point average of 2.0 for graduation.
- 2. Residency:** All students are required to complete a minimum of 32 upper-division semester hours (Arts & Sciences courses at the 3000-level or above) in residence on the MSU campus (**Prior to Spring 1996, 2000 level courses were also considered Upper Division; with this change comes the necessity to consider exactly when the students entered MSU, as well as when the 2000 level classes were taken**). Typically, these courses are in the College of Arts and Sciences. However, in cases in

which a student's educational interests are best served by taking courses in another college or school within the University, advisors may petition the Associate Dean for Student and Academic Affairs for a waiver that allows a limited number of such hours to apply. Hours earned at the Meridian branch apply toward the residency requirement, but those earned by independent study (correspondence courses) or transfer courses do NOT count as in residence hours.

3. **Catalog Term:** Students must meet the graduation requirements stated in the MSU catalog under which they first enrolled, providing they graduate within seven years. If a student interrupts his/her enrollment at Mississippi State University for two consecutive years or longer, the graduation requirements stated in the catalog under which the student resumes enrollment apply.

II. Arts and Sciences Core Curriculum Requirements

All degree candidates in the College are required to complete the A & S core curriculum, which includes the requirements of the Board of Trustees, as well as the University core. The A & S core curriculum consists of 46-62 semester hours divided among seven broad categories.

A. Basic Skills:

1. **English Composition:** (6 hours) All degree candidates in the college must earn 6 semester hours (or equivalency) in

freshman level writing courses (EN 1103 and 1113 or their equivalents). Students are placed in the appropriate course according to prerequisites specified in the *University Bulletin*. Students who scored 18 or below on the English section of the American College Test (ACT) must schedule EN 0103. EN 0103 does NOT count as English Composition, and does NOT earn academic credit. Student may not CLEP nor take either composition course by independent study (correspondence.)

2. **Foreign Languages:** (3-14 hours) All degree programs in the College of Arts and Sciences require four semesters (or equivalent) of a single foreign language. Students have the option to bypass one semester of foreign language for each year they studied the language in high school. Thus, a student may fulfill the foreign language requirement by passing the fourth semester of a language if he/she studied that same language for three years in high school. No academic credit is awarded for the courses bypassed. Students who have studied the same foreign language for at least two years in high school are encouraged to take a placement test in the Department of Foreign Languages prior to enrolling in a foreign language course. Up to 8 semester hours of academic credit may be earned on the basis of the score received on this test.

3. **Communication:** (3 hours) The requirement may be satisfied by completing CO 1003, Fundamentals of Public Speaking, or CO 1093, Honors Oral Communication. Alternatively, students participating in an ROTC program may use AS 3013 AND 3023 to

fulfill the Communication requirement as this pair of courses constitutes an acceptable substitute for CO 1003.

- B. Fine Arts:** (3 hours) This requirement can be satisfied by "appreciation of" or "history of" courses, but not by "how to" or studio courses from the Core listing, p. 6 of this publication.
- C. Humanities:** (6 hours) The College of Arts and Sciences requires all majors to take at least 6 hours of humanities electives, specifically one English Literature and one general History course from the Core Listing, p. 7 of this publication.
- D. Social and Behavioral Sciences:** (6 hours) The College of Arts and Sciences requires all majors to take at least 6 hours of general social science electives selected from AN, CO (1223/1403), EC, GR, PS, PSY, and SO from the Core Listing, p. 7 of this publication.
- E. Computer Literacy:** (3 hours) At least one course in which use of the computer is a primary component. Departments determine the course acceptable for their majors.
- F. Mathematics:** (3 or 6 hours) This requirement may be satisfied in one of two ways. If a student passes MA 1463 Finite Mathematics and Introduction to Calculus or an acceptable higher numbered math course, the student has fulfilled the core mathematics requirement. If a student passes MA 1313 or MA 1303 that student must pass one more acceptable higher numbered math course from the Core Listing in order to satisfy this requirement **(In August, 1994, the Board of Trustees**

of Institutions of Higher Learning gave its approval to offer the course MA 1303 - Quantitative Reasoning as a general education core alternative to MA 1313 - College Algebra). Remember, students will not be given credit for a lower-numbered math course after they have completed a higher-numbered course. MA 1323 (Trig) satisfies second math only with fulfillment of College Algebra. On its own Trig does not satisfy math requirements.

Successful completion of MA 0103 should be followed by enrollment in MA 1313. MA 0103 is a non-credit course. Reminder: A student must pass MA 1313 with a grade of "C" or higher before enrolling in a higher math class.

G. Natural Sciences: (9-12 hours) The College of Arts and Sciences requires BA/BSW majors to take one life science with a lab from the Core Listing, one physical science with a lab from the Core Listing (including CH, GG, and PH), and a third science course which need not have a lab.

Please note, science credit obtained by examination (Advanced Placement, Advanced Standing, CLEP) **DOES NOT CARRY LABORATORY CREDIT.**

H. Junior/Senior Writing: (3 hours) A student must complete the Junior/Senior Writing course determined by the department of his/her major.

III. ADDITIONAL REQUIREMENTS FOR B.A./B.S.W STUDENTS

Students pursuing a B.A./B.S.W. degree are required to take 24 semester hours of additional general requirements from the humanities and the social sciences.

A. Humanities: 12 Additional Hours

In addition to the EN Literature and HI courses required of all degree candidates, the B.A./B.S.W. student must complete at least one course in Philosophy from the Core Listing and three other general humanities electives. The student must not exceed 3 courses in any one discipline. These additional humanities electives, excepting the one PHI course, need not be from the Core Listing.

B. Social Sciences: 12 Additional Hours

In addition to the social science courses required of all degree candidates, the B.A./B.S.W. student must complete at least four additional elective courses in social sciences (AN, CO(1223/1403, EC, GR, PS, PSY, and SO). These additional courses need not be from the Core Listing.

Please note the following special conditions: 1) including the two classes from core, the student must select from at least four social science disciplines, not exceeding 2 courses in any one discipline, and 2) a maximum of one course total of Economics will be accepted by the College of Arts & Sciences in fulfillment of both core and B.A./B.S.W. requirements.

IV. SPECIFIC COURSES SATISFYING ARTS AND SCIENCES CORE REQUIREMENTS FOR ALL STUDENTS IN THE COLLEGE OF ARTS & SCIENCES (Revised 2002)

In order to satisfy College graduation requirements, students seeking either a B.A., B.S., B.F.A., or B.S.W. degree must take the number of courses indicated below in each of the following areas. By satisfying these College requirements, students will simultaneously satisfy all analogous University Core Requirements. Individual departments may require that particular courses in each area be taken to satisfy requirements for their specific major.

Please note, the courses listed adjacent to one another are duplicative, thus, credit will be awarded for only one course. For example, if a student passes BIO 1033, credit will not be awarded for BIO 1023L or BIO 1123L even if the course is passed.

A. BASIC SKILLS

English Composition: EN 1103 or 1163 or 1183 and EN 1113 or 1173 or 1193
Public Speaking: CO 1003 or 1093 (Air Force ROTC students may substitute AS 3013 and 3023)
Foreign Language: FL_ 1114, 1124, 2133, and 2143, or equivalent, in one foreign language

B. FINE ARTS (3 hours)

ARC 1013	CO 1503
ARC 2313	MU 1113
ARC 3313	MU 2213
ARC 3323	MU 2323
ART 1013	PE 1123

ART 1023
ART 1113 OR 1193
ART 3143

C. HUMANITIES [6 (B.S., B.F.A.) or 18 (B.A., B.S.W.) hours]

B.S. and B.F.A., one EN and one HI course required from the list below.
*B.A. and B.S.W., one EN and one HI course required from the list below,
one PHI required (please see catalog for listings), plus three other
courses not necessarily on this list from EN, HI, PHI, or REL (not to
exceed 3 courses in any one discipline).

EN 2203	HI 1083
EN 2213, 2383	HI 1163
EN 2223, 2393	HI 1173
EN 2243	HI 1183
EN 2253	HI 1213
EN 2273	HI 1223
EN 2283	HI 3813
HI 1063	
HI 1073	

*B.A. and B.S.W. must have one EN and one HI required from the list above
and one PHI required.

PHI 1103 or 1183	PHI 3013
PHI 1113	PHI 2133
PHI 1123 or 1193	REL 1103
PHI 3023	REL 3213
PHI 3033	REL 3223

D. SOCIAL AND BEHAVIORAL SCIENCES [6 (B.S., B.F.A.) or 18 (B.A., B.S.W.)
hours]

B.S. and B.F.A., two courses in different disciplines listed below.
B.A. and B.S.W., six courses spread over at least four disciplines, a
maximum of one in EC, and a maximum of two in each remaining discipline;
of the six, only two must be from this list.

	GR 4123
AN 1103, 1193	GR 4203
AN 1343	PS 1113, 1193
AN 1143	PS 1313, 1393
AN 1543	PS 1513, 1593
CO 1223	PS 2713
CO 1403	PSY 1013, 1093
EC 2113, 2183	PSY 2153
EC 2123, 2193	PSY 3073
GR 1123	SO 1003, 1093
GR 2013	SO 1103
GR 3113	SO 1203

E. COMPUTER LITERACY (3 hours)

Any course in which the computer is a substantial component can fulfill this requirement. Departments determine the course acceptable for their majors.

ART 2803 (Art majors)
CS 1013, BIS 1013
CS 1213, 1253, 1293
CS 1223
PSY 4123
TKT 1273

E. MATHEMATICS AND STATISTICS (6 hours or 3 hours of MA 1463 or higher numbered course)

MA 1303 or MA 1313 - Must make "C" or better.
MA 1323
MA 1463
MA 1613, 1713, 1763
MA 1623, 1723, 1773
MA 2733, 2783
MA 2743, 2793
MA 3113
ST 2113, 3113

G. NATURAL SCIENCES (9-12 hours)

Three courses required, one life science with a lab, one physical science with a lab; labs, or courses with labs are indicated with an L

BIO 1004L
*BIO 1033, BIO 1023L
*BIO 1033, BIO 1123L
*BIO 1203L, BIO 1023L
*BIO 1504L, BIO 1123L
*BIO 3103L, GNS 3103L, PO 3103L
*BIO 3304L, BIO 1043L
*CH 1043, 1213
*CH 1053, 1223, 1293
CH 1051L
CH 1211L
CH 1221L
EPP 4154L
GG 1111L
GG 1113
GG 1121L
GG 1123
GR 1114L

PH 1041
PH 1042
PH 1011L
PH 1063
PH 1021L
PH 1013
PH 1023

PH 1113L, 2213, 2283
PH 1123L, 2223L, 2293L
PH 1133L, 2233L

*(Courses listed on this line may not be taken in any combination)

H. JUNIOR/SENIOR WRITING (3 hours)

Student must take the course approved by the department of his/her majors. Consult the department for the appropriate course that fulfills the junior/senior writing requirement in each emphasis.

I. PHYSICAL EDUCATION (1-2 hours)

The College of Arts & Sciences accepts a maximum of 2 one-hour physical education (PE) courses toward fulfilling graduation requirements.

V. TRANSFER Hours

Although courses taken at another accredited institution are recorded on the student's permanent record, the applicability of that work toward a degree is determined by the Dean's office. The initial evaluation is done in the Dean's office and recorded on an A & S check-sheet, which is forwarded to the student's advisor. The advisor should review the evaluation with the student and, if changes or adjustments are called for, confer with the Arts & Sciences Academic Coordinator for Student and Academic Affairs. The following items should be noted:

- A. Registrar's Treatment of Transfer Credit:** The Registrar's office records transfer hours on student transcripts without reference to applicability. Hence, grade reports showing total hours attempted and passed will be misleading if some of the hours transferred were not applicable. For this reason, it is important that advisors review the Dean's office's evaluation of a student's transfer work in determining credit toward a degree.
- B. Applicability of Community College Work in the College of Arts & Sciences:** As of Fall 1994, students may return to a Community College at any point in their college career (Community College total hours not to exceed one half of student's degree hours) until the last 32 hours of their degree. These last 32 hours must be obtained in residence at MSU.

VI. ACADEMIC SUPPORT SERVICES

A. ADVISING CENTER

The University Academic Advising Center (UAAC) has the primary responsibility for advising UNDECLARED students. This Center is housed in 48 Magruder Street. The main function of UAAC is to advise current MSU students or students wishing to attend MSU, who are undecided about the major they wish to pursue in college.

All new freshmen who have an ACT score less than 21 and a high school grade point average less than 2.5 will be advised by staff in the University Academic Advising Center until the student

accumulates a minimum thirty (30) hours of course work.

Students are required to declare a major upon the accumulation of sixty (60) credit hours. New transfer students may remain in an undeclared status until the student accumulates 60 hours of total work (transfer + MSU credits). If a transfer student matriculates with greater than 60 hours, s/he are allowed one semester as an undeclared major and will be advised by staff in the University Academic Advising Center during that period. Following the completion of one semester as undeclared, a transfer student must declare a major.

B. CAREER SERVICES CENTER

The Career Services Center (CSC), located in suite 316 of the Colvard Student Union, serves students by helping them select a career, find a part-time job while in college, and as a referral system upon graduation. The CSC also offers a number of unique services including, seminars, videotaped mock interviews, résumé critiques, personality inventories, on-campus interviews, and a career library (phone # 325-3344).

C. COUNSELING CENTER

The MSU Counseling Center, located on the second floor of the YMCA building, offers students a place to which they can go for

consultation with a professional counselor on issues of a personal or educational nature. The Counseling Center also serves as a National Testing Center. Information and application forms are available for Graduate Record Examination, Miller Analogies Test, Graduate Management Admission Test, National Teacher Examination, Graduate School Foreign Language Test, the CLEP test, the Test of English as a Foreign Language, etc. (phone # 325-2091).

D. STUDENT SUPPORT SERVICES

The office of Student Support Services (SSS), provides services for students who have an academic need and are low income, first generation, or disabled in order to facilitate active participation in campus life. Major services that are provided include personal counseling, academic monitoring, and specialized services such as wheelchair repair. SSS strives to provide opportunities that enable special-needs students to take full advantage of their university experience and to function as independently as possible in the process. SSS serves as the coordinating body for services provided to special-needs students by other divisions within the University structure as well as by state rehabilitation agencies. The SSS is located in 1 Montgomery Hall (phone # 325-3335).

E. THE LEARNING CENTER

The Learning Center serves a broad group of students at the University. By offering services ranging from reading courses to

free tutoring in English Composition, Chemistry, Mathematics, and Physics. The Learning Center is located in room 267 of Allen Hall (phone #325-2957).

VI. Glossary of Academic Terms

A. ACADEMIC AMNESTY

Students who have not been enrolled in any post-secondary institution at any time for at least five years may petition for admission or readmission under the academic amnesty policy through their academic dean's office. Academic amnesty may be requested only within their first semester of admission or readmission to MSU and may be applied to a student's record only once.

The student may petition that selected courses taken previous to the five year absence be eliminated from the computation of the student's grade point average. The resulting action will be noted on the transcript. Students admitted under this policy must complete current curriculum requirements in residency to earn a degree. This policy may not be honored at other institutions of higher learning.

B. ACADEMIC FRESH START

Students who have not been enrolled in any post secondary institution at any time for at least twenty-four consecutive months may petition for admission or readmission through their academic

dean's office under the academic fresh start policy. All college credit earned prior to being granted academic fresh start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at MSU.

The student's transcript will reflect the complete academic record but will contain the notation at the appropriate point that all previous hours and grades have been declared void for the purposes of academic standing and graduation. Students admitted under this policy must complete current curriculum requirements in residency to earn a degree. This policy may not be honored at other institutions of higher learning.

C. ADVANCE CONFIRMATION

MSU students wishing to take classes at another university intending to return to MSU should check with the Academic Coordinator in 208 Allen prior to enrolling in class(es) elsewhere. An advance confirmation form should be completed and returned to the Arts & Sciences Academic Coordinator for approval of applicability of transfer credit. (See "Request to Enroll in Off-Campus Course" in Appendix).

D. ADVANCED PLACEMENT EXAMINATIONS

Students entering MSU for the first time are allowed credit on the Advanced Placement Exam administered by the College Entrance Examination Board. Grades of "satisfactory" (S) appear on the transcript for these courses. These courses do not affect the student's Grade Point Average. Applicability of A.P. work is determined by the Dean. (Refer to current MSU catalog under "CREDIT BY EXAMINATION" for a listing of A.P. exams available).

E. ACADEMIC STANDING POLICY

While a Student=s academic standing is determined only by the **MSU** cumulative average (GPA), a student must earn a 2.0 GPA on both the **MSU** and **overall** cumulative GPA=s to earn a degree.

Academic Alert:

A student with a MSU GPA of 1.95 to 1.99 will enter academic alert status. (No restrictions on readmission or academic load.)

Probation:

A student with a MSU GPA of less than 1.95 at the end of a term will enter the next term on probation and will remain on probation until the MSU GPA is greater than 1.95. Students on probation are restricted to a course load of 13 hours. (Eligible for immediate readmission unless classified as academic suspension or dismissal).

Academic Suspension:

A student having two or more terms of enrollment at MSU, a GPA of less than 2.0, and having less than the following MSU cumulative GPA=s will be suspended for one fall or one spring semester: Seniors - 1.9; Juniors - 1.7; Sophomores - 1.3; Freshman - 1.0.

A student attending another university during suspension, must maintain a 2.0 GPA by MSU standards. If a student fails to maintain a 2.0 GPA, during suspension, he may be readmitted only by the recommendation of his Dean. A student may continue in school during Summer II irrespective of his record in Summer I. A

student who withdraws from the University so that the grade point average is unchanged has not completed the semester.

Academic Dismissal:

A student having one academic suspension, a current semester GPA of less than 2.0 and an MSU GPA less than that required for the student=s classification will be academically dismissed. A student on academic dismissal will not be automatically or routinely readmitted. The Vice President of Academic Affairs may approve a student=s written petition for readmission upon receiving the recommendation of the student=s dean. The dean should receive the petition no later than 3 days prior to final registration. Readmission will not normally be granted until the student has been absent from the University for one calendar year.

Appeals:

Appeal for waiver of suspension or dismissal because of unusual circumstance should be made in writing through the student=s academic dean, with final approval by the Vice President for Academic Affairs.

Associate of Arts or Science Degree.

A student with a GPA of less than those listed above under Academic Suspension is not eligible for admission unless he or she graduated with an Associate of Arts or Science Degree from a junior (community) college at the end of his or her last period of enrollment before entering MSU.

F. ADVANCED STANDING EXAMINATIONS

With the exception of high school seniors who are invited to participate in the Senior Examination Program, all applications for

advanced standing examinations must be submitted to the Provost and Vice President for Academic Affairs. (Applicants must be regularly enrolled students in residence on the campus when they file their application and take the examination). For further information about the advanced standing examination program refer to the MSU catalog under "CREDIT BY EXAMINATION." No more than 25% of any curriculum may be earned by advanced standing examination, CLEP, military service credit or correspondence courses.

G. AUDITING A CLASS

During registration and the first ten days of class in the semester, students are not permitted to enter classes as auditors unless authorized by the Dean of the College or School and by the Registrar, **upon recommendation of the instructor concerned.** A student may not change from credit to audit or audit to credit status after the tenth day of class. A course being audited counts as part of the regular load on the same basis as if taken for credit. Auditors are not required to take tests and/or examinations or to prepare other written assignments. Otherwise, conformity to regular classroom decorum is the same as that required for all students. At the time the request for audit is approved, the professor will inform the auditor of attendance expectations.

H. BUCKLEY AMENDMENT

The Family Education Rights and Privacy Act (Buckley Amendment) requires educational institutions to provide students access to their educational records. Information from student records may not

be shared with unauthorized third parties without the student's written consent.

I. CHANGE OF MAJOR OR COLLEGE

Students wishing to change their major within the College, or who wish to change colleges, should begin the process with the department and/or college of the new major.

J. SCHEDULE CHANGES (ADDS/DROPS)

Students may add courses or change sections of the same course through the 5th day of classes during the fall and spring semesters online (3rd day of classes during the five-week summer terms). After this period, courses may be added for a \$50 fee (for exceptional reasons). Add forms must have the signatures of the instructor, advisor and the dean. Capacity overrides are needed for classes that are full. Students must see their advisor to obtain a student registration status form and bring the completed add form and registration status form to the Dean's Office.

Students may drop courses through the 10th class day of the semester online (3rd day of classes during the five-week summer terms). The academic calendar in the University Catalog lists these deadlines for the fall, spring, and summer semesters. This time period is the last chance to drop a class without a grade. After this period, courses may be dropped for a \$50 fee through the thirtieth class day of a semester or tenth class day of a summer term and "W" grades will appear on the student's transcript.

The student's Dean may remove a course (or courses) from a student's schedule at any time during a period of enrollment for exceptional reasons. Requests for such changes should be directed to the Associate Dean for Student and Academic Affairs.

K. CLEP

The College Level Examination Program is another method by which students may obtain credit without actually taking the course. Additional information may be obtained in the catalog under "CREDIT BY EXAMINATION," as well as a listing of CLEP possibilities. For further information, please contact the Counseling Center, Box NL, MSU, MS, 39762, or call 601-325-2091. No more than 25% of any curriculum may be earned by advanced standing examinations, CLEP, military service credit or correspondence courses.

K. COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program offers a combination of practical experience with formal classroom activity in a five-year program of alternating semesters. The College of Arts & Sciences does not award academic credit for Cooperative Education work.

M. DOUBLE MAJORS

Students who wish to obtain more than one degree must complete, in addition to all core requirements, specific courses and hours outlined by the individual departments. These students are required to complete a senior check-sheet in each department and will be checked by the Dean's Office in each area before multiple majors can be awarded at graduation.

N. FORCED DROPS

Students may be administratively dropped from a class for various reasons. These include lack of prerequisites, and the student being placed on probation.

O. INDEPENDENT STUDY PROGRAM

Independent Study Courses (Correspondence Courses) are intended primarily for the student who is not able to enroll in courses on the campus or at one of the branch campuses. The signatures of the advisor and the Arts & Sciences Academic Coordinator are required on applications for enrollment in correspondence courses. The following conditions apply to correspondence courses offered by the departments in the College of Arts & Sciences: 1) Each correspondence course will require the same text(s) or equivalency as the corresponding on-campus course; 2) On-site tests will comprise at least 75% of the final grade in each correspondence course; and 3) Students who are enrolled on the campus will not be permitted to enroll in any correspondence course when the course is offered on the campus except in extenuating circumstances.

Effective Fall 98, students with a GPA below 1.95 will not be permitted to enroll in more than 14 credit hours during the Fall or Spring semesters. In addition, the University will not accept correspondence courses which raise the total number of hours attempted in excess of 14 during the probationary period. No more than 20% of any curriculum may be earned through independent study

courses.

P. PASS-FAIL OPTION

The pass-fail option is designed to encourage students to take courses in fields outside their area of competence without fearing the consequences of a poor grade. Undergraduate students who have passed 15 semester hours of work may elect to enroll in courses on the pass-fail option, subject to the following limitations: 1) Only one such course may be scheduled per semester; 2) The total number of such courses scheduled during the student's college career may not exceed four; 3) No more than two such courses carrying the same symbol may be taken; 4) No course that is specifically required in the student's curriculum may be taken under the pass-fail option; 5) No course taken to fulfill the requirements of the College of Arts & Sciences core curriculum may be taken on a pass-fail basis; and **6) A change from pass-fail enrollment to enrollment for a regular grade, or vice versa, must be made by the deadline for adding courses as published in the calendar of the University Catalog.**

Q. STUDENT CLASSIFICATION

Senior.....	90 or more semester hours
Junior.....	60-89 semester hours
Sophomore.....	30-59 semester hours
Freshman.....	29 or fewer semester hours

R. STUDENT RECORDS ON HOLD

The College of Arts & Sciences will place a student's records on "hold" only due to a failure to complete a senior check sheet. The University, however, has the authority to place records on hold for a multitude of reasons, such as, fines, delinquent accounts, overdue books, etc.

S. SECOND BACHELOR'S DEGREE

The requirements for a second bachelor's degree in the College of Arts & Sciences are the same as the requirements for a first degree, as stated in the University Bulletin. The student must: 1) satisfactorily complete the specific course requirements for the new degree; 2) completely fulfill the requirements of the College of Arts & Sciences core curriculum; 3) maintain at least a 2.0 MSU and cumulative average; and 4) complete in residence no less than 30 upper division hours beyond the first degree approved by the respective department.

T. SENIOR CHECK SHEET

Advisors are required to complete senior check sheets for all of their advisees no later than when such advisees reach 90 or more hours. The purpose of the senior check sheet is to give students a clear indication of what courses they must take to complete degree requirements. (See Appendix for example sheet) This form should be

signed by both the student and the advisor and forwarded to the Dean's Office. It will be checked by the Arts & Sciences Academic Coordinator, and returned to the advisor with the appropriate comments, if any, on an orange half sheet.

U. STUDENT LOAD

A typical course load is 16 hours per semester for students in B.A. programs, and 17 hours per semester for students in B.S. programs. Twelve semester hours is the minimum number a student may carry and, for registration purposes, be considered full-time. The limits are as follows: 1) Students whose GPA is below a 1.95 GPA are limited to 13 semester hours including ensemble and academic support/developmental classes. 2) Students whose GPA is between 2.0 and 2.99 GPA are limited to 19 semester hours excluding music ensemble classes. 3) Students between a 3.0 and 4.0 GPA may elect to take up to 24 semester hours. Students in this category must secure permission of their advisor and academic department head to schedule more than 19 semester hours. 4) Entering freshmen and transfer students without an established GPA will be limited to 19 semester hours. With the dean's approval a student with a 3.5 or higher GPA in the preceding semester may take one course in addition to the normal load during one of the summer sessions. A student with an overall cumulative GPA of 3.5 or higher may take one course in addition to the normal load in each of the two summer sessions.

Independent study or extension courses will be included in determining the maximum number of hours a student may take on campus, if registration therein overlaps any period of regular enrollment at the University. Such credits earned by either independent study or extension, in excess of the loads specified above must be approved by the student's dean and these hours will not count in certifying a student's full time or part time enrollment status for financial aid or other purposes.

V. WITHDRAWAL FROM THE UNIVERSITY

Students who leave the University prior to the end of the semester should initiate withdrawal procedures in the Dean's office (208 Allen). Any student leaving the University prior to the end of the period of enrollment, except for temporary absences, should initiate withdrawal procedures at his/her Academic Dean's office. By completing this procedure, the student may prevent future difficulties in obtaining transcripts, or in reentering the University, and will avoid having F's automatically recorded for all courses taken during the semester.

A student who withdraws after the 10th day of classes will receive a grade of W for each course scheduled. No withdrawals will be allowed during the last two weeks before the beginning of final examinations for the fall and spring semesters, and during the last week prior to the beginning of examinations for each five week/ten week summer term.

The withdrawal of any student shall not be effective on a date prior to the last day of class attendance.

In highly unusual circumstances resulting from extreme hardship, a student may petition to withdraw retroactively from a semester within one calendar year. The request for withdrawal will be considered only when accompanied by appropriate documentation of the situation (e.g. medical emergency or administrative error) which was related to the student's recorded academic performance for the semester in question. Such requests must be approved by the student's advisor, department head, dean, and the Provost. For cases other than administrative error in which final grades were recorded, the students' instructors should be consulted before a final decision is rendered and should be notified after the decision is made. In no case will more than one semester's work be retroactively withdrawn during a student's matriculation at Mississippi State University.

W. SOME IMPORTANT POINTS TO REMEMBER

1. There are several classes in BIO Science that overlap one another. Core listing should be consulted when in doubt.
2. The University core is not the same as The College of Arts & Sciences core (for example, Educational Psychology courses and

History and Appreciation of Art-crafts all count as University core but do not fulfill A & S core requirements).

3. Certain "S" hours are applicable toward a degree. However, the Dean's Office will determine acceptance; consult the A&S check sheet when in doubt.
4. Courses not accepted by the College of Arts & Sciences will be listed at the bottom-left hand corner of the A & S check sheet. These courses are not included in the total hours accepted for a degree, and are not counted as electives toward a degree. Please do not use the total hours earned listed on the grade report as the hours accepted for degree.
5. Substitutions or exceptions made in a student's major area are to be approved by that student's department. Substitutions or exceptions made in core requirements are to be approved by the Dean's Office.
6. Two-hour classes will not fulfill core or major requirements. (A 2-hour class never satisfies a 3-hour requirement).
7. The College of Arts & Sciences recognizes all courses taken before the Spring semester, 1996, at the 2000-level, and above, within the College, as upper-division. After the Spring semester, 1996, only 3000 level courses and above will count as upper division. Courses transferred from another institution do

not count as Arts & Sciences upper-division courses. Courses taken in other colleges at MSU do not count as Arts & Sciences upper-division courses.

8. The College of Arts and Sciences accepts a maximum of 2 one-hour Physical Education (PE) courses toward fulfilling graduation requirements.