

in Bristol, the students have two weeks for independent travel in Europe. The students receive six credit hours toward their engineering degree. Three credit hours are for HI 4653, The History for Science and Technology. The other three hours are for either Computer Aided Design and Manufacturing or Digital Signal Processing, which can be used as a technical elective in engineering.

For information you may contact, Dr. Allen Greenwood, Box 9542, MSU, MS 39762. (662) 325-7216 or studyabroad@enr.msstate.edu.

#### Global Engineering Educational Exchange

The Global Engineering Education Exchange is a consortium of U.S. engineering institutions with counterpart institutions in Europe, Latin America, and Asia to provide reciprocal opportunities for undergraduate and graduate students to receive academic and practical training in each other's countries with no net exchange of funds between participating universities. Students spend a complete term at the international institution. Courses are selected with an academic advisor to apply toward MSU engineering degrees. Students pay tuition and fees at MSU. Scholarships and other financial aid can still apply. Many institutions are available where English is the language of instruction.

For information you may contact, Dr. Allen Greenwood, Box 9542, MSU, MS 39762. (662) 325-7216 or studyabroad@enr.msstate.edu.

#### Intersession Study Abroad

The Bagley College of Engineering offers at least one study abroad course during the University's intersession. The course involves approximately three weeks of travel, typically with two faculty, to Europe or Asia. Topical coverage varies depending on the faculty members teaching the courses -- some courses are more humanities or social science-focused, while others emphasize technology and engineering practice. All courses extensively use field studies at sites of significant historic and cultural interest, educational institutions, production facilities and research labs.

For information you may contact, Dr. Allen Greenwood, Box 9542, MSU, MS 39762. (662) 325-7216 or studyabroad@enr.msstate.edu.

### III. DEGREES, CORE REQUIREMENTS, ACADEMIC RECORDS, GRADUATION

#### STUDENT RESPONSIBILITY DISCLAIMER

Each student is responsible for understanding and completing all requirements established for his or her degree by the University, college and department. A student's advisor or counselor may not assume that responsibility. Any substitution, waiver, or exemption from established degree requirements may be accomplished only with the approval of the student's dean. Exceptions to University requirements, including the University Core requirements, will be authorized only with the approval of the student's dean and the Office of Academic Affairs.

#### A. DEGREES, DEGREE REQUIREMENTS, and SCHEDULING

**1. Baccalaureate Degrees.** MSU awards the following baccalaureate degrees: Bachelor of Arts (B.A.), Bachelor of Business Administration (B.B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Landscape Architecture (B.L.A.), Bachelor of Music Education (B.M.E.), Bachelor of Architecture (B.ARC.), Bachelor of Accountancy (BACC), and Bachelor of Social Work (B.S.W.) (Master's, Specialist, and Doctor's degrees are listed under Office of the Graduate School in this catalog, and in the Graduate Bulletin.)

**2. University-Wide Requirements.** In order to complete a baccalaureate degree, a student must (1) satisfactorily complete the curriculum requirements, (2) make an overall C average on all hours scheduled and rescheduled at all institutions attended, including Mississippi State University, (3) complete in residence at Mississippi State University no less than 1/4 of his/her degree program in junior and senior subjects (courses numbered 3000 through 5000) approved by the dean of the college or school in which he or she is enrolled, and (4) complete the last 25 percent of course work taken to fulfill degree requirements in residence at Mississippi State University. (Any exception to the 25 percent residence requirement must be made in writing with the Dean prior to taking course work at another institution.)

**a. Board of Trustees Core Curriculum.** All students who enter Mississippi State University must meet the common core curriculum requirements approved by the Board of Trustees, Institutions of Higher Learning of the State of Mississippi, to qualify for any bachelor's degree. This core curriculum consists of:

English Composition .....	6 semester hours
College Algebra .....	3 semester hours
Laboratory Science .....	6 semester hours
Humanities and Fine Arts .....	9 semester hours
<b>Total:</b> .....	<b>24 semester hours</b>

(Note: These requirements are included in the University Core Curriculum which follows.)

**b. University Core Curriculum.** All students graduating after January 1, 1990, in order to receive any bachelor's degree from Mississippi State University, must earn a minimum of 36 semester hours of credit (or equivalency) in courses making up the University Core Curriculum, as follows: (Specific courses to satisfy the Core Curriculum will vary by academic major.)

Students may obtain a list from their advisor or Dean's office of approved courses SELECTED from the following to meet individual degree requirements.

English Composition .....	6 semester hours
Refer to Core Curriculum Requirements—Numbers and Course Titles for approved choices.	
Mathematics and Natural Sciences .....	15 semester hours
Mathematics: 6-9 semester hours. Consult an advisor in your major for approved choices.	
Natural Sciences: 6-9 semester hours. Consult an advisor in your major for approved choices.	
Humanities/Fine Art .....	9 semester hours
Six hours must be humanities and three hours must be fine art.	
Refer to Core Curriculum Requirements—Numbers and Course Titles for approved choices.	
Social/Behavioral Sciences .....	6 semester hours
Refer to Core Curriculum Requirements—Numbers and Course Titles for approved choices.	

In addition, students must show proficiency in public speaking, computer literacy, and advanced writing skills. Courses to meet these requirements are determined by the academic departments.

**Total** ..... **36 semester hours**

### Core Curriculum Requirements - Numbers and Course Titles

NOTE: Students must check course descriptions of core classes for prerequisites and/or grade requirements.

NOTE: Core requirements apply to all students enrolling Fall 2005. Honors sections may be available in selected courses. Consult advisor.

#### English Composition - Freshman level (6 hours)

EN 1103	English Composition I	EN 1163	Accelerated Composition I
EN 1113	English Composition II	EN 1173	Accelerated Composition II

#### Mathematics and Statistics (6-9 hours)

Students who place into a course higher than MA 1313 College Algebra on the mathematics Placement test may fulfill the University mathematics requirement with either MA 1713 Calculus I, MA 1613 Business Calculus, or MA 1463 Finite Mathematics. By itself, MA 1323 Trigonometry does not meet this requirement.

MA 1303	Quantitative Reasoning or MA 1313	MA 1463	Finite Mathematics and Introduction to Calculus
MA 1313	College Algebra or MA 1303	MA 1613	Calculus for Business and Life Sciences I
MA 1323	Trigonometry (fulfills second mathematics only with credit for college algebra)	MA 1623	Calculus for Business and Life Sciences II
MA 1413	Structure of the Real Number System (Designed primarily for special and elementary education majors.)	MA 1713	Calculus I
MA 1423	Problem Solving with Real Numbers (Designed primarily for special and elementary education majors.)	MA 1723	Calculus II
MA 1433	Informal Geometry and Measurement (Designed primarily for special and elementary education majors.)	MA 2733	Calculus III
MA 1453	Precalculus with Graphing Calculators	MA 2743	Calculus IV
		MA 2113	Introduction to Statistics
		MA 3123	Introduction to Statistical Inference
		ST 2113	Introduction to Statistics
		ST 3123	Introduction to Statistical Inference
		BQA2113	Business Statistical Methods I

#### Natural Sciences (6-9 hours)

ARC 2713	Passive Building Systems I	GG 1121	Earth Sciences II (Lab)
BIO 1004	Anatomy and Physiology*	GG 1123	Survey of Earth Sciences II
BIO 1023	Plant and Humans*	GNS 3103	Genetics I *
BIO 1001	Biology Lab*	GR 1114	Elements of Physical Geography
BIO 1033	Biological Science*	PH 1013	Physical Science Survey
BIO 1123	Animal Biology*	PH 1011	Physical Science Lab I
BIO 1134	Biological Sciences I*	PH 1023	Physical Science Survey
BIO 1144	Biological Sciences II*	PH 1021	Physical Science Lab II
BIO 1203	Plant Biology*	PH 1063	Descriptive Astronomy
BIO 1504	Principles of Zoology*	PH 1113	General Physics I
BIO 3103	Genetics I*	PH 1123	General Physics II
BIO 3304	General Microbiology*	PH 1133	General Physics III
CH 1043	Survey of Chemistry I	PH 2213	Physics I
CH 1053	Survey of Chemistry II	PH 2223	Physics II
CH 1051	Experimental Chemistry (Lab)	PH 2233	Physics III
CH 1213	Chemistry I	PO 3103	Genetics I*
CH 1211	Investigations in Chemistry (Lab)	PSS 1313	Plant Science
CH 1223	Chemistry II	PSS 3301	Soils Laboratory
CH 1221	Investigations in Chemistry II (Lab)	PSS 3303	Soils
EPP 2213	Introduction to Insects		
GG 1111	Earth Sciences I (Lab)		
GG 1113	Survey of Earth Sciences I		

\* indicates Life Sciences; remaining Natural Sciences are considered Physical Sciences

#### Humanities (at least 6 hours)

ARC 2313	History of Architecture I	HI 1213	Early Western World
ARC 3313	History of Architecture II	HI 1223	Modern Western World
ARC 3323	History of Architecture III	HI 1313	East Asian Civilizations to 1300
EN 2203	Introduction to Literature	HI 1323	East Asian Civilizations since 1300
EN 2213	English Literature	HI 4683	Europe: The First World War to Hitler
EN 2223	English Literature	PHI 1103	Introduction to Philosophy
EN 2243	American Literature	PHI 1113	Introduction to Logic
EN 2253	American Literature	PHI 1123	Introduction to Ethics
EN 2273	World Literature	PHI 3023	History of Western Philosophy: Part I
EN 2283	World Literature	PHI 3033	History of Western Philosophy: Part II
FL* 1113	Elementary Foreign Language	PHI 3153	Aesthetics
FL* 1123	Elementary Foreign Language	REL 1103	Introduction to Religion
FL* 2133;2143	Intermediate Foreign Language	REL 3213	World Religions: Part I
HI 1063	Early U.S. History	REL 3223	World Religions: Part II
HI 1073	Modern U.S. History		
HI 1163	World History Before 1500		
HI 1173	World History Since 1500		

\* French, German, Greek, Japanese, Latin, Russian, and Spanish

**Fine Arts (3 hours)**

ARC 1013	Architectural Appreciation	MU 1113	History and Appreciation of Music
ART 1013	Art History I	MU 2213	History and Literature of Music I
ART 1023	Art History II	MU 2323	History and Literature of Music II
ART 1113	Art Appreciation	PE 1123	History and Appreciation of Dance
CO 1503	Introduction to Theater	PSS 2343	Floral Design
ID 3643	History of Interiors	TKI 2413	History and Appreciation of Artcrafts
LA 1803	Landscape Appreciation		

**Social/Behavioral Sciences (6 hours)**

AEC 2713	Introduction to Agricultural Economics	FO 4113	Forest Resource Economics
AN 1103	Introduction to Anthropology	GR 1123	Introduction to World Geography
AN 1143	Introduction to Cultural Anthropology	GR 2013	Cultural Geography
AN 1343	Introduction to Biological Anthropology	PS 1113	American Government
AN 1543	Introduction to Archaeology	PS 1313	Introduction to International Relations
CO 1223	Introduction to Communication Theory	PS 1513	Comparative Government
CO 1403	Introduction to Mass Media	PSY 1013	General Psychology
EC 1033	Economics of Social Issues	PSY 3073	Psychology of Interpersonal Relations
EC 2113	Principles of Macroeconomics	SO 1003	Introduction to Sociology
EC 2123	Principles of Microeconomics	SO 1103	Contemporary Social Problems
EPY 2513	Human Growth and Development	SO 1203	Marriage and Family
EPY 3503	Prin. of Educational Psychology		
EPY 3543	Psychology of Adolescence		

**3. Other Degree Requirements.** The announcements of the various colleges and schools specify the additional requirements for the bachelor's degree in the various departments and programs.

**4. Second Baccalaureate Degree Requirements.** In order for a student to qualify for a second baccalaureate degree, requirements for the second degree must be certified by the appropriate dean as having been met and must include University Core and 30 hours in courses numbered 3000 or above, in residence beyond the requirements for the first degree.

**5. Advisement and Registration.** Every student in the University is provided with an academic advisor. A student who has selected a specific major will find the names of the advisors for that major listed under the name of the department or the major subject in the appropriate college or school section of this catalog. A student who is uncertain of his or her choice of major may register as Undeclared. In addition, advisors are assigned in the appropriate colleges for students wishing to pursue degrees in General Business, General Liberal Arts, General Science and Interdisciplinary Studies.

Before registering for any semester, each student is responsible for consulting his or her advisor to work out and secure approval for a specific schedule of courses. With the signed schedule, the student then enters his/her schedule in the computer by using the Student/Faculty Web System, resolves conflicts, and the student is officially enrolled in each class on the perfected schedule.

A period for schedule planning and registration for the following semester is provided near the end of each regular term; registration for the summer school terms may also be accomplished in the spring registration period. Prospective new students may be advised and registered during Summer Orientation. Late registration, as always, is conducted immediately prior to the beginning of classes.

A student who for any reason has been unable to register during these scheduled registration periods may still do so up to the last day for registration and adding courses as listed in the Academic Calendar on the Web but may find the choices of courses and sections limited.

**6. Readmission.** Undergraduate students who have previously attended Mississippi State University and who wish to re-enter must apply for readmission online or in the Registrar's Office and secure a registration access code from the Registrar's Office. Former students who have attended another college for at least one quarter or semester must be eligible to re-enter that institution, if they desire to return to Mississippi State University. Students who have attended another institution are required to provide the Registrar's Office official transcripts from all other institutions attended prior to receiving a registration permit. Registration access codes may be issued to former MSU students whose MSU and cumulative GPA's are 2.0 or higher.

All readmission students must meet the academic standing guidelines outlined in section 3-Academic Standing. If their GPA is less than the required average, they may be readmitted only on the recommendation of their dean and with the approval of the provost.

Students readmitted with an MSU or cumulative average less than 2.0 will be readmitted on academic probation.

**7. Student Course Load.** The normal load for an undergraduate student in a regular semester is 15-18 credit hours. Courseload limits at Mississippi State University are based on Grade Point Averages (GPA). These limits are based on **MSU cumulative averages** as noted below.

- Students on academic probation are limited to an enrollment of 14 credit hours (including ensemble and academic support/developmental classes.)
- Students between 2.0 and 2.99 are limited to 19 hours excluding ensemble classes. (Any student without a cumulative GPA such as a freshman or a transfer student will be limited to 19 hours.)
- 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.
- A student in a five week summer session may take one course in addition to the normal load (two courses), provided his or her dean approves, and provided his or her MSU cumulative average is between 3.0 and 4.0.
- Exceptions to the above courseloads require the approval of the Advisor, Department Head, Dean and Associate Provost.

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; these hours will count in certifying a student's full time or part time enrollment status for financial aid or other purposes.

For purposes of reporting a student as full-time to the Board of Trustees, Veterans Administration, Social Security or other similar agencies, an undergraduate student must be enrolled in at least twelve (12) semester hours and a graduate student must be enrolled in at least nine (9) or more semester hours at the time the report or certification is submitted. This applies to fall and spring semesters only.

(1) A student's enrollment status is classified according to the following chart:

	Regular Fall-Spring Semesters		Summer School term	
	Undergraduate	Graduate	Undergraduate	Graduate
Full-time	12 + sem. hrs.	9 + sem. hrs.	6 + sem. hrs.	6 + sem. hrs.
Half-time	6 to 11 sem. hrs.	5 to 8 sem. hrs.	3 to 5 sem. hrs.	3 to 5 sem. hrs.
Less than Half-time	less than 6 sem. hrs.	less than 5 sem. hrs.	less than 3 sem. hrs.	less than 3 sem. hrs.
"Regular" Load	15-18 sem. hrs.	12-15 sem. hrs.	6 sem. hrs.	6 sem. hrs.

(2) Concurrent enrollment in independent study, off-campus centers and other institutions will be considered as part of a student's load, and must be approved by his or her dean before it may apply toward meeting degree requirements. All MSU course hours will count in certifying a student's full time or part time enrollment status for financial aid or other purposes.

**8. College/School/Campus Changes.** A student changing from one college, school or campus to another must complete all arrangements for the transfer prior to beginning the new course of study. Before making the change, the student must initiate a change form in the college or school in which the student is currently, or was last, enrolled. Transfer to a new college, school or campus is subject to approval by the new dean.

**9. Schedule Changes - Fall and Spring Semesters.** A student has through the fifth class day into the semester to drop a course and through the sixth class day to add a course without being assessed a fee or academic penalty. From the fifth class day through the 30th class day, a student who elects to drop a course must receive the approval of his/her advisor, will be assigned a "W" on his/her academic record, and be assessed a fee. After the 30th class day, a student cannot drop courses except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course after the 30th class period must be approved by the student's advisor and academic dean. A student receiving permission to drop will receive a "W" on his/her academic record and be assessed a fee after the last day to drop a course.

**Summer Terms.** A student has through the first class day into a 5-week summer term and through the second class day into a 10-week summer term to drop a course without being assessed a fee or an academic penalty. A student may not add a course after the second class day into a 5-week summer session or after the third class day into a 10-week summer session. After the first class day through the 14th class day in a 5-week summer term and the second class day through the 28th class day in a 10-week summer term, a student who elects to drop a course must receive the approval of his/her advisor, will be assigned a "W" on his/her academic record, and be assessed a fee. After the 14th class day into a 5-week summer term and after the 28th class day into a 10-week summer term, a student cannot drop a course except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course during this period must be approved by the student's advisor and academic dean. A student receiving permission to drop will receive a "W" on his/her academic record and be assessed a fee.

**Shortened Format Classes (Intercessions).** A student has through the first class day to drop a course and through the second class day to add a course without being assessed a fee or an academic penalty. To drop a course after the first day through the fifth class day of a term with 10-15 class days, a student must receive approval from his advisor, will be assigned a "W" on the academic record, and will be assessed a fee. For a term with 16-24 class days, students may drop through the ninth day but must receive approval from his advisor and will be assigned a "W" on the academic record and be assessed a fee. After this period, a student cannot drop a course except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course after this period must be approved by the student's advisor and academic dean. A student receiving permission to drop will receive a "W" on his/her academic record and be assessed a fee after the last day to drop a course.

**Undergraduate/Graduate Policy.** Regardless of these and/or other University policies, a student's dean may remove a course (or courses) from a student's schedule at any time during a period of enrollment in case of special circumstances such as accident, illness or scheduling errors. Requests for such changes should be directed to the student's dean. A student will not be permitted to drop a course after the 30th day of classes because of a heavy course load, a change of major, or the likelihood of poor grades. All requests must be documented in writing.

**10. Auditing.** During registration and the first 10 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.

**11. Pass-Fail Option.** An undergraduate student who has successfully passed fifteen (15) semester hours may elect, with the approval of his or her academic dean, to schedule courses under the pass-fail option. This program is open to undergraduate students only and is limited to a maximum of four (4) courses, no more than two (2) of which may have the same course symbol.

A student may register under the pass-fail option for only one course per semester and must meet the prerequisites for the course or have permission of the instructor teaching it. A change from pass-fail enrollment to enrollment for a regular grade, or vice-versa, must be made by the deadline date for adding courses published in the University calendar.

Courses taken to satisfy University core requirements may not be scheduled under the pass-fail option, nor may courses that are specified by course title in the curriculum in which a student is currently enrolled. In the event that a student changes majors, credit for any courses passed and required in the new major may be allowed with the approval of the student's dean. The instructor shall be informed which students are enrolled in his or her course under the pass-fail option, and he or she shall report a regular grade at the time progress grades are submitted and either S for satisfactory or U for unsatisfactory at the end of a term or semester. A grade of A, B, or C will be considered as satisfactory and a grade of I (incomplete) will be allowed. Other than a grade of I, only a grade of S, U, or W will be recorded on a student's permanent record.

The number of hours passed will be applied toward the hours required for graduation; however, neither a passing nor a failing grade will be considered in the computation of the grade point average.

**12. Assessment.** Students may be required to undergo testing for the purpose of assessing institutional effectiveness.

**13. ROTC Course Credit Toward Academic Degrees.** All ROTC courses are bona fide University courses. The total number of ROTC hours allowed as elective credit toward a specific degree varies. Most schools and colleges at the University accept six (6) or more hours of ROTC courses offered toward degrees conferred. A student should contact the appropriate college, school, or department to determine allowable ROTC course credit toward a particular degree.

**14. Military Credit.** Mississippi State University offers credit for training and experience in the Armed Services for currently enrolled undergraduate students. Army, Navy, and Marine veterans, National Guard and Reservists wishing to receive military credit must have an official transcript sent to the University Registrar's Office, Registration & Records, P. O. Box 5268, Mississippi State, MS 39762. The student's dean will determine applicable credit toward a degree. Army veterans, Army National Guard, and Army Reservists may request an AARTS (Army/American Council on Education Registry Transcript) transcript by mailing the request to AARTS Operations Center, 415 McPherson Avenue, Fort Leavenworth, KS 66027-1373. Sailor/Marine veterans, and members of Navy and Marine National Guard, and Reserve units may request a SMART (Sailor/Marine American Council on Education Registry Transcript) transcript by mailing the request to NETPDTTC, Navy College Center, Code N27, 6490 Saufley Field Road, Pensacola, FL 32509-5204. Also, transcript request forms are available in the Veteran's Assistance Office, 176 Garner Hall.

Air Force veterans, National Guard and Reservists may request a Community College of the Air Force transcript by mailing the request to CCAF/RRRA, Simler Hall, Suite 128, 130 Maxwell Blvd., Maxwell AFB, AL 36112-6613. CCAF transcripts are mailed directly to the Office of Admissions, P.O. Box 6305, Mississippi State, MS 39762

## B. ACADEMIC RECORDS

### 1. Confidentiality and Disposal of Student Records

The University recognizes that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for University research and policy formulation. The University recognizes its obligation to exercise discretion in recording and disseminating information about students to insure that their rights of privacy are maintained.

The University will furnish annual notification to students of their right to inspect and review their educational records/ the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the University decline to amend such records. The University utilizes The Guide for Retention and Disposal of Records as published by American Association of Collegiate Registrars and Admissions Officers as the policy for disposal of student records.

The following guidelines have been developed to insure the privacy rights of students. For the purposes of this policy statement a student is defined as an individual who has been admitted and has been in attendance in a component unit of the University. Classification as a student in one component unit of the University (e.g., an undergraduate program) does not infer that the person has been accorded the rights outlined below in other component units (i.e., graduate school, professional schools, branch campus).

## 2. Student Access to Records

Students have the right to be provided a list of the type of educational records maintained by the University which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the University to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to: financial records of their parents; confidential letters and statements of recommendation which were placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to: instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except a substitute; Campus Security records which are maintained apart from educational records, which are used solely for law enforcement purposes, and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity or to records created in connection with the treatment of the student under these conditions which are not disclosed to anyone other than individuals providing treatment. These records may be reviewed by a physician or appropriate professional of the student's choice.

## 3. Procedures for Access

Students should contact the appropriate office to inspect and review their records. An office may require that a University official be present when a student inspects and reviews his educational records. Any questions concerning a student's access to records should be directed to the Registrar.

## 4. Release of Directory Information

Directory information may be released by the University without the student's written consent. Directory information is identified in Academic Operating Policy and Procedure 12.13 Academic Record. It also includes email addresses. Participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information is considered directory information.

A student may deny the release of directory information by requesting that the information not be released. The student who is in attendance must notify the Registrar's Office in writing to deny the release of this information. To deny the release of participation in recognized activities the student must notify the Provost and the Academic Dean in writing. To deny the release of athletic information the student must notify the Director of Athletics in writing. To deny the release of directory information a student must give the above notification prior to registration. A former student, one who is not in attendance, must contact the appropriate offices above to deny the release of directory information.

Student Directory Information will be made available to private businesses, religious organizations, and other non-university organizations in the following manner: (1) the Campus Directory for the current school year is available for purchase in the MSU Bookstore. While the Campus Directory is believed to be accurate (some students may have requested their names not be listed), the University is not responsible for inaccuracies in the data; (2) a list or computer labels will not be available to any non-university group; (3) appeals will be handled by a subcommittee composed of the Registrar, the Director of Admissions, and the Dean of Office of the Graduate School.

## 5. Release of Educational Records

The University will release a student's educational record(s) upon the student's written request. The student must:

1. Specify the records to be disclosed.
2. Include the purpose or purposes of the disclosure.
3. State the party or parties and the address to whom the information is to be disclosed.

The student shall, upon request, receive a copy of the record that is to be disclosed. It is University policy to furnish single copies of a student's record at no charge except for the standard transcript fee, if applicable.

The University may release students' educational records to the following without prior written consent:

1. University officials who have a legitimate educational interest in the records. University officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of Mississippi State University who in the performance of their normal duties require access to student records. If University officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller general of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. Organizations conducting studies for, or on behalf of, the University or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. Accrediting organizations to carry out their accrediting functions.
7. Parents of a dependent student as defined in section 152 of the Internal Revenue code of 1986. University officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.
8. Comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance if possible.
9. Appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.

No personal information on a student will be released without a statement from the University to the party receiving the information that no third party is to have access to such information without the written consent of the student.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (20U.S.C. #8 1232g), and is not intended to impose any restrictions or grant any rights not specifically required by this Act.

### 6. Disciplinary Suspension and Expulsion

The following information will be recorded on a student's academic record:

1. Permanent Expulsion - a "W" grade will be recorded on the permanent record for each course on the student's schedule at the time of expulsion. "Permanent Expulsion" and the effective date will also be placed on the permanent record. This will remain on the permanent record indefinitely or until an appeal is held by the Dean of Students and the expulsion is approved for removal. In a case of appeal and approval by the Dean of Students to remove the expulsion, the words "Permanent Expulsion" will be replaced by the word "Withdraw."

2. Disciplinary Suspension - a "W" grade will be recorded on the permanent record for each course on the student's schedule at the time of suspension. "Disciplinary Suspension" and the effective date will also be recorded on the permanent record. Students may petition the Dean of Students to have "Disciplinary Suspension" removed from the permanent record. If the Dean of Students approves the request, the words "Disciplinary Suspension" will be replaced by the word "Withdraw."

3. Credits earned at another institution while on disciplinary suspension or dismissal may never be transferred or posted to the Mississippi State University record.

## C. CREDITS, GRADES, and STANDING

All credits earned at Mississippi State University are in semester hours. In most curricula, taking an average load of 16-18 hours for a regular semester will enable a student to make normal progress toward graduation.

Year or quarter hours transferred from another institution are converted into semester hours for purposes of uniformity in determining graduation requirements.

Transfer credits are accepted only from institutions accredited by or in candidate status with a regional accrediting body, such as the Southern Association of Colleges and Schools.

Not more than 25 percent of any curriculum may be earned by advanced standing examinations, College-Level Examination Program (CLEP), evaluated military service credits, tutorial, extension courses, and correspondence courses (a maximum of 20% of the total degree hours can be correspondence courses). Evaluated military service credits are classified as extension work. Not more than 20 percent of any curriculum may be earned through correspondence courses. Correspondence courses must be approved by the dean before being taken by students in residence. USAFI credits are classified as correspondence work.

### 1. Credit by Examination

**a. Advanced Placement Examinations.** Students entering Mississippi State University for the first time are allowed credit on the advanced placement examination administered by the College Entrance Examination Board. Grades of Satisfactory (S) appear on the transcript for courses in which advanced placement credit is earned. These courses do not affect grade-point averages. Applicability of such credit to a specific degree is to be determined by the appropriate dean. The following table provides the details on how credit is presently assigned in the various subject areas by the deans.

AP EXAMINATION	SCORE	HOURS CREDIT	RELATED COURSE	
1. BIOLOGICAL SCIENCE	4	3	BIO 1123	
	5	6	BIO 1123 and BIO 1023	
2. CHEMISTRY	3	3	CH 1213	
	4 or 5	6	CH 1213 and CH 1223	
3. COMPUTER SCIENCE	A Exam	4 or 5	3	CSE 1233
	AB Exam	3	3	CSE 1233
		4 or 5	3	CSE 1233
4. ECONOMICS	Macroeconomics	4 or 5	3	EC 2113
	Microeconomics	4 or 5	3	EC 2123
5. ENGLISH	Language & Comp.	3	3	EN 1103
	Language & Comp.	4 or 5	6	EN 1103 and 1113
	Literature & Comp.	3	3	EN 1103
	Literature & Comp.	4 or 5	6	EN 1103 and 1113
6. FRENCH	Language Level 3	3	9	FLF 1113,1123, 2133
	Language Level 3	4 or 5	12	FLF 1113,1123, 2133, 2143
	Literature Level 3	3	9	FLF 1113,1123, 2133
	Literature Level 3	4 or 5	12	FLF 1113,1123, 2133, 2143
7. GERMAN	Language Level 3	3	9	FLG 1113,1123, 2133
	Language Level 3	4 or 5	12	FLG 1113,1123, 2133, 2143
8. GOVERNMENT and POLITICS	Comparative	4 or 5	3	PS 1513
	United States	4 or 5	3	PS 1113
9. HISTORY	American	3	3	HI 1063
		4 or 5	6	HI 1063 and HI 1073
	European	3	3	HI 1213
		4 or 5	6	HI 1213 and HI 1223
10. LATIN	Vergil	3	9	FLL 1113,1123, 2133
	Vergil	4 or 5	12	FLL 1113,1123, 2133, 2143

Catullus-Horace	3	9	FLL 1113,1123, 2133
Catullus-Horace	4 or 5	12	FLL 1113,1123, 2133, 2143
11. MATHEMATICS			
AB Exam	3,4 or 5	3	MA 1713
BC Exam	3	3	MA 1713
	4 or 5	6	MA 1713 and MA 1723
Statistics	4 or 5	3	ST 2113
12. PHYSICS (no lab credit)			
B Exam	3 or 4	3	PH 1113
	5	6	PH 1113 and PH 1123 or PH 2213
CI Exam	3	3	PH 1113
	4 or 5	3	PH 1113 or 2213
CII Exam	4 or 5	3	PH 2223
13. PSYCHOLOGY	4 or 5	3	PSY 1013
14. SPANISH			
Language Level 3	3	9	FLS 1113,1123, 2133
Language Level 3	4 or 5	12	FLS 1113,1123, 2133, 2143
Literature Level 3	3	9	FLS 1113,1123, 2133
Literature Level 3	4 or 5	12	FLS 1113,1123, 2133, 2143

As more high schools develop Advanced Placement courses, Mississippi State University will consider their inclusion in this listing for credit.

Advanced Placement credit earned by approved testing may be applied to Honors College credentials if the student successfully completes an MSU honors course in the same subject matter, i.e., both credits for testing and for graded courses may apply to Honors College Phases I and II. (For example: AP credit for Composition I and Honors Composition II or AP credit for Calculus I and Honors Calculus II would yield six hours for each subject area.)

**b. Advanced Standing Examinations.** Applications for advanced standing examinations must be submitted to the Provost and Vice President for Academic Affairs; application forms are available in that office and must be filled out in quintuplicate. Contact the Office of Academic Affairs for information on deadlines, etc. The applicant must be a regularly enrolled student in residence on the campus, when he or she files the application and takes the examination.

Advanced standing examinations must be taken within two weeks from the date of approval by the Provost and Vice President for Academic Affairs and the grade card (signed by the instructor who graded the examination, the head of the department, and the student's dean), fee slip, a copy of the examination questions, and the examination paper must likewise be filed in the office of the Provost and Vice President for Academic Affairs within the same two-week period; otherwise, the student's application becomes null and void.

After an application is approved, the instructor whose name appears on the application form, and the student, will be notified. It is the responsibility of the student to make arrangements with the instructor as to the time and place of the examination. The student must appear for the examination on the date agreed upon.

Grades of C or better are passing grades and will be recorded on the student's permanent record. No student is permitted to take more than one advanced standing examination during any semester or summer term, and only 15 hours of credit so earned will count toward graduation.

Credits earned through an advanced standing examination in any course considered prerequisite for an advanced course will be applied toward graduation hours and the grade-point average only if the examination is passed **before** the advanced class has been completed. **Under no circumstances will any credit earned by advanced standing examinations count toward graduation if the student already has credit for the course or its equivalent on his or her high school record.**

**c. College-Level Examination Program (CLEP).** A total of not more than 25 percent of any curriculum may be earned by advanced standing examinations, College-Level Examination Program (CLEP), evaluated military service credits, correspondence, tutorial, extension, and USAFI courses. Evaluated military service credits are classified as extension work, and USAFI credits are classified as correspondence work. Mississippi State University serves as an open testing center for both the General and Subject Examinations. Academic credit on the Subject Examinations is awarded to students who are enrolled at the University and who make a scaled score of 50 or above (see exceptions below). Credit is neither awarded nor accepted for transfer credit for the General Examinations. Credit is considered the same as extension credit and is subject to the same limitations. The applicability of credit toward degree requirements is determined by the dean and/or department head concerned. At present, the only courses for which credit may be obtained through the CLEP Program are these:

MKT 3013	Principles of Marketing	ACC 2013	Principles of Financial Accounting
EC 2113	Principles of Macroeconomics	BIS 1012	Business Computer Systems
EC 2123	Principles of Microeconomics	FLF 1113	French I
HI 1213	Early Western World	FLF 1123	French II
HI 1223	Modern Western World	FLF 2133	French III (requires score of 62)
HI 1063	Early U.S. History	FLF 2143	French IV (requires score of 62)
HI 1073	Modern U.S. History	FLG 1113	German I
MA 1313	College Algebra	FLG 1123	German II
MA 1453	Precalculus	FLG 2133	German III (requires score of 63)
MA 1713, 1723	Calculus I, II	FLG 2143	German IV (requires score of 63)
EPY 2513	Human Growth and Development	FLS 1113	Spanish I
EPY 3503	Principles of Educational Psychology	FLS 1123	Spanish II
CH 1213	Fundamentals of Chemistry	FLS 2133	Spanish III (requires score of 63)
CH 1223	Fundamentals of Chemistry	FLS 2143	Spanish IV (requires score of 63)
PS 1113	American Government		
SO 1003	Introduction to Sociology		

For further information about CLEP and a form for application to take the tests, please write to: Computer Based Testing, P.O. Box 9747, Mississippi State, MS 39762, or call (662) 325-6610.

**d. The International Baccalaureate (IB).** The International Baccalaureate program is a comprehensive and rigorous two-year curriculum, leading to examinations, for students between sixteen and nineteen years of age. To accommodate differences among cultures regarding academic standards, it is a deliberate compromise between the specialization required in some national systems and the breadth preferred in others. The general objectives of the IB are to provide students with a balanced education; to facilitate geographic and cultural mobility; and to promote international understanding through a shared academic experience. The student who satisfies its demands demonstrates a strong commitment to learning, both in terms of the mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.

The IB curriculum consists of six subject groups:

Language A	(best language) including the study of selections from World Literature
Language B	(second language) or another Language A
Individuals and Societies	History, Geography, Economics, Philosophy, Psychology, Social Anthropology, Business and Organization
Experimental Sciences	Biology, Chemistry, General Chemistry, Applied Chemistry, Physics, Environmental Systems, Design Technology, Physical and Chemical Systems
Mathematics	Mathematics, Mathematical Methods, Mathematical Studies, Advanced Mathematics
Electives	Art/Design, Music, Latin, Classical Greek, Computing Studies, History and Culture of the Islamic World, Advanced Mathematics, a second subject from the humanities or the sciences, a third modern language, a school-based syllabus approved by the IB

All IB Diplomas candidates are required to offer one subject from each of the groups. At least three and not more than four of the six subjects are taken at the Higher level, the others at the Subsidiary level. Each examined subject is graded on a scale of 1 (minimum) to 7 (maximum). The award of the Diploma requires a minimum total of 24 points and the satisfactory completion of three additional requirements: the Extended Essay of some 4000 words, which provides the first experience of the independent research paper; a course entitled Theory of Knowledge (ToK), which explores the relationships among the various disciplines and ensures that students engage in critical reflection and analysis of the knowledge acquired within and beyond the classroom; the compulsory participation in Creativity, Action, and Service (CAS) extracurricular and community-service activities. Bonus points may be awarded for the exceptional essay or performance in Theory of Knowledge.

Mississippi State University recognizes the IB Program. Advance standing credit will be considered for the Higher level subject examinations with scores of 5, 6 or 7 pending approval of the various colleges, schools and major departments of the university.

A final official IB transcript will be sent by the International Baccalaureate North America (IBNA) regional office following the grade awarding and upon the request of the student. The document will indicate the level of the subjects, the grade awarded in each, the total point score and the completion of the additional Diploma requirements. Results are available in late July for May session candidates.

## 2. Grades and Quality Points

The class work of the student will be rated according to the following pattern of values:

Grade	Quality Points Per Credit Hour
A Excellent	4
B Good	3
C Satisfactory	2
D Poor	1
F Failure	0
I Incomplete	0
S Satisfactory	—
U Unsatisfactory	—
W Withdrawn Without Penalty	—

The quality-point average shall be determined on the basis of semester hours scheduled and rescheduled in which grades of A, B, C, D, and F are recorded. However, a student may not earn credits or quality points for a course or its equivalent in which he/she has already earned a grade of A or B.

A grade of I (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. A grade of I will not be submitted for reasons other than previously described. Except for circumstances noted above, an I grade will not be given to extend the semester so that a student may complete a required assignment(s).

Undergraduate students who receive an I grade must complete all work within thirty (30) calendar days from the date of the student's next enrollment. A student who receives an I grade may make up only that part of course work not completed because of an emergency. If a grade of I is not resolved into a passing grade within the allotted time, the grade becomes an F. Once a grade of I has been converted to an F because of the student's failure to complete the necessary coursework or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the deans and approved by the Vice President of Academic Affairs.

If an undergraduate student has not enrolled in the university within a year of receiving a grade of I, the I will be converted to a permanent grade of WI and the student will not have the opportunity to change that grade.

Graduate students who receive a grade of I must complete all work no later than the last day of class of the next semester (excluding summer) whether the student is enrolled or not. Failure of graduate students to remove an I grade during the specified time will result in an automatic grade of "F." Once a grade of I has been converted to an F because of the student's failure to complete the necessary coursework or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the deans and approved by the Vice President of Academic Affairs. I grades are not permitted for thesis and dissertation credits.

## 3. Academic Standing

a. **Undergraduate.** The University prescribes minimum standards of scholarship for determining whether a student is to be continued or discontinued. This determination is made at the end of the fall and spring semesters, at the end of the summer session, or any part of a semester in which the student has been enrolled. While the academic standing of a student is determined by the MSU Cumulative Grade Point Average (GPA), students must earn a 2.0 GPA on both the MSU and overall cumulative GPA's to earn a degree.

1. Students with a semester GPA of less than 2.0 who have at least 24 hours of GPA coursework at Mississippi State University AND who fail to meet the following MSU Cumulative GPA requirements will be suspended.

Classification	Earned Hours	MSU Cumulative GPA
Seniors	90 or more semester hours	2.0
Juniors	60-89 semester hours	2.0
Sophomores	30-59 semester hours	1.8
Freshmen	29 or fewer semester hours	1.6*

2. This policy is effective Fall Semester 2004 for all first-time entering students (i.e. students who have not established a Mississippi State University GPA prior to Fall 2004) and to all students who enroll thereafter. By Fall Semester 2008, this will apply to all students at Mississippi State University regardless of the semester they enrolled.

3. Up to Fall Semester 2008, all students with a GPA established at Mississippi State University prior to fall 2004 will be placed on suspension with the following GPA cutoffs: Seniors 1.9, Juniors 1.7, Sophomores 1.3, and Freshmen 1.0.

4. No student will be suspended for failing to achieve the required grade point average without first having had at least one semester of probationary notice (not necessarily the immediately preceding semester).

5. Students whose cumulative MSU GPA is less than 2.00 at the end of any term will enter the next term on academic probation and will remain on probation until the GPA reaches 2.00 or higher. The course load for students on academic probation is restricted to a total of 14 credit hours; a student on academic probation who enrolls concurrently in excess of this limit in correspondence courses or at another institution will not receive credit at Mississippi State University for such courses. (AOP 12.15 applies)

After being notified of probationary status, a student must schedule an appointment with his/her academic advisor or with the departmental probationary advisor (if the department has a probationary advisor) to devise a plan to improve their academic performance.

6. Academic suspension shall be for at least one regular (fall or spring) semester. For students suspended at the end of a spring semester, the suspension precludes enrollment in any summer school session as well as the following fall semester. The student will be readmitted on academic probation following the expiration of the first suspension. A student who attends another university during a suspension from MSU must maintain a 2.0 GPA (calculated by MSU standards) on any transfer work. Students who fail to meet these criteria may be readmitted only on the recommendation of their dean and with the approval of the Provost. A student may continue in school during the second term of summer session, irrespective of his or her record during the first term.

7. A student who has already received an academic suspension who fails to earn a current GPA of 2.0 or higher, and who has less than the required MSU Cumulative GPA, will be placed on academic dismissal. A student who receives an academic dismissal will not be automatically or routinely readmitted. In addition, readmission will not normally be considered until the student has been absent from the University for one calendar year. The Vice President for Academic Affairs may approve the readmission of an academically dismissed student only upon the recommendation of the student's academic dean based on a written petition by the student. Application for readmission should be filed with the student's Department Head no later than fifteen days prior to the first day of classes.

8. Appeal for a waiver of suspension or dismissal, because of unusual circumstances, should be made through the student's academic dean to the Vice President for Academic Affairs. No additional appeal beyond the Vice President for Academic Affairs is possible.

\* A level of 1.5 was applied for the Fall 2004, Spring 2005 and Summer 2005 semesters.

**b. Veterans' Academic Status.** The following regulations, in addition to those above, apply to all students receiving U.S. Dept. Veterans Affairs benefits:

1. A student must maintain an acceptable cumulative GPA to be in good standing. If the cumulative average falls below the acceptable level, the student will be placed on "first probation." During the probation semester, the student must improve his cumulative GPA or benefits will be suspended at the end of the semester. However, if the cumulative GPA improves but, an acceptable level is still not achieved a "second probation" semester will be allowed. Should the standards of progress not be achieved at the end of the second probation semester, benefits will be suspended and students will not receive further benefits until approved by the VA.

#### ACCEPTABLE STANDARDS OF PROGRESS

Semester	Cumulative GPA
1	1.00
2	1.50
3	1.75
4	2.00

A student must maintain at least a 2.00 cumulative GPA after the fourth semester or he/she will be placed on first probation and follow the order of procedure as outlined above.

2. Based on VA rules and regulations, students receiving VA educational benefits will receive benefits for courses that apply toward a degree program only. **NOTE:** Any change in student status, such as drops/adds, major changes or withdrawals from the University, must be reported to the VA Supervisor located in the Center for America's Veterans.

**c. Academic Amnesty.** Students who have not been enrolled in any post-secondary institution for five years may apply for admission or readmission under the academic amnesty policy through their academic dean's offices. Academic Amnesty may be applied to a student's record only once. Students admitted under this policy must complete current curriculum requirements in residence to earn a degree. (AOP 12.19 applies.)

**d. Academic Fresh Start.** Students who have not been enrolled in any post-secondary institution at any time for at least 24 consecutive months may petition for admission or readmission through their academic dean's offices under the academic fresh-start policy. All college credits 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 Mississippi State University. (AOP 12.17 applies.)

**e. Academic Forgiveness (Course Retake) Policy.** Effective Fall semester 2007, for courses taken during or after fall semester 2003, an undergraduate student will be permitted to retake up to two courses, not to exceed eight hours, in which he or she made a B, C, D or F. The original grade will remain on the transcript but will not count toward the GPA. This policy will be applied only to courses taken at Mississippi State University. For specific regulations and instructions on this policy, students should contact the Registrar's Office or refer to Academic Operating Policy 12.20.

## D. CLASS ATTENDANCE

Upon registration the student accepts the responsibility of attending all classes and doing any work the instructor may prescribe. When absence from class is essential, it is the responsibility of the student to make arrangements satisfactory to the instructor with regard to work missed. These arrangements should be made prior to the absence when possible.

Instructors shall record and report the absences of all students at any time using the myBanner Internet system. The same procedure will be followed by the instructor when at any time, in the opinion of the instructor, the student is not making satisfactory progress. All absences and last dates of attendance (where applicable) will become a part of the student's file in the Registrar's Office. Instructors may report absences to the Division of Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued, consecutive absences.

## E. WITHDRAWAL

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's 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.

## F. CLASSIFICATION OF STUDENTS

Students are classified according to the total hours earned:

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

## G. RECOGNITION OF ACADEMIC ACHIEVEMENT

Recognition for outstanding academic achievement is accorded to full-time students each regular semester (does not apply to students in College of Veterinary Medicine). For these purposes, a student must complete at least twelve (12) semester hours of course work toward graduation, with no incomplete grades nor grades lower than C. The levels of recognition are as follows:

**President's Scholars.** Students who achieve a 3.80 average or above.

**Dean's Scholars.** Students who achieve a 3.5 to a 3.79 average.

## H. GRADUATION and COMMENCEMENT

**1. Commencement.** Candidates should submit formal application for degrees during registration for the period of enrollment in which they expect to complete their degree requirements, but not later than the last day to apply, as published in the Academic Calendar. Candidates will not be allowed to participate in the commencement ceremony until requirements have been met for a degree. Payment of debts to the University is a requirement for the granting of degrees and awarding of diplomas. All University holds must be cleared before a student can graduate.

**2. Graduation with Honors.** Students completing the requirements for baccalaureate degrees with exceptional scholastic averages and with a minimum of one-half the total hours required for their degrees at Mississippi State University may be graduated with honors. The levels of recognition will be recorded on the students' diplomas and permanent records.

In determining eligibility for recognition, the grade point average will be figured on the basis of all hours attempted. If a student's last period of enrollment raises his or her average to the level required for honors, or to a higher level of honors, this notation will be made on the diploma and transcript. The hours may include, not only residence credit, but also correspondence and extension credit to the extent permitted by the University regulations for graduation.

Transfer students must achieve the specified grade point average in two senses: (1) on all hours attempted at all institutions attended and (2) on all hours attempted at Mississippi State University. The level of attainment will be determined by either the overall average or the Mississippi State University average, whichever is lower. The grade-point values currently in use at Mississippi State University will be used to calculate the quality-point average on all transfer credits.

The levels of recognition and the grade point averages required for each are as follows: Summa Cum Laude—3.80, Magna Cum Laude—3.60, and Cum Laude—3.40.

## IV. STUDENT HOUSING

Mississippi State University is committed to providing its students with a comprehensive educational experience. The University has determined that for most four-year students, living on-campus, as compared to off-campus living, has numerous educational and social benefits. In recognition of the value of the living-learning experience associated with on-campus living, effective the 2008 Fall Semester, Mississippi State University will require first-year students to live on campus in residence halls. First-year and new transfer students must first apply and be admitted to the university. Once admitted, students will be able to submit housing and roommate preferences for the Fall 2008 / Spring 2009 academic year. A nonrefundable \$50 reservation fee must be submitted to the Department of Housing and Residence Life. A nine-month housing contract must be signed and returned to the Department of Housing and Residence Life once an assignment is offered and accepted.

Students wishing to request one another as roommates should request each other on the housing application. Students wishing to request to room together AFTER submitting housing preferences MUST request each other in writing. Requests may be submitted via mail, fax, e-mail or in person. Mutual requests received by April 1 have priority.

Assignment of transfer students and currently enrolled off-campus students will not be made until after assignment of returning residence hall students has been completed at the end of spring semester, and into summer, as space is available. Freshman and transfer students will receive their assignments in late Spring 2008. Priority is given to those preferences submitted by April 1, 2008.

MSU students **cannot** cancel their housing contract and room assignment after July 15, 2008 for Fall 2008. The residence hall contract is for both semesters (nine months) if the student is enrolled in school. The residence halls open several days before the first day of classes.

Requests for private rooms will be accepted and honored as space for assignments is available. First priority will be given to double occupancy assignments. The rate for a private assignment will be higher than for a double room. Contact the Department of Housing and Residence Life for rates.

All room changes must be approved by the residence director. A student who makes an unauthorized change must pay a \$25 penalty and move back to the assigned space. The assigned occupants are financially responsible for all property in the room, including doors and windows.

The University reserves the right to inspect rooms and to move any student to another assignment for reasons of space management or for the maintenance of order. At the beginning of each school term, students without roommates may choose one of three options: 1) move together voluntarily with another student who is without a roommate, 2) be reassigned with another student who is without a roommate, or 3) pay the private room rate if private rooms are an option. Whatever the option chosen, the student must coordinate his/her actions with his/her residence director.

Please contact the Department of Housing and Residence Life for more information: Box 9502, Mississippi State, MS 39762; Phone: (662) 325-3555; FAX: (662) 325-HOME (4663); email: [housing@saffairs.msstate.edu](mailto:housing@saffairs.msstate.edu); Web site: [www.housing.msstate.edu](http://www.housing.msstate.edu). The Web site is the best source for submitting an application, exploring specifics about facilities, policies, and options for students, especially those with families.